

Fire Safety Policy

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The CCG is committed to an environment that promotes equality, embraces diversity and respects human rights both within our workforce and in service delivery. This document should be implemented with due regard to this commitment.

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Approved documents are valid for use after their approval date and remain in force beyond any expiry of their review date until a new version is available.

Version Control Sheet

Version	Date	Reviewed By	Comment
Draft v0.1	Nov 16	Board Secretary	Now includes process for developing personal evacuation plans and duties/responsibilities of managers/staff.
Draft v0.1	April 17	Health & Safety Committee	For approval.
Draft v0.1	April 17	CCG Chief Officer	Approved.

Analysis of Effect completed:	By:	Date:
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1. Introduction

It is the policy of NHS Bolton CCG (the CCG) to seek to ensure as far as is reasonably practical, that all steps are taken by the CCG to prevent and minimise the effects of fire.

2. Purpose

This policy is designed to ensure that the CCG meets its obligations around fire safety with respect to all the premises for which it has fire safety responsibilities.

This policy applies to all premises owned, managed or occupied by the CCG. As at November 2016 the only premises that fall into this category are the CCG offices at St Peters House, Silverwell Street, Bolton, BL1 1PP. The office is leased from the private sector by NHS Property Services Limited (NHSPS). Landlord responsibilities therefore rest with NHSPS and the CCG has tenant responsibilities with respect to health and safety. As part of the service charge between NHSPS, fire alarm testing and evacuation drills will be provided.

The CCG acknowledges its responsibility for the safety of people within the organisation and wider, if fire occurs, for the prevention of fire and the requirement to have a written statement of general policy under the statutory requirements of:

- Regulatory Reform (Fire Safety) Order 2005 (RRO).
- Health and Safety at Work Act 1974.
- Building Act 1984 and Building Regulations 1991.
- Fire Code Policy and Principles 1994.

The policy, together with any subsequent revisions, will be brought to the notice of all CCG employees.

3. Scope of Policy

This policy applies to NHS Bolton CCG and applies to all employees, members of the CCG, co-opted members and members of the Governing Body and its committees who must comply with the arrangements outlined in this policy. Some staff will be working or visiting other buildings that are not managed by the CCG. In these circumstances, CCG staff and board members are to comply with the Fire Safety Policy of the managing organisation and they should familiarise themselves with the local evacuation procedures.

4. Duties/Responsibilities and Accountability

4.1 Duties within the Organisation

The CCG recognises its responsibilities to ensure that reasonable precautions are taken to provide a safe working environment and that steps are taken to prevent or minimise the causes of fire, in compliance with relevant statutes and codes of practice (as identified above).

4.2 Responsibilities

In pursuant of this aim, the CCG will:

- Provide a safe working environment paying attention to fire prevention and evacuation procedures.
- Ensure that systems are in place and regularly scrutinised to ensure their adequacy, ie. fire evacuation drills, inspections of the means of escape and maintenance of fire warning systems and fire fighting equipment.
- Provide appropriate information, suitable instructions and training in basic fire prevention measures and evaluation procedures, together with mandatory annual updating for all staff in the CCG.
- Ensure all legally enforceable obligations are complied with, for designated use of premises, under the Fire Precaution Act 1971.
- Ensure risk assessments and fire audits are implemented to comply with statute.
- Ensure that premises occupied by CCG staff have a local Fire Safety procedure that is regularly reviewed and tested.

4.3 Accountability

Chief Officer:

Responsibility for fire safety rests with the CCG Chief Officer. The Chief Officer is responsible for:

- Ensuring the review of the Fire Safety Policy as and when required.
- Demonstrate commitment to the promotion of fire safety within the CCG.
- Ensure sufficient resources are allocated to implement fire safety policy and procedures.
- Ensure that mandatory training for all employees is provided and that adequate resources are available to meet those training needs.

Line Managers

Staff in management/supervisory roles will ensure the effective day to day application of this policy within their areas of responsibility. They will make arrangements for:

- Ensure staff are familiar with the fire procedures specific to their work area.
- Ensure the day to day maintenance of fire safety within their area of control and that fire hazards are eliminated should they occur.
- Liaising with the Fire Officer and Fire Wardens for their area on any changes within the workplace affecting fire safety to ensure compliance with this policy and associated legislation.
- Ensure that members of staff receive initial information on fire safety and evacuation procedures specific to their work area, as part of the induction process and are made aware of the procedures for reporting fire hazards to management.
- Ensure that staff take part in fire drills, no less than once a year.
- Ensuring that staff requiring a personal emergency evacuation plan are identified and made known to the fire officer and fire warden for their area.

Fire Officer:

The Fire Officer, in conjunction with the Fire Wardens, has the responsibility for the co-ordination of fire safety within the premises. Duties include:-

- Ensuring that all staff receive yearly fire training.
- Ensure that regular fire drills are carried out.
- In the event of an emergency, to take charge until the fire service arrives and act as a focus for liaison purposes thereafter.
- Ensure regular checks of systems and equipment are carried out.
- Manage the duties around fire safety with the fire wardens/porters and receptionists in the building.
- Maintain an up to date register of fire wardens.
- Monitoring the reporting and follow-up of all fire-related incidents.

In the event of a fire, the Fire Officer's role is to:

- Check the fire panel to confirm the floor/zone affected and ask the Fire Warden responsible for that area if anything suspicious was observed.
- Check the receptionist has received a call from Custodian (in hours) or Mitie Security (out of hours) who will ring to check why the fire alarm system has been activated and ask whether the fire brigade need to be called.

