



Glebe House

***Fire Safety Policy
and Procedures***

Reviewed September 2019

Signed:

Facilities and Safety Manager

SECTION 1

FIRE SAFETY POLICY

INTRODUCTION

This manual outlines the comprehensive Policy and Procedures adopted by Friends Therapeutic Community Trust, for protecting all residents, staff and visitors from hazards of fire. The aim of the policy and procedures is to protect life -

“PROPERTY CAN BE REPLACED - YOU CAN'T”

Fire and smoke are extremely dangerous and may cause, at best, injury and, at worst, loss of life. It is, therefore, the responsibility of each individual to be aware of the contents of this manual and to be familiar with all practical procedures relating to fire safety, prevention and evacuation drills.

RESPONSIBLE PERSON

The Facilities and Safety Manager is responsible for Fire Safety under the auspices of Health & Safety. On a day-to day basis this has been delegated jointly to Maintenance and Milieu Team members. Any potential fire hazard or cause for concern regarding fire safety matters should be brought to their attention as quickly as possible or, in their absence, the Director.

INDUCTION

All new residents and staff are to receive an verbal induction on fire safety policy and procedures within 48 hours of arrival at Glebe House. The following are responsible for inducting:

- a) **Residents.** The Milieu Project Workers/Transitions & Circles Co-ordinator should inform the Facilities and Safety Manager when this has been done.
- b) **Staff.** Assistant Director of Care or Facilities and Safety Manager
- c) **Visitors.** All visitors will have the fire safety procedures explained to them on their initial visit. It is accepted that visitors will normally be escorted either by a resident or staff member whilst on the premises. The escort is responsible for ensuring that the visitor adheres to the fire safety procedures and for their safety in the event of an evacuation.

TRAINING

Following the initial induction, Friends Therapeutic Community Trust is committed to providing continuation training at regular intervals for all residents and staff in relation to practical fire safety procedures. This training will be organised by the Facilities and Safety Manager and HR & Training Officer.

SECTION 2

PREVENTION AND PROTECTION

PREVENTION

Prevention is better than cure 'and in the case of fire, cure may not be an option! It is important that instructions and information are followed and that the building is regularly checked for potential fire hazards. Defective equipment, especially fire safety equipment, should be reported to the appropriate person as quickly as possible. The following list is a guide to preventing fire. The list is not exhaustive:

- a) Electrical and heating equipment should not have items placed on them, or be placed on combustible materials but should allow for air movement and adequate ventilation.
- b) Generally speaking, electrical equipment should not be left on if a room is unoccupied (with obvious exceptions). If you are the last person to leave a room, make sure that unnecessary electrical equipment is turned off. The use of items such as open electric fires and Calor gas type heating equipment is NOT encouraged but, where their use is unavoidable, such items should NOT BE LEFT ON WHEN UNATTENDED.
- c) **Smoking is not permitted on the Trust site**
Matches should be PROPERLY extinguished before disposal in appropriate containers and should not be placed in litter/waste bins possibly containing paper or other combustible materials..
- d) Old or defective equipment should not be used (e.g.: old electric fires, stereo hi-fi equipment, etc.) and all electrical items belonging to residents will be inspected from time to time by a competent person. If there is any doubt as to the safety of an item, a decision should be sought from the Facilities and Safety Manager.
- c) Equipment with pulled, worn or frayed cables is to be removed from use, repaired or destroyed.
- f) Adequate building maintenance should be carried out quickly to prevent further deterioration. Fire safety equipment (e.g. fire doors, closures and seals, etc.) should receive FIRST PRIORITY for maintenance and repairs).
- g) Bedrooms, offices and other areas should be kept clean and tidy. At the end of the work day, or when left unoccupied for any length of time, offices and other work areas should be made secure (windows closed, electrical items unplugged, lights switched off, hazardous chemicals stored safety etc.).
- h) Extra care should be taken when working with petrol, solvents, aerosol sprays, hazardous chemicals, hot surfaces, electricity and gas, etc.

