

SYMONDS NURSING HOME LIMITED

FIRE DRILLS AND HANDLING AN OUTBREAK OF FIRE

This Policy will summarise the arrangements and measures in place at the home for the operation of Fire Drills, and for the evacuation procedures to be implemented in the event of a fire or explosion at the home. This ensures conformance with Health & Safety and other legislative requirements, and enables the service users to feel safe in the home.

THIS POLICY APPLIES TO ALL STAFF OF THE HOME WHO ARE REQUIRED TO PARTICIPATE IN ALL FIRE DRILLS. THERE ARE NO EXCEPTIONS:

1. FIRE DRILLS:

- 1.1 All staff will receive appropriate training in the elements of Fire Prevention (ref. Policy MA 25), and the implementation of Fire drills. **SUCH TRAINING IS A FUNDAMENTAL CONDITION OF EMPLOYMENT.**
- 1.2 The following shall constitute the principles of training for Fire Drills:
 - 1.2.1 Action to be taken upon discovering a fire, and raising the alarm.
 - 1.2.2 Action to be taken upon hearing the fire alarm.
 - 1.2.3 Correct method of calling the Fire Brigade.
 - 1.2.4 Principles of compartmentation, and the movement of Service Users to a place of safety protected by fire doors.
 - 1.2.5 Maintenance and protection of the means of escape / evacuating the home. This will address the importance and use of fire-resistant doors, and the need to maintain appropriate disciplines in ensuring that fire doors and escape routes are not blocked with miscellaneous items.
 - 1.2.6 Automatic and manual fire alarm systems, including the fire alarm panel. Location of alarm break-glass call points and alarm indicator panels.
 - 1.2.7 Phased evacuation procedures (see section 2. of this Policy).
 - 1.2.8 The importance of not using lifts, stair-lifts and similar equipment at the time of a fire and on hearing the fire alarm.
 - 1.2.9 Primary and secondary assembly points (see section 2. of this Policy).
 - 1.2.10 Methods of rescue.
- 1.3 The times of fire drills and routes to exterior assembly points will be varied to ensure that all staff become familiar with all possible means of escape.
- 1.4 Fire drills will be held, as a minimum, twice per annum during the hours of daylight. Additionally, there will be one further fire drill held per annum during the hours of darkness.

- 1.5 Fire drills will be planned in advance by the proprietor or manager who will also undertake the responsibility of informing the local Fire Officer that such drills will be taking place. This is particularly important where the home's fire alarm system is linked directly to the fire station. The Fire Officer will be contacted at least one week before the drill is due to take place so that arrangements may be made to have a fire brigade member in attendance to monitor the drill.
- 1.6 Fire drills should consist of a simulated fire situation where the alarm is raised by a member of staff chosen at random. On occasions, one or two fire exits should be deliberately blocked. All staff, service users and visitors, as relevant, will be forewarned of the scheduled fire drill.
- 1.7 Details of all fire drills will be entered into the Fire Drill Log Book, signed by the Person-in-Charge, and counter-signed by the Fire Officer, if present. Details recorded will include:
 - 1.7.1 Date and time of the drill or exercise, and whether it was daytime or night-time.
 - 1.7.2 Name of the person giving instruction, including the Fire Officer present if applicable.
 - 1.7.3 Name of the Person-in-Charge of the home.
 - 1.7.4 Duration of the drill or exercise.
 - 1.7.5 A precise of the drill or exercise, including any observations which need to be incorporated into future fire prevention procedures.

2. HANDLING AN ACTUAL OUTBREAK OF FIRE:

- 2.1 Upon discovering a fire, the person (staff member) will:
 - 2.1.1 Sound the fire alarm immediately by breaking the nearest break-glass alarm point;
 - 2.1.2 Ensure that all doors surrounding the fire are closed as far as possible. If the home is fitted with automatic doors held on magnetic devices then these will automatically close when the alarm is activated;
 - 2.1.3 Commence evacuation of the affected area to the next "compartment" starting with the rooms adjacent to the fire. **NO ATTEMPTS SHOULD BE MADE TO ENTER THE ROOM ON FIRE UNTIL ALL OTHER SERVICE USERS ARE IN A PLACE OF SAFETY.**
- 2.2 The person-in-charge will assume responsibility for the following:
 - 2.2.1 Calling the Fire Brigade - 999
 - 2.2.2 Organising appropriate care and assistance for any injured or disabled person.
 - 2.2.3 Supervising evacuation of the home which must be a phased process:

- ❖ Moving / escorting service users from affected compartment to the next compartment;
- ❖ Moving / escorting service users from the affected and adjacent compartments progressively to the primary assembly point;
- ❖ Moving from primary assembly point to the exterior secondary assembly point;

THE FOLLOWING DEFINITIONS ARE APPROPRIATE

Primary Assembly Point	Main Reception
Secondary Assembly Point	The Front of Building outside UNIT 1&3 on grass

- ❖ As people are moved from area to area, ensure that all doors passed through are closed afterwards;
- ❖ People should not delay evacuating the home in order to collect personal belongings;
- ❖ LIFTS MUST NOT BE USED FOR EVACUATING THE HOME;
- ❖ Special assistance should be given to visitors who may not be familiar with the orientation of the home;
- ❖ When gathered at the assembly point conduct a roll call against the Fire Register.

2.2.4 Holding a list of all people in the building (Fire Register), and ensuring that this is made available to the Fire Officer upon arrival. Informing the Fire Officer of any persons not accounted for.

2.3 It is not permitted for any person to re-enter the building or fire situation until told by the Fire Officer in charge that it is safe to do so.

2.4 If necessary to arrange alternative accommodation for service users, then this should be done by the proprietor. A contingency plan for such accommodation will have been previously drawn up (ref. Policy MA 26)