

The Manor House

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Fire Alarm Response Policy and Procedure

Amended on 8.03.2016

Purpose

- To ensure that there is an adequate response to a fire alarm.
- To comply with statutes, regulations and quality standards.

Scope

- Each time the fire alarm sounds.

Policy

- All workers will be shown the fire alarm central panel position, and this policy and procedure.
- “Zone Cards” will be stored at the fire alarm panel, with one for each fire zone, listing the exact location and type of each alarm point (smoke, heat, manual) in the zone, in the order that Hutch Curry considers the most effective search route.
- Hutch Curry will arrange an accessible temporary safe house, The Seaton Nursing Home, for use in the event of a full evacuation, arrangements are in place for access to that building in that event.

Procedure

- Carry out the FIRE PLAN every time the fire alarm sounds.
- Carry out the FIRE ACTION if the alarm is found to be real.
- For the purposes of carrying out a Fire Plan, the person holding the main set of keys for **The Manor House** (usually the drug storage and office keys) will be the person in charge. A Fire Emergency cannot afford to be complicated by conflicting instruction.
- In the Fire Plan, workers other than the person in charge will be formed into teams of 2, allocated one or more zone cards, and told to search that zone(s) according to the card, staying together at all times, completing the search fully as listed on the card, and returning to the fire assembly point as soon as possible.
- While searching, workers will:
 - Close any corridor fire doors behind them as they proceed on the search;
 - Inspect any closed doors which they come to before opening it, looking for signs of fire behind the door, such as:
 - ☐ A smell of smoke;
 - ☐ Smoke coming around the door;
 - ☐ The door is warm to the touch.
 - One worker will open the door by 10 – 20 cm, slowly, while the other stays behind them. Only when both workers are satisfied that there is no live fire in the room will they enter and check the alarm point.

FIRE PLAN

On hearing the alarm:

1. All workers will attend the fire assembly point, which is the central fire alarm panel.
2. The person in charge will:
 - a. **Silence the alarm;**
 - b. **Call 999, giving the name and address of the premises;**
 - c. **Form search pairs and allocate zone cards;**
 - d. **Note the names of the pairs and send them to search;**
 - e. **Wait for the search pairs to report back.**
3. If the fire is real, carry out the FIRE ACTION.
4. If the alarm is false, ring 999 again and inform them, then await the attendance of the Fire Brigade.
5. Do not reset the alarm until instructed to do so by the Fire Brigade.
6. Assist the Fire Brigade in confirming the search results.
7. Reset the alarm as instructed by the Fire Brigade.
8. Instruct workers to return to their work.
9. Enter details of the alarm in the Fire Log.
10. Enter the location of the false alarm in the maintenance report log.

FIRE ACTION

In the event of the discovery of a real fire, the person in charge will:

1. Use the nearest break glass unit to set off the fire alarm.
2. Not leave the fire assembly point unless in personal danger.
3. Ring 999 to inform them that it is a real fire, and reporting the number of persons who may be trapped.
4. Assess the most urgent evacuation, remembering:
 - a. **Only evacuate persons not having two fire doors between them and the fire;**
 - b. **Only evacuate far enough to establish a 2 fire door protection, at this stage;**
 - c. **Do not endanger other people while evacuating – if danger is identified as real and present, await the Fire Brigade with specialist personal protection equipment.**
5. Detail the evacuation to be carried out by specific workers.
6. Coordinate the evacuation as assessed.
7. Evacuate to the patio.
8. Carry out a roll-call.
9. Liaise with the Fire Service, Ambulance and Police.
10. Sue and Hutch Curry live at the premises so they will be informed
11. If instructed to fully evacuate, coordinate transfer of Service Users to the Seaton Nursing Home, Fore Street, EX12 2 AN
12. Remove medications, medication records, and Care Plans to safe-keeping.
13. If required to evacuate the site, instigate the evacuation to the Seaton Nursing Home, Fore Street, EX12 2 AN

FIRE ALARM TELEPHONE POINT NOTICE

It will be placed immediately adjacent to the telephone that will be used to dial 999 in a fire emergency).

The senior person present will:

- 1. Upon discovering or being notified of a FIRE, telephone the emergency services by dialling 999.**
- 2. When the exchange operator answers, ask for the FIRE SERVICE and give the telephone number: 0129722433 .**
- 3. When connected to the fire service, state slowly:**

“THIS IS *The Manor House*,

**AT
FORE STREET, SEATON, DEVON, EX12 2AD**

OUR TELEPHONE NUMBER IS

0129722433

WE HAVE A FIRE”

- 4. Do not replace the receiver until the information has been correctly acknowledged.**
- 5. Inform any other units on the site of the alarm.**
- 6. Remove the visitor’s book, where appropriate, and evacuate the building by the nearest available exit and proceed to the assembly point.**
- 7. Await the fire service, and be ready to give them the information which they require.**
- 8. Do not re-enter the building until told to do so by the fire service.**

The importance of the fire drill

The fire drill is of great importance. The primary purpose of the fire drill is life safety. The only tool at our disposal to ensure the efficient use of the plan is by means of fire training drills. Fire drills should be held with sufficient frequency to familiarise all employees with the fire plan and to have the conduct of the drill a matter of established routine. Drills should be held at different times and under varying conditions to simulate the unusual conditions experienced during a fire.

Leadership

The responsibility for the efficient and safe evacuation plan/drill is that of the person in charge. To ensure the efficient conduct of the plan/drill they must exercise good leadership skills. Panic, which has been responsible for the majority of fatalities in major fires, can be avoided with good order and control. It is more important to have proper discipline in a fire situation than speed, which can lead to panic. Every good team has confidence. Confidence is belief in yourself and your staff. Drills, as a team, develop confidence.