PROTECTION

Individuals are responsible for:

- A. Protecting themselves, and others. Learn what to do during fire drills and other procedures. If you are not clear about something, ASK SOMEONE WHO KNOWS!
- B. Fire Safety Equipment. Do not interfere with call-points, alarm bells, extinguishers, fire blankets, smoke and heat detectors, fire evacuation lists and emergency lights etc., which are all provided to PROTECT LIVES.
If you happen to notice that something is not working correctly or that equipment has been removed, damaged or just blocked report it to the Facilities and Safety Manager or another responsible person and log in the maintenance file.
- C. Escape Routes. All corridors and stairs lead to emergency exits and constitute the escape route which should be kept clear of rubbish and other hazardous items **at all times**.
- D. Fire Doors. Most, if not all, rooms and corridors are equipped with minimum half-hour resistant fire doors, which will prevent the rapid spread of fire. These doors are fitted with 'self-closures', which ensure that the door will shut on its own. If you notice a door, which does not close properly, report it for repair. Some doors are clearly marked 'Fire Door - Keep Closed'. These doors should NOT be wedged in the open position at any time. Never hold open doors with fire extinguishers.
- E. Evacuation Procedure. You will learn how to evacuate the building during Fire Drills. Remember what to do. Make sure you know where all the emergency exits are and how to get to the Assembly Area safely.
- F. Fire Alarm. The fire alarm system is usually the first warning of a fire hazard. On hearing the alarm sound, you should always follow the evacuation procedure IMMEDIATELY.

CLASSIFICATION OF FIRE AND EXTINGUISHER INFORMATION SHEET

The following information details the different classifications of fire.

Classification of fire	Further information
A	Free burning solid carbon materials, such as wood, paper or textiles. Extinguishers in this class work by cooling the heat source.
B	Flammable liquids such as petrol, diesel or oils. Extinguishers work by smothering the fire.
C	Gases, flammable gases and liquefied gases either leaked or spilt. The extinguishers work by smothering (and you can also starve the fuel – if safe to do so).
D	Metal fires, such as aluminium or magnesium. The extinguishers work by smothering using graphite or talc.
F	Fires involving cooking oils – high temperature cooking. Extinguishers smother the fire but you also need to isolate the heat source.

The following information details which type of extinguisher should be used.

Type of extinguisher	Fuel type	Associated risks of use	How to use	How it works
<p>Red band</p> <p>Water</p> 	Wood, paper and rubbish fires.	Do not use on burning fat or oil, liquid or gas fires or electrical appliances.	Point the jet at the base of the flames and keep it moving across the area of the fire. Ensure that all areas of the fire are out.	By cooling burning material.
<p>Water Mist</p> 	Wood, paper, rubbish, liquids & Electrical up to 1000v if Models with dielectric test to 35k Volt	Do not use on electrical equipment if not dielectric tested	Point the jet at the base of the flames and keep it moving across the area of the fire. Ensure that all areas of the fire are out.	By Cooling and suffocating the fire

Type of extinguisher	Fuel type	Associated risks of use	How to use	How it works
Blue band Multi-purpose dry powder 	Wood, cloth, paper, plastics, coal etc. Fires involving solids. Liquids such as grease, fats, oil, paint, petrol, etc. but not on chip fat or pan fires.	This is safe on live electrical equipment, although doesn't go into spaces easily and the fire may re-ignite. This extinguisher doesn't cool material well and any smouldering material such as upholstery can cause the fire to start up again.	Point the jet or discharge horn at the base of the flames and, with a rapid sweeping motion, drive the fire towards the far edge until all the flames are out. If the extinguisher has a shut-off control wait until the air clears and if you can still see the flames, attack the fire again.	Knocks down flames and, on burning solids, melts to form a skin smothering the fire. Provides some cooling effect.
Cream band Foam 	Can be used on wood, paper etc. and flammable liquids such as petrol and diesel.	You shouldn't use this on free flowing liquid fires as these have the potential to quickly spread the fire to surrounding materials. Don't use on chip or fat pan fires. Check manufacturers' instructions for suitability of use on other fires involving liquids.	Don't aim jet straight into the liquid. Where the liquid on fire is in a container, point the jet at the inside edge of the container or on a nearby surface above the burning liquid. Allow the foam to build up and flow across the liquid.	Extinguishes by cooling and sealing the surface of a burning liquid.
Black band Carbon Dioxide CO₂ 	Particularly suited to electrical fires as does not cause much damage apart from when used on a computer etc.	The power to electrical equipment should be disconnected. This extinguisher does not cool the fire very well and you need to watch that it does not start up again. In confined spaces the fumes can be harmful.	The discharge horn should be directed at the base of the flames and the jet kept moving across the area of the fire.	Extinguishes by reducing oxygen levels and cooling.

