Evacuation Procedures
For

(Facility name and address)

Compiled by:
Date:

This document is subject to regular reviews, if you have any comments or suggestions please forward them to the Fire Safety Department for consideration at fire.safety@southerntrust.hscni.net
Facility evacuation procedures

1.0 Introduction

It is a legislative requirement that all facilities have adequate arrangements in place for their evacuation.

This facility is to be evacuated on the discovery of a fire or the activation of the fire alarm system. This document sets out the evacuation procedures.

All the sections in Appendix A must be completed by the line manager of the Nominated Fire Officer or where there is more than one Nominated Fire Officer, the line manager of the Nominated Fire Officer who has the most number of staff.

2.0 Fire safety management

All facilities are required to have Nominated Fire Officers or in their absence Deputy Nominated Fire Officers at all times.

The Nominated Fire Officer/s (appendix A) has the responsibility for local fire safety provisions including adequate evacuation arrangements. Line managers are responsible for ensuring Nominated Fire Officers are in place and provided with adequate resources to undertake their responsibilities. Where this is not the case Directors are required to be informed by line managers so that Nominated Fire Officers can be appointed and sufficient resources are provided.

Where more than one Nominated Fire Officer is appointed in a building the Nominated Fire Officer with the most staff must take the lead role for fire safety arrangements that cover all areas such as evacuation drills and testing of the fire alarm.

Evacuation procedures to be reviewed by Nominated Fire Officer/s and line managers annually and updated as necessary.

Specific advice on fire safety arrangements can be obtained from the Trust’s Fire Safety Department.
3.0 Preparing for an evacuation

It is essential to adequately prepare for a fire incident to enable evacuations to be carried out successfully.

As applicable, the following issues require to be addressed:

- The Nominated Fire Officer is in place
- Sufficient Deputy Nominated Fire Officers are in place to cover in the absence of the Nominated Fire Officer
- All staff know how to raise the fire alarm.
- All staff know how to seek additional help to assist with evacuation
- All staff know the evacuation procedures for their place of work
- All new staff (including agency and bank staff) on the first day of their employment are shown the location of escape routes, manual call points, fire fighting equipment and informed of fire and evacuation procedures
- All staff have attended fire training pertaining to their responsibilities and adequate training records are kept
- At least one evacuation drill per shift is carried out annually
- Procedures are in place for evacuating visitors, including providing assistance when required
- Where applicable, a specific Personal Emergency Egress Plan (PEEP) is in place for staff that require assistance to evacuate.
- All staff know what arrangements are in place and what actions to take for standard PEEP's issued to visitors
- Where applicable, designated staff have been trained in the use of evacuation aids where they are needed.
- Staff know the location of their fire alarm call points, escape routes, fire walls, location of fire extinguishers, etc.
- Arrangements are in place to Inform staff of any changes that would affect the use of escape routes, even temporarily, eg contractors working
- Implement suitable fire safety ‘house rules’ including an inspection schedule to ensure
  - Means of escape routes are unobstructed
  - All means of escape doors can be easily opened; it is important that doors that are not normally used, are checked as the locking mechanism may become difficult to operate
  - Fire extinguishers are correctly positioned
  - As applicable, evacuation aids are correctly located,
  - Other
4.0 Actions to take if a fire is discovered or suspected:

- **STAY CALM**
- Immediately raise the fire alarm by breaking the glass in the nearest manual call point (MCP) (red box usually sited at entrance/ exit doors or stair landings)
- Call the Fire and Rescue Service by dialling 999 (the Nominated Fire Officer or Deputy to ensure this is carried out)
- The information that needs to be provided to Fire and Rescue Service is:
  - Address of facility including postcode
  - Telephone number
  - Details of incident
  - Any missing person/s
  - Potential hazards
  - Details of contact person on site
  - Details of types of person/s to be evacuated
- Evacuate visitors/ other staff from immediate area
- Fight the fire only if it is safe to do so using the available fire fighting equipment.
- If the fire cannot be extinguished, close the door and evacuate away from the fire.
- Only if it is safe to do so, staff should carry out a ‘sweep’ of area to ensure all occupants have evacuated.
- Implement any Personal Emergency Egress Plan (PEEP) for staff requiring assistance
- Evacuate the building using the nearest available exit
- Report to designated assembly point at ____ (location) ________________
- The Nominated Fire Officer/ Deputy Nominated Fire Officer or anyone deputising on their behalf will assume responsibility (person-in-charge) of the incident and direct staff along the lines of action stated above. They will also be the main liaison point for the Fire and Rescue Service on arrival and where possible should have the following information:
  - Location of fire
  - Location of fire hydrants
  - Location of any specific hazards that would affect fire fighters, eg gas cylinders, highly flammable substances, etc.
  - If anyone is in the building, how many, their location, their evacuation/ care needs
- The person-in-charge if possible ascertain if everyone has evacuated
- Inform the Trust switchboard of the fire incident at ________________ (nearest acute hospital)
5.0 Actions to take if fire alarm is activated

- **STAY CALM**
- Call the Fire and Rescue Service by dialling 999 (the Nominated Fire Officer or Deputy to ensure this is carried out)
- The information that needs to be provided to Fire and Rescue Service is
  - Address of facility including postcode
  - Telephone number
  - Details of incident
  - Any missing person/s
  - Potential hazards
  - Details of contact person on site
  - Details of types of person/s to be evacuated
- If a fire is confirmed and if this information has not been conveyed to the Fire and Rescue Service, contact the Fire and Rescue Service again and confirm there is a fire as they will send more fire appliances.
- Fight the fire only if it is safe to do so using the available fire fighting equipment.
- If the fire cannot be extinguished, close the door and evacuate away from the fire
- Only if it is safe to do so, staff should carry out a ‘sweep’ of area to ensure all occupants have evacuated
- Implement any Personal Emergency Egress Plan (PEEP) for staff requiring assistance
- Evacuate the building using the nearest available exit
- Report to designated assembly point at ___________(location)__________________
- The Nominated Fire Officer/ Deputy Nominated Fire Officer or anyone deputising on their behalf will assume responsibility (person-in-charge) of the incident and direct staff along the lines of action stated above. They will also be the main liaison point for the Fire and Rescue Service on arrival and where possible should have the following information;
  - Location of fire
  - Location of fire hydrants
  - Location of any specific hazards that would affect fire fighters, eg gas cylinders, highly flammable substances, etc.
  - If anyone is in the building, how many, their location, their evacuation/ care needs
- The person-in-charge if possible ascertain if everyone has evacuated
- Inform the switchboard of the fire incident at ____________(nearest acute hospital)

**When evacuating**
- DO NOT stop to collect belongings
- DO NOT use lifts or
- DO NOT re-enter building until instructed to do so
6.0 Actions to be taken after a fire incident or unwanted fire alarm signal

The Fire Safety Department is to be contacted immediately if there is a fire incident.

If there is a fire incident the Nominated Fire Officer is to complete the Trust’s IR1 incident reporting and the FPN 11 form.

If there is an unwanted fire alarm signal (or false alarm) the Nominated Fire Officer is to complete the FPN11 form.

The FPN11 form can be obtained from the Trust’s Intranet and must be completed and returned to the Fire Safety Department within 24 hours of an incident occurring.
Appendix A

All the following sections must be completed by the line manager of the Nominated Fire Officer or where there is more that one Nominated Fire Officer, the line manager of Nominated Fire Officer who has the most number of staff.

1. The Nominated Fire Officer/s for this facility are

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<thead>
<tr>
<th>Nominated Fire Officer</th>
<th>Line Manager</th>
<th>Area/s covered</th>
<th>Deputy Nominated Fire Officer</th>
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2. Where this is more than one Nominated Fire Officer, the Nominated Fire Officer with the most staff is required to take the lead, this is;