

FIRE SAFETY

The fire precautions and associated emergency procedures in the care home

The home has carried out a Fire Risk Assessment and maintains the appropriate recording systems

FIRE PROCEDURE - ACTION TO BE TAKEN IN THE EVENT OF FIRE

1.1 If the Fire Alarm sounds, the PERSON IN CHARGE OF THE HOME must follow this procedure.

- I. Summon the Fire Brigade.
- II. All staff must go to the Control Panel (Bethel: located in the Bethel Staff Room, Bethesda: in Bethesda reception). The Person in Charge must identify which alarm is sounding.
- III. The Person in Charge must send a member of staff to the area identified by panel and establish if a fire has occurred, or whether it is a faulty alarm.
- IV. If a faulty alarm, turn off the alarm, reset the system and arrange for the alarm to be cleaned and repaired.
- V. If a fire is in progress, all care staff, admin, domestic, kitchen and laundry staff must go immediately to evacuate the residents to the evacuation point. Kitchen staffer senior staff member in charge of the shift must turn off the gas supply at the mains.
- VI. If a fire is in progress, evacuate horizontally only the zone where the fire is occurring. Other zones will be safe until the Fire Brigade arrives.
- VII. If a fire is in progress, staff must proceed quietly to the Evacuation Point, which is at the front garden of Bethel.
- VIII. The Person in Charge of the Home must take the Register of Residents, and the Visitors Book to the Evacuation Point, and await the arrival of the Fire Brigade.

1.2 If a Fire is discovered, and the alarm has not yet sounded:

- I. Raise the alarm by breaking the nearest Fire Alarm Glass.
- II. Close the door to the room where the fire has started and follow the above procedure 1-1. "If the fire alarm sounds".
- III. Inform the Person in Charge, who must summon the Fire Brigade.

- IV. Only if the fire is small, must it be tackled.
- V. Evacuate horizontally only the zone where the fire is occurring. Other zones will be safe until the Fire Brigade arrives. Staff must proceed to the Evacuation Point. That is in the front garden of Bethel.
- VI. The Person in Charge must take the Register of Residents and Visitors Book to the Evacuation Point.
- VII. If a return to the Home is not possible, refuge can be found.
This is at: Earl Shilton Parish Church Hall

By contacting: Reverend Graham Gittings

By telephone: 01455 843961 (Vicarage)

1.3 Evacuation Procedure

The Home is constructed into "Fire Zones". This means that fire will be contained within the zone where they began for at least an hour. The likelihood is that the Fire Brigade will have arrived at the scene before a fire could move from one zone to another.

- I) The staff will evacuate residents horizontally **ONLY** from the zone where the fire is currently burning.
- II) Residents should be evacuated to an adjacent zone to await the arrival of the Fire Brigade, who will decide whether a complete evacuation is necessary.
- III) Residents should be escorted from the zone where the fire has occurred.
Those residents who are not mobile should be escorted using wheelchairs.
Remember that each bedroom is protected by a half hour fire door.
Staff must not run, as this will create an atmosphere of panic among the residents.
- IV) If evacuation is necessary, staff will **ONLY** evacuate residents.
Personal possessions must be left where they are. Once a room has been evacuated the door must be closed and the room not re-entered until the Fire Brigade has given the all clear.