Type of extinguisher	Fuel type	Associated risks of use	How to use	How it works
Fire Blanket 	Fires involving both solids and liquids. Particularly good for small fires in clothing and for chip and fat pan fires provided the blanket completely covers the fire.	The fire blanket needs to be of sufficient size to completely cover the fire. Also locate the blanket so that it can be safely accessed in the event of a fire, i.e. not above the potential fire hazard.	Keeping your hands protected from the fire, place the blanket carefully over the fire. Don't waft the fire towards you.	Smothers the fire.
Wet Chemical 	Developed for the sole purpose of fighting deep fat cooking fires	Although this extinguisher is not to be used on live electrical equipment, the heat of the moment can cause accidental spraying onto electrical items nearby so the special spray nozzle has been tested and passed the BSi 35 kv conductivity test. It would be common practise to have a CO2 fire extinguisher and a large fire blanket alongside and for all to have identification signs above.	Stand well back and to gently apply the wet chemical onto the fire. However, as the method of use is different to other fire extinguishers, recommendation that staff be given quality fire training.	The specially formulated wet chemical causes a saponification effect that results in a thick, soapy foam smothering the fat and creating a barrier against re-ignition.

GENERAL ADVICE

a. Fire and Smoke. These can move very quickly, particularly in well-ventilated areas such as corridors and stairwells. Fires should be contained if doors and windows are closed. A fire in a closed environment with no air may extinguish itself. NEVER enter a smoke or fire filled room or corridor and NEVER open a door to check on a fire as doing so will put your life at risk, allow fresh air to enter and may cause the fire to flare up. All checks of smoke or fire filled rooms should BE LEFT TO THE FIRE AND RESCUE SERVICE.

REMEMBER: MOST CASUALTIES OF A FIRE CHOKE OR SUFFOCATE DUE TO SMOKE INHALATION!

b. Smoke in Corridors. If smoke is present in a corridor used as an escape route, its hot gases may make it rise to the ceiling. In such a situation (unless there is an alternative escape route) dropping to your knees below the smoke level and, keeping your head and body low, crawling to safety along the corridor may be possible.

c. Trapped in a Room by Fire and Smoke. If you are unable to leave a room (e.g. a bedroom on the middle and top floors) because the corridor is full of smoke or fire, block the space around the door to prevent smoke entering the room using damp materials such as curtains, towels and clothing. Stand by an open window and shout for help.

d. Hot Door Handles. If you notice smoke seeping through the frame of a door or the door handle is hot to the touch DO NOT OPEN THE DOOR. Fire may well be on the other side and opening the door may put your life at risk.

SECTION 4

DISCOVERING A FIRE

DISCOVERING A FIRE IN THE MAIN BUILDING

If you discover a fire in the main building you should IMMEDIATELY:

1. RAISE THE ALARM by shouting "FIRE, FIRE, FIRE" and strike the nearest Call-Point (one is located at every emergency exit) ensuring the alarm starts to sound.
2. CLOSE ALL DOORS AND WINDOWS near to the fire ONLY IF IT IS SAFE TO DO SO and they are ON YOUR ESCAPE ROUTE.
3. LEAVE THE BUILDING as swiftly and calmly as possible, and warn any other people you might meet on your way out do not attempt to collect personal possessions. Make your way to the designated Assembly Area – **Tennis Court Area**. Report to the staff member responsible for Roll Call and give as much information as you can about the location and type of fire.
4. Never return to the building until instructed to do so!

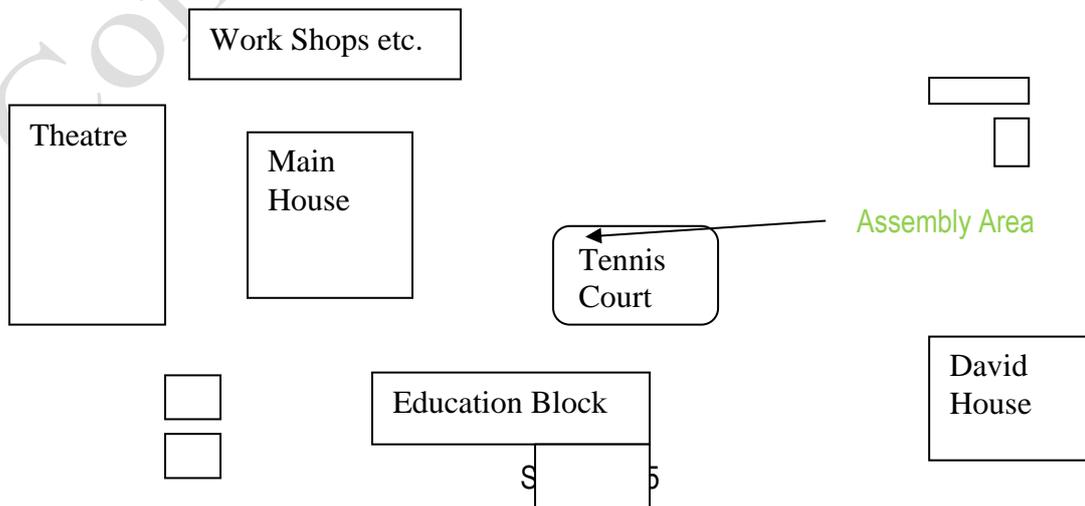
DISCOVERING A FIRE - OTHER BUILDINGS (DAVID HOUSE, THEATRE, MOTOR WORKSHOP, EDUCATIONAL BLOCK, WORKSHOPS, ETC)

