



Policy Title:	Fire & Evacuation
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Fire and emergency procedures

General Instructions

1. The fire and emergency procedure requires the complete evacuation of any building, either in case of fire, or any other emergency affording a risk to life.
2. The fire alarm is the recognised signal for evacuation and must never be used for any other purpose. Unless previously informed of testing or maintenance, evacuation must take place on the sounding of the alarm.
3. The objectives of the exercise, whether a drill or a real fire, are:
 - a. to prevent panic and ensure the safe, orderly and efficient departure of all occupants from the building, and
 - b. to train users and other personnel to react rapidly and rationally when confronted with a fire or other emergency.
4. The sequence of events is:
 - a. Alarm
 - b. Dial 999
 - c. Evacuation
 - d. Assembly
 - e. Roll Call
 - f. Tackle the Fire

5. All employees have an important part to play in the evacuation procedure. They should make themselves aware of the following:
 - a. location, method of operation and nature of fire alarm.
 - b. location of emergency exits and staircases. Details of any patent locks and bolts fitted to the exits.
 - c. alternative route from the working area to safety, particularly on upper floors;
 - d. assembly point for the building

Evacuation procedure

1. When the alarm sounds the following action must be taken by all employees, without exception:
 - a. check all rooms including toilets of both sexes, staff and storerooms and offices.
 - b. instruct all occupants to leave the building. (This includes users, visitors, outside workers and members of the public)
 - c. leave the building by the nearest safe staircase and exit and go to the Assembly Point.
 - d. All unit staff should assume the duties of Fire Marshals.

Fire Marshals

Fire marshals should:

1. bring up the rear and ensure all persons leave the area;
2. wait on staircase landings to be joined by Marshals from any floors above;
3. keep traffic moving steadily and calmly and must not allow running or noise;
4. be prepared to direct occupants to an alternative route if nearest route is impassable;
5. prevent re-entry to a cleared area for any reason;
6. prevent any movement against the traffic flow;
7. report to the Worker in Charge at the Assembly Point.

Assembly Point

1. Control at the Assembly Point is an essential feature of an effective fire procedure. Users, and all other persons, must proceed to the fire Assembly Point where a roll call will be taken. The Worker in Charge should be aware that all are present or that (x) is not accounted for.
2. Delegated employees should immediately search for the missing persons in all areas of the building to which users have access, while the remaining staff supervise the main body of users.
3. In the case of fire, it is the task of the Worker in Charge to meet the Fire Brigade appliance and inform the Senior Fire Officer whether or not all persons have safely left the building. He/she should also:
 - a. receive reports from Fire Marshals and complete the building check list;
 - b. arrange where necessary for the attending fire crews to be assisted, including the provision of guides to affected areas;
 - c. keep road ways clear for emergency traffic;
 - d. permit re-entry only when clearance has been received from the Senior Fire Officer attending; (employees at the Assembly Point should be co-opted to assist if necessary); and
 - e. arrange for first aid treatment and, if necessary, conveyance to hospital for any injured evacuees.

Fire Fighting

Hand fire appliances appropriate to the risk are provided. Employees should make themselves aware of their location. However, it is emphasised that these appliances are provided for 'FIRST-AID' fire fighting on small outbreaks that can be tackled safely. Where any danger to life, however slight, exists, the door to the affected room should be closed and employees, users and visitors should leave the building by the nearest safe exit. (The fire alarm will have been operated on the discovery of the fire).

Fire Drills

1. Fire drills will be held frequently – i.e. at least every two months.
2. Particular areas of the building where fires could break out will be blocked off on some occasions. Users should be aware of correct procedure (i.e. find nearest alternative unobstructed route). Drills will also be held on occasions when parts of

the building are blocked off for major repairs. Dates/times of drills will not be notified in advance.

3. All employees must treat a fire drill as if it were the real thing.
4. It is always important to remember that fire fighting must always be secondary to life safety.

Fire Alarms

1. Fire alarms will be tested weekly from different call points;
2. All drills and fire alarm tests must be recorded in the 'Fire Log Book' which should be kept in the office, together with details of any other action relating to fires and fire safety equipment.

Statutory Requirements

1. The Fire Precautions (Workplace) Regulations 1999, require that a Fire Risk Assessment must be carried out for all workplaces irrespective of whether they already hold a *Fire Certificate*.
2. Standard documentation which will assist the Worker in Charge in carrying out Fire Risk Assessments and Fire Safety Inspections is available from Health and Safety Unit, 6th Floor Commerce House, 5 Sir Thomas Street, Liverpool L1 6BW Tel N° 0151 225 2273