

EMERGENCY FIRE PROCEDURE for DAY STAFF

1. IF YOU DISCOVER SMOKE OR FIRE:

- Operate the nearest fire alarm break glass point.
- Fight the fire using the appropriate fire extinguisher, if you have been trained to do so.
- Through a wet towel, blanket, cloth over if it is a smoke and has not yet escalate into a fire.
- In the unlikely event that the fire is out of control, proceed to the fire assembly point and inform the person in charge.

2. IF YOU HEAR THE FIRE ALARM:

- Proceed to the fire alarm assembly point
- The RGN in charge should organise the following:
 - Carry out a roll call to ensure that all staff on shift, all visitors and contractors are accounted for and the location of all residents is identified
 - Investigate the alarm indication by sending a minimum of two staff members who also have training in fire-fighting, to the location (e.g. resident's room, communal lounge, beauty salon, etc.), indicated on the fire alarm panel to ascertain if it is a false alarm or real smoke or fire
 - In the unlikely event that the personal from the call monitoring centre has not called to ascertain the reason for the fire alarm (i.e. if it is a false alarm or a fire), then the RGN in charge to call 999 for the emergency fire service.
- If there is a smoke, staff members that were sent to investigate the cause for the fire alarm to through a wet towel, a blanket or a cloth over the smoke to put it out.
- If there is a fire, fight it using the appropriate fire extinguisher, if you and only if you have been trained to do so.
- The rest of the staff to begin evacuation of residents who are in immediate danger to a place of relative safety (behind a fire door) using progressive horizontal evacuation strategy. The residents who are not in immediate danger to be evacuated based on the individual risk assessment (a summary for all residents is available on the front of the visitors and contractors register book).***
- Staff to ensure that all doors passed through are closed shut behind (which should be done by the automatic door releases and door closures)
- Staff working in the kitchen:*** must ensure that follow shut down procedures and using the emergency stop device stop / switch off all equipment in the kitchen before evacuating.
- Medical equipment:*** must be switched off unless there is a life threatening reason for leaving the medical equipment switched on.
- Wait for the arrival of the fire brigade.
- If there is no fire, silence the alarm, double check the location indicated on the fire alarm system and if it is a false alarm
- call Southern Alarm (our contractor) to identify and eliminate the fault



EMERGENCY FIRE PROCEDURE for NIGHT STAFF

1. Upon arrival for duty for night shift *the RGN in charge should ensure that all doors: doors to residents' rooms, fire doors in corridors and other protected areas, doors to lounge, kitchen, laundry, etc. ALL DOORS WITHOUT EXCEPTION ARE CLOSED!!! ALL DOORS IN THE HOME ARE FIRE DOORS AND SHOULD HOLD FIRE FOR AT LEAST 60 MINUTES.*

The manager will carry out unannounced checks during the night and if it is discovered that not all doors are closed, the manager may terminate the employment of the person responsible / RGN in charge.

2. IF YOU DISCOVER SMOKE OR FIRE:

- Operate the nearest fire alarm break glass point.
- The RGN in charge to call the manager and / or the deputy manager who live very close and can arrive at the premises within 5 or 6 minutes.
- Fight the fire using the appropriate fire extinguisher, if you have been trained to do so.
- Through a wet towel, blanket, cloth over if it is a smoke and has not yet escalate into a fire.
- In the unlikely event that the fire is out of control, proceed to the fire assembly point and inform the person in charge.

3. IF YOU HEAR THE FIRE ALARM:

- Proceed to the fire alarm assembly point
- The RGN in charge should organise the following:
 - Carry out a roll call to ensure that all staff on shift, all visitors and contractors are accounted for and the location of all residents is identified
 - Investigate the alarm indication by sending a member of staff who also have training in fire-fighting, to the location (e.g. resident's room, communal lounge, beauty salon, etc.), indicated on the fire alarm panel, to ascertain if it is a false alarm or real smoke or fire
 - In the unlikely event that the personal from the call monitoring centre has not called to ascertain the reason for the fire alarm (i.e. if it is a false alarm or a fire), then the RGN in charge to call 999 for the emergency fire service.
 - Call the manager / deputy manager and / or acting deputy who will arrive within 5 min
- Staff to begin evacuation of residents who are in immediate danger to a place of relative safety (behind a fire door) using progressive horizontal evacuation strategy. The residents who are not in immediate danger to be evacuated based on the individual risk assessment (a summary for all residents is available on the front of the visitors and contractors register book).***
- If there is a smoke the staff member that were sent to investigate the cause for the fire alarm to through a wet towel, a blanket or a cloth over the smoke to put it out.
- If there is a fire, fight it using the appropriate fire extinguisher, if you and only if you have been trained to do so.
- Staff should ensure that all doors are properly shut closed.
- Wait for the arrival of the fire brigade.
- If there is no fire, silence the alarm, double check the location indicated on the fire alarm system and if it is a false alarm
- call Southern Alarm (our contractor) to identify and eliminate the fault



UNDER NO CIRCUMSTANCES USE THE LIFT OR STAIR LIFT

IF STAFF FEEL THAT A RESIDENT IS UNCO-OPERATIVE OR VIOLENT, SHOULD NOT ATTEMPT TO EVACUTE THE PERSON BUT LEAVE THE PERSON IN A SAFE AREA











STAFF TO PUT A WET TOWEL UNDER THE DOOR TO PREVENT SMOKE COMING INTO THE ROOM

UNDER NO CIRCUMSTANCES STOP TO COLLECT OR ALLOW ANYBODY ELSE TO STOP TO COLLECT PERSONAL BELONGINGS

UNDER NO CIRCUMSTANCE ANY PERSON SHOULD RE - ENTER THE BUILDING IN CASE OF FIRE UNLESS DEEMED SAFE BY THE FIRE OFFICER

UNDER NO CIRCUMSTANCES PUT YOURSELF OR ANYBODY ELSE IN DANGER

Symbols found on fire extinguishers & what they mean

					
	Water	Foam Spray	ABC powder	Carbon dioxide	Wet chemical
Wood, paper & textiles 	✓	✓	✓	✗	✓
Flammable liquids 	✗	✓	✓	✓	✗
Flammable gases 	✗	✗	✓	✗	✗
Electrical contact 	✗	✗	✓	✓	✗
Cooking oils & fats 	✗	✗	✗	✗	✓