If you discover a fire in one of the above buildings, you should IMMEDIATELY:

1. RAISE THE ALARM by shouting "FIRE, FIRE, FIRE" and strike the nearest Call-Point (one is located at every emergency exit) ensuring the alarm starts to sound.
2. CLOSE ALL DOORS AND WINDOWS, if applicable, and ONLY IF IT IS SAFE TO DO SO and they are ON YOUR ESCAPE ROUTE.
3. LEAVE THE BUILDING as swiftly and calmly as possible, and warn any other people you might meet on your way out do not attempt to collect personal possessions. Make your way to the designated Assembly Area – Tennis Court Area. Report to the staff member responsible for Roll Call and give as much information as you can about the location and type of fire.
4. Never return to the building until instructed to do so.

ALL BUILDING ALARM SYSTEMS ARE LINKED SO ONE OUT ALL OUT!

NB: IF YOU ARE IN THE GROUNDS AND DISCOVER A FIRE, REPORT THE DETAILS IMMEDIATELY TO A DUTY STAFF MEMBER.



EXTINGUISHING A SMALL FIRE

Under NO circumstances is any RESIDENT to attempt to extinguish a fire OF ANY KIND (but see Section 8 - Investigator Responsibilities).

A staff member should attempt to extinguish a fire ONLY if it is to SAVE A LIFE, TO AID ESCAPE or the FIRE IS VERY SMALL AND CONTAINED i.e. waste bin and: and they have sufficient knowledge of extinguishers to do so.

- a. The alarm has been raised and everyone at risk has left.
- b. There is a safe, un-hindered exit.
- c. You have had sufficient training and competent in the use of extinguishers for that size and type of fire.
- d. You have read the instructions on the extinguisher making sure that you have the CORRECT EXTINGUISHER FOR THAT TYPE AND SIZE OF FIRE.
- e. IF YOU ARE IN ANY DOUBT, LEAVE THE AREA IMMEDIATELY AND CONTACT THE FIRE AND RESCUE SERVICE. (Dial 999)

NEVER ATTEMPT TO EXTINGUISH A LARGE OR SPREADING FIRE OR ONE INVOLVING GAS CYLINDERS, PETROL, CHEMICAL STORAGE.

IMPORTANT NOTE:

There is an expectation that ONLY THOSE STAFF RESPONSIBLE FOR INVESTIGATION will need to undertake the above action.

SECTION 6

EVACUATION PROCEDURES - GENERAL

If you hear the alarm SOUNDING, you should take the following action IMMEDIATELY:

1. STOP WHATEVER YOU ARE DOING -

If you are on the telephone, terminate the call immediately but as politely as possible. If you are using electrical equipment such as washing machines, cookers, etc., SWITCH THEM OFF AT THE MAINS, if possible and safe to do so.

2. LEAVE THE BUILDING -

Move swiftly and calmly as possible BY THE MOST DIRECT AND SAFEST ROUTE, making your way to the designated Assembly Area. At NIGHT, ensure that you take or are wearing sufficient clothing to keep warm (i.e. dressing gown stored on rear of room door). DO NOT WASTE TIME TO COLLECT ANY PERSONAL BELONGINGS. When leaving a bedroom or office, etc., ensure that windows and doors are closed if possible and safe to do so.

3. AT THE ASSEMBLY AREA -

Wait patiently and quietly for the Roll Call. When your name is called, answer clearly "Yes". DO NOT FOOL AROUND OR ANSWER FOR OTHERS this wastes valuable time and could endanger someone's life.

