**F5 Evacuation Arrangements**

**Staff Induction Fire Prevention Evacuation Template**

This template forms part of the induction procedure for new members of staff to demonstrate they have an awareness of the fire procedures and evacuation process. Once completed it should be held on the staff file.

Name of establishment:

Name of Employee:

Name of Line Manager:

Date of Completion of this template:

1. As soon as a service user commences their service with Care Services an individual personal emergency evacuation plan (PEEP) must be completed and must be reflected in the person centred care plan. The service user PEEP must be held with the care plan.
2. **How will people be warned if there is a fire?**

In this establishment anyone discovering a fire must raise the fire alarm by (add in the method e.g. breaking the fire glass, shouting, sounding an air horn):

1. Staff who **discover** a fire must follow the: (Tick which is necessary)

[ ]  Residential – Progressive horizontal fire evacuation procedure

[ ]  Stand alone day centre - Simultaneous fire evacuation procedure (get out stay out)

Staff must be aware of service users’ PEEP and carry out necessary actions.

 Staff who **hear** the alarm must follow the fire evacuation procedure as above and must be aware of service users’ PEEP.

Add in any specific detail about your establishment’s fire evacuation.

This should include:

 a) Key escape routes, on what level of the premises they are and what they are e.g. stairs, external fire doors.

b) Where are there any protected areas / compartments in your establishment?

* + 1. **Where is the fire assembly point in your establishment in the event of evacuation?**

Day care – A member of staff must carry out a roll call as appropriate and pass on any information to the Emergency Services.

5. **Specific staff responsibilities**

In the event of a fire all staff have a responsibility for ensuring:

* The 999 Emergency Services are called.
* Assisting with the evacuation taking into account the service users’ PEEPs.
* Where possible, meeting the Emergency Services and passing on any relevant information contained in the emergency box. (This is not always possible e.g. if two night staff are on duty, the main doors should be opened but not manned).
* Where possible pick up the emergency box.
* Where possible carry out a role call e.g. in a stand alone day centre.
1. **Arrangements for a safe evacuation**

 Progressive horizontal evacuation

On hearing the alarm staff must:

* Go to the fire panel to check which compartment the fire is in.
* Call the 999 Emergency Services.
* Open the main doors.
* Where possible one person to meet the Emergency Services

(Not night staff).Assist with the evacuation taking into account the service users’ PEEPs.

* Close all doors behind them
* Evacuate all service users in the effected compartment into the next safe compartment. Staff can then continue to move service users into the next fire compartment moving further away from the fire.
* Where possible carry out a roll call e.g. at a stand alone day centre

On discovering the fire staff must:

* Raise the fire alarm.
* Assess the size of the fire e.g. is it too large to tackle / is it safe to tackle.
* Assist with the evacuation taking into account the service users’ PEEPs.
* Close all doors behind them.
* Get all service users into a relatively safe compartment. Staff can then continue to move service users into the next compartment moving further away from the fire.

Stand-alone centre - Simultaneous evacuation

On hearing the alarm staff must:

* Go to the fire panel confirm the location of the fire / activated detector. Commence horizontal evacuation of service users out of the fire zone and into a safe compartment. (Maintain awareness of PEEP information).
* Take instruction form the supervisor / fire co-ordinator and go to the effected zone.
* In case of confirmed fire call 999 Emergency Services.
* Ensure the main doors are open for the Emergency Services.
* Commence horizontal evacuation of service users out of the fire zone and into a safe compartment.
* Close all doors behind you.
* Continue moving service users from one safe compartment to the next.
* Evacuate to the fire assembly point.
* Where possible carry out a roll call e.g. at a stand alone day centre

On discovering the fire staff must:

* Raise the fire alarm.
* Assess the size of the fire e.g. is it to large to tackle / is it safe to tackle.
* **Never** attempt to fight a fire unless it is no bigger than an average waste paper bin, it is obstructing your only evacuation route, the fire equipment is the correct appliance for the job and that the firefighting equipment is within easy reach.
* Commence simultaneous evacuation of service users out of the fire zone and out of the nearest fire door taking into account the service users’ PEEPs.
* Close all doors behind them.
* If it is safe and to do so, evacuate to the fire assembly point.
* Where possible, carry out a roll call e.g. at a stand alone day centre
1. **List below any machines / processes / appliances / power supplies that need to be stopped or isolated if there is a fire:**

*
*
*
*
*

8. **What are the high risk areas in your establishment?**

List below:

* + Kitchen
	+
	+
	+
	+
	+
	+
	1. **Who is responsible for testing and monitoring the fire alarm system?**

The fire detection and warning systems must be monitored and tested by a nominated responsible person. In the event of a fire any lifts must not be used.

List below the responsible person(s):

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