4. DO NOT LEAVE THE ASSEMBLY AREA FOR ANY REASON UNLESS INSTRUCTED TO DO SO by the member of staff responsible or by a Fire Officer.

5, UNDER NO CIRCUMSTANCES SHOULD ANYONE ENTER OR THE BUILDING following the alarm sounding (unless they are the designated person responsible for Investigation) OR UNTIL THE ALL-CLEAR HAS BEEN GIVEN by the staff member responsible or by a Fire officer.

**THE ASSEMBLY AREA IS LOCATED IN
THE TENNIS COURT**

SECTION 7

EVACUATION PROCEDURES - NIGHT TIME

NOTE: The evacuation procedures in this section should be applied when residents are assumed to be asleep in their bedrooms and the only staff available is the Waking Nights and Sleep-In duty staff. If no sleep-in on duty and two waking nights then the team should decide at the beginning of their shift which landing they will evacuate and use 2 way radios at all times if lone working.

On hearing the alarm SOUNDING, the NIGHT staff will take the following action IMMEDIATELY:

1. ALERT THE DUTY SLEEP-IN/SECOND WAKING NIGHT STAFF.

Once alerted, BOTH STAFF will take the following action:

2. SLEEPING-IN/SECOND WAKING NIGHT- PROCEED TO THE TOP FLOOR entering each bedroom, AWAKE ALL RESIDENTS QUICKLY and ensure that the occupant is fully aware of the possible danger, Collecting a Fire Evacuation List on exiting the building.

WAKING NIGHT - PROCEED TO THE MIDDLE FLOOR, entering each bedroom AWAKE ALL RESIDENTS QUICKLY and ensure that the occupant is fully aware of the possible danger, Collecting a Fire Evacuation List on exiting the building.

3. LEAVE THE BUILDINGS

Ensuring that you close the fire door behind you, exit the building BY THE MOST DIRECT AND SAFEST ROUTE, walk carefully down fire escape and make your way quietly and directly to the Assembly Area. Do not stop to discuss the situation.

WAKING NIGHT - PROCEED TO CHECK BUNGALOWS PLUS ANY OTHER KNOWN OCCUPIED BUILDINGS ON EXIT. AWAKE ALL RESIDENTS QUICKLY and ensure that the occupants are fully aware of the possible danger.

4. AT THE ASSEMBLY AREA

Wait patiently and quietly for the Roll Call. When your name is called, answer clearly "Yes".

5. INCLEMENT WEATHER

It is suggested that, in the event of inclement weather (and having completed the Roll Call you are satisfied that everyone is accounted for) take shelter in a safe place away from the affected building, ensuring that the group stays together at all times. Suggested safe places are:

- a. David House
- b. Nearest Bungalow
- c. Theatre
- d. Ed Shed

SECTION 8

EVACUATION PROCEDURES - STAFF RESPONSIBILITIES

ACCOUNTABILITIES

To ensure proper accountability during fire evacuation procedures, duty staff will be responsible for two specific procedures:

- a. ROLL CALL - at the assembly area
- b. INVESTIGATION - of the cause of system activation.

Staff responsible for the above will be dependent on the day of the week and the time of day, which is divided, basically, into the various shift patterns.

It should be remembered that STAFF are responsible and accountable for these procedures - NOT RESIDENTS. However, as a last resort, a resident may be used to ASSIST a member of staff, providing that he is willing and able to do so and agrees to follow instructions AT ALL TIMES.

If a member of staff is on duty alone when an alarm sounds then as a first call emergency; call Nigel Roberts or if they are not contactable the on-call member of staff.

Shifts and responsibilities are:

DAY & TIME	ROLL CALL	INVESTIGATOR(S)
Monday to Friday		
07.45a.m. to 09.00 a.m.	Sleep-In Duty	Nominated
09.00 a.m. to 5.00 p.m.	Duty Officer/Assistant Directors/Director	Nominated
5.00 p.m. to 10.30 p.m.	Sleep-In Duty	Nominated
10.30 p.m. to 07.45 a.m.	Waking Night	Sleep-In
Saturday & Sunday		
07.30 a.m. to 10.30 p.m.	Senior on Duty	Nominated
10.30 p.m. to 07.30 a.m.	Waking Night	Sleep-In

ROLL CALL RESPONSIBILITIES

The member of staff responsible for the Roll Call will:

- a. Follow the normal Evacuation Procedures ensuring that you collect a Fire Evacuation Procedure Manual and Fire Evacuation List to take with you.

- b. Report to the Assembly Area and await the arrival of residents, staff and visitors. Make it known that you are responsible for the roll call and encourage people to stay in one group and to refrain from unnecessary talk until the roll call has been completed.
- c. When the group is large enough, commence the roll call, making a Mark against the name of each person present to indicate that they are accounted for. Where it is known that someone is 'off campus' record this against their name. The roll call should be completed as quickly as possible to establish if anyone is missing.
- d. Consult with the Investigator(s), and inform them if any person is not accounted for and the bedroom number or last known place to be seen. Check and agree a time with a second staff member at the assembly area, by which time the investigator must have reported back. The agreed time should be NO LONGER THAN 10 MINUTES. The time the investigator leaves the assembly area should be noted. The investigator should circumnavigate the building in the first instance to evaluate external evidence of possible fire outbreak.
- e. IF THE INVESTIGATOR(S) HAS NOT RETURNED OR MADE CONTACT WITH THE ASSEMBLY AREA WITHIN THE 10 MINUTES ALLOWED, immediately send someone responsible to use a telephone in a safe location (see below) to dial '999 - Fire and Ambulance'. UNDER NO CIRCUMSTANCES should any other person leave the Assembly Area or enter the building.
- f. On the return of the Investigator(s), you should receive feedback to explain the cause of the system activation, only then and, if it is safe to do so, announce the 'All-Clear' and resume normal activities.
- g. Complete form (7 or 8) located in the **Fire Policy Folder (RED)** detailing the time etc. of the activation, ensuring the Facilities and Safety Manager/Duty Manager are informed of the cause of the alarm activation.
- h. Take a copy of the signing-in book and put the copy in the Facilities and Safety Managers draw.

INVESTIGATOR RESPONSIBILITIES

SAFETY RULES:

1. In all cases, the investigator(s) should circumnavigate the building to assess for external evidence of a possible fire outbreak
2. Re-entering the building should ONLY be done if there is NO OBVIOUS SIGN OF ANY IMMEDIATE DANGER and, if during ANY STAGE of the investigation, it becomes obvious that a situation exists which cannot be controlled locally, IMMEDIATELY LEAVE THE AREA AND SUMMON THE FIRE AND RESCUE SERVICE.

The investigator will

- a. When the Roll call has been completed, receive an update report to ascertain if anyone is not accounted for and, in the case of a resident, make a note of the bedroom number(s) or last known place to be seen.
- b. Satisfy themselves that it appears safe to re-enter the building.
- c. Re-enter the building and go directly to the Main Office if safe to do so and check the Fire Alarm Panel to ascertain the location of the activation, make a note of what the fire panel has flagged as the cause of the alarm activation. The fire system is fully addressable so panels in David House, Education Block, Theatre and Workshops will also show any flagged issues.
- d. Move to the location and investigate the nature of the activation and, depending on the result of the investigation, take the following action:
 - (i) In the event of a 'LIVE FIRE' WHICH CANNOT BE CONTAINED, LEAVE THE AREA IMMEDIATELY and, USING A TELEPHONE IN A SAFE LOCATION (see below), dial 999 and ask for the Fire & Rescue Service and, if thought necessary, an Ambulance and the Police. Give as much information as possible and return to the Assembly Area by the safest, direct route.
 - (ii) If a 'LIVE FIRE' situation exists and it is considered that the fire is small and can be safely contained by the use of an extinguisher and they are competent to do so; within the 10 minute safety period, then this method should be adopted as quickly as possible, ensuring that the mains electricity supply is isolated BEFORE attempting to extinguish the fire unless using a dry powder extinguisher. Once the fire has been extinguished, report to the Assembly Area and update those assembled. The area should be closely monitored for some time to ensure no further danger is present. The Fire Alarm panel should be re-set and, if necessary, the Fire and Rescue service called to ensure that it is completely safe for everyone to return to the building.
 - (iii) If it is obvious, beyond all doubt, that the activation has been caused by a non-fire situation, (e.g.: aerosol spray in a detector, smoke from cooking food, etc.), then the alarm bells should be silenced and the MCP re-set. The responsible staff member at the Assembly Point should be informed of the nature of the activation and the 'all-clear' announced.
 - (iv) Where appropriate, complete a Significant Event Report form ensuring that a copy is passed to the Facilities and Safety Manager for the file. Complete the form located in the Fire Policy Folder (Red) located in the office below the Fire Panel detailing the time etc. of the activation, ensuring the Facilities and Safety Manager is informed of the cause of the alarm activation.

APPROPRIATE TELEPHONES IN SAFE LOCATIONS

The telephones at Glebe House which are considered 'safe' are located on the GROUND floor:

- a. Resident's payphone (01799 584884). This is located in the rear foyer area known as the Boot Room, next to the laundry, and can be accessed from an external fire exit door.

- b. Main Phone Line (01799584359) this is located in the Reception in David House

IMPORTANT NOTE:

The telephone exchange equipment located in David House will ONLY FUNCTION if there is a uninterrupted power supply, or for a short time on the telephone UPS back up. Consequently, THE EXTENSION TELEPHONES LOCATED AROUND THE MAIN BUILDING AND IN OTHER BUILDINGS WILL NOT WORK AFTER A SHORT PERIOD OF POWER FAILURE.

Employees' duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well-being of our residents, employees, visitors and persons affected by our process.

Communication

We will keep everyone informed of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all safe egress procedures.

SECTION 9

FIRE EVACUATION DRILLS - POLICY & PROCEDURES

INTRODUCTION

FIRE CAN KILL! 'Oh yeah, but that won't happen to me!'

If one thing in life is certain, it is simply that there are no guarantees of safety where fire is concerned. Fire CAN and DOES kill indiscriminately. The need for regular fire drills is essential if we are to minimise the risk of, at best, injury and, at worst, death, to individuals from fire.

IT IS THE RESPONSIBILITY OF EACH INDIVIDUAL RESIDENT AND STAFF MEMBER TO KNOW WHAT TO DO IN THE EVENT OF A FIRE. IT COULD MEAN THE DIFFERENCE BETWEEN LIFE AND DEATH.

GENERAL

A fire evacuation practice both planned and non-planned have two specific purposes:

- a. Education. All residents and staff receive a verbal induction on fire evacuation procedures. A fire evacuation practice is a practical exercise, which gives an opportunity to check that theoretical knowledge has been learnt and understood, with the added benefit of ensuring calm and measured reaction to what could be a frightening event.
- b. Test. A fire evacuation practice is a good indicator of the likely response to an evacuation in the event of a real fire. By testing procedures on a regular basis, the evacuation time can, potentially be reduced to a minimum (target under 2 minutes) and, if there is any confusion about procedures or obvious difficulties encountered with the fire practice, these can be discussed so that potential problems can be eliminated and improvements implemented. Issues raised following a fire practice will be raised at the next community meeting to be discussed further.

RESPONSE TO ALARM SOUNDING

Whenever the alarm sounds, it should ALWAYS be assumed that there is a REAL FIRE. Follow the evacuation procedures and ACT IMMEDIATELY!

FREQUENCY OF EVACUATION DRILLS

- a. Practice Drills are to be held REGULAR BASIS. In addition, a formal fire practice should if REASONABLY PRACTICABLE be held within TWO WEEKS of the arrival of a new resident or staff member so that they may be acquainted with the practical evacuation procedures.
- b. Where practicable and no additional risk is identified a fire practice should be held at different times of the day, evening and night so that:
 - (i) Duty staff may become familiar with practical procedures and, where applicable, their responsibilities.
 - (ii) Responses may be gauged both in daylight and darkness.
 - (iii) During the evening and at night, residents and staff have an opportunity to experience the additional difficulties disorientation encountered during darkness, which directly gives rise to the need for greater awareness.

SECTION 10

FIRE ALARM SYSTEM-MAIN HOUSE

GENERAL

The Fire Alarm System (FAS) installed throughout the main building is connected to an “Addressable” Main Control Panel (MCP) located on the middle wall of the main office. The system is NOT directly linked to the emergency services. The system can be activated by one of three methods:

- a. CALL POINT UNIT - one at every emergency exit
- b. SMOKE OR HEAT DETECTOR - located in every bedroom, corridor, communal rooms, kitchen, laundry and offices.
- c. Pressing the “Sound Alarms” button on the MCP.

The MCP will display the method of activation in three ways:

- a. Visual display at the top of the MCP.



On activation, the alarm sounder will ring until manually re-set by pressing the “Silence Resound” button on the MCP. A ‘Zone Plan’ on the wall alongside the MCP gives easy reference to the location which correspond to the information shown on the MCP WHICH IS ACCESSED BY PRESSING right Arrow button to scroll through. By pressing the silence resound button, this does not reset the system; the re-set button will do this as shown on the MCP.

- Press “Silence Resound” To silence the alarm so zone can be checked/repared (if possible i.e. call point, if not possible see note below)
- Press “Mute” to silence panel beeping
- Press “Reset” to reset the system when any fault has been corrected.
- NB The system can be reset at any of the addressed panels situated in other buildings.

Four designated numbers are called upon activation of the FAS this plays a recorded message and can be accepted by pressing number 8 on the telephone key pad.

*To the right of the fire panel there is a spare call point activation key and a alarm system key, use the alarm system key to disable if repair cannot be made . **CALL** Global Fire and Security on **0870 220 8211***

MAIN CONTROL PANEL

The MCP is a highly sophisticated computerised system. It is self-diagnostic which simply means that, every few seconds, the system checks itself. This can be seen around the building by a flashing red light located on CALL POINT UNITS. The function buttons on the MCP are located on the front of the panel. There are no user-friendly items inside the panel, access to which is ONLY TO BE MADE BY AN AUTHORISED ENGINEER.

All staff should familiarise themselves with the layout of the panel and the instructions which are clearly printed on the front, or request instruction from the Facilities and Safety manager.

EXTERNAL BUILDING CONTROL PANELS

David House, Education, Workshops and Theatre have their own Fire Alarm panels and fully addressed systems which can be activated by one of 3 methods and is linked to the MCP.



These are:-

- a. CALL POINT UNIT - one at every emergency exit
- b. SMOKE OR HEAT DETECTOR - located in every room, corridor,

Pressing the "EVACUATE" button on the MCP. Instructions regarding the working of this MCP are on the panel.

Again staff should familiarise themselves with the layout of the panel and the system.

IF A PROBLEM OCCURS

- a. During normal work hours, Monday to Friday - report it to the Facilities and Safety Manager who will check the system before calling an engineer, if necessary.
- b. At all other times - duty staff should contact the engineer directly by telephoning the Global Fire and Security number shown on the front of the MCP in the main office.

NB: In the event of a temporary loss of mains electricity, the MCP will indicate a 'System Fault'. The system will, however, continue to operate from the power supplied by the internal batteries. There is no need to contact an engineer when this occurs, as the system should revert to the 'System healthy' on resumption of normal power supply.

(1) Reset. Following activation of the system, it will need to be reset ready for the next activation. Press the "RESET BUTTON" The system should now be 'healthy'. If a fire or fault condition still exists then the system will return to an alarm state after a few seconds.

(2) Silence Resound. This button may be used in the same way as a Call Point Unit - it is a quick manual means of setting the alarm bells ringing. Using the silence resound button will give time to correct any faults on individual systems. Once this has been done you can reset the system as (1)

FIRE ALARM SYSTEM - ADMINISTRATIVE PROCEDURES

IS THE SYSTEM OPERATIVE?

The main Control panel is to be checked by duty staff at the times shown below to ensure that the system is 'healthy'. If the system is not healthy, take action as described above:

08.00 a.m. – Facilities and Safety Manger/Duty Officer (Record in diary in Fire Cupboard
5.00 p.m. - Sleep-In Duty
10.30 p.m. - Waking Night

RECORDING INFORMATION

It is a requirement of the Cambridgeshire Fire and Rescue Service, OFSTED and CQC that a record be kept on all matters pertaining to Fire Safety. All information is kept in a **RED** folder entitled **Fire Safety Records** which is kept in the main office, near to the MCP on the bookshelf.

The book contains sections, all relating to different aspects of fire safety. For the purpose of day-to-day recording, ONLY SECTIONS 3, 7 AND 8 need concern duty staff.

The information required is:

Section 3 - Emergency Calls to the Fire & Rescue Service using '999' MUST be recorded and
Section 7- Fire Alarm System Activation - Practice
Section 8 - Fire Alarm System Activations - non-practices - where the Fire Alarm System is activated by the use of a Call Point Unit or has been triggered by a smoke/heat detector, this MUST be recorded.

In all cases, where the Fire Alarm system is activated, a record is stored electronically and can be accessed at a later date. These should NEVER be deleted. IT IS THE RESPONSIBILITY OF DUTY STAFF (as outlined under 'Shifts and Responsibilities') to complete the appropriate sections of the Fire Safety Record, or significant event folder if applicable.

Controlled Document