- The Fire Officer will assess the situation as to whether there is a fire present and confirm back to Custodian/Mitie Security whether the fire brigade need to be called out.
- Locate all Fire Wardens and ensure they have checked all staff on their floor/area are accounted for.
- Make your way back to the front doors and await the arrival of the fire service if they need to be called out.
- If the fire service is called, confirm to them that all staff have left the building and can be accounted for.
- Show the fire service officer to the fire alert panel (situated at the side of the front doors in reception).
- Confirm to staff that they may re-enter the building once the all clear has been given by either the Fire Officer or the fire service.

Fire Wardens

Fire wardens are members of CCG staff who have volunteered or been nominated by their line manager to perform specific duties in the event of a fire incident. These duties include:

- Fire Wardens must maintain an up-to-date list of personnel within their area of responsibility.
- Complete mandatory fire awareness training annually and attend any additional fire safety training arranged by the CCG.
- Highlighting to the fire officer when a gap occurs in fire warden coverage of their areas, such as staff leaving, annual leave or sickness of both the fire warden and deputy or long term absence.
- When the fire alert is activated all personnel within their area must be directed to the nearest exit. Staff must assemble in the car park at the Friends Meeting House in the designated area for each floor. (see appendix A).
- The Fire Wardens must check all rooms (including toilets) within their area of responsibility before leaving the building. This should be done without compromising their own safety.
- The Fire Wardens should confirm to the Fire Officer as they exit the building (at the front door or side car park gate) that they have done a sweep of their floor/designated area and all personnel have left the floor/area or that persons have been reported as missing.
- The Fire Wardens must take a registration of all personnel from their area once assembled in the car park.
- The Fire Wardens should meet with the Fire Officer after registration of staff and assess the situation.

Porters

On behalf of NHSPS, the porters in the building will monitor and review fire risks by:-

- Undertaking a daily check of all areas to ensure that fire exits and escape routes are not obstructed.

- Completing on a weekly basis a fire safety weekly inspection checklist confirming means of escape, fire doors, fire equipment are all in order.
- Bringing to the attention of the Fire Officer potential fire risks in the building such as the accumulation of paper or debris, overloaded or defective electrical equipment etc.

All Staff

- Must adhere to the NHS Bolton CCG Fire Safety Policy and procedure.
- Observe the CCG's No Smoking Policy.
- Notify their line manager or the fire officer/fire warden of any instances where fire safety procedures are compromised or not being observed.
- Co-operate and comply with the instructions of the fire wardens to evacuate the building in the event of a fire drill or real fire incident.
- Completing mandatory fire awareness training annually.
- Participate in any other fire safety training and drills.
- Be aware of their responsibilities to others (including visitors) and involve them (if appropriate) in the fire safety process.

5. Equality and Diversity

The CCG aim to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others.

Whilst there is no requirement for an Equality Impact Assessment for this policy, the CCG will monitor any themes and trends from the following:-

Identify, understand and address any trends linked to a particular building, staff group or people with an Equality Act "protected characteristic" (age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation).

6. Fire Safety and Fire Warden Training

New employees will receive a briefing from their line manager regarding the fire safety and evacuation procedure at St Peters House as part of their induction briefing.

The CCG has designated annual fire awareness training as mandatory for all staff and Board members. This training will be delivered through an accredited e-learning package or through face-to-face sessions delivered by an appropriately qualified trainer. Staff will be expected to complete face-to-face training rather than e-learning every other year in line with Department of Health recommendations.

The CCG will commission fire warden training from an appropriately qualified trainer at a frequency to be dictated by the need to maintain sufficient coverage of fire wardens across the organisation. The CCG will be responsible for the cost of fire related training.

7. Statutory Fire Drills

The effectiveness of plans for dealing with a fire and the level of staff awareness of these arrangements will be tested by fire evacuation drills. The drills will be organised by the Fire Officer and NHSPS.

Fire evacuation drills will be carried out twice yearly in all premises owned, managed or occupied by the CCG. All staff/occupants will be expected to take part unless it would directly affect their health and safety to do so.

8. Arrangements for Review

This policy may be reviewed at any time at the request of either staff or management but will automatically be reviewed on a two yearly basis or sooner in the event of legislative or significant changes that affects its implementation.

Monitoring of this policy will be through the CCG's Health and Safety Committee with reference to the monitoring of incidents, fire evacuations both planned and unplanned.

9. Dissemination

Information on fire, evacuation procedures etc., is disseminated through staff training, staff debrief sessions, bulletins and line management.

10. Associated Documentation

This policy should be read in conjunction with the following policies:-

- Health and Safety Policy.
- Accident and Incident Policy and Procedures.
- No Smoking Policy.

Appendix A**FIRE SAFETY PROCEDURE**
ST PETER'S HOUSE

There are identified personnel within the building who have allocated responsibilities regarding the safety of staff.

There is an identified Fire Officer for the building and a Fire Warden/Deputy Fire Warden on each floor.

The Fire Officer for the building is Joanne Taylor (2028). In her absence this will be Joanne Meaney (2030). Any concerns over fire safety within the building should be raised with the Fire Officer.

The Fire Wardens are:

Ground Floor Carole McGrath/Christine Pennington (receptionists)
Ian Johnston/ Alan Rukin (porters)
Elizabeth Mathew/Francesca Dean
(Primary Care/Safeguarding)
Peter Ashton/Sarah Parker (RMBS)

First Floor Marion Carr/Kelly Brown (Finance & BI)
Dianne Oakley/Anthony Robinson (CHC/FNC Team)

Second Floor Gillian Kenyon/Linda Hughes (all the floor)

In the event of a fire outbreak the Fire Wardens are responsible for checking that all staff on their floor have vacated the building and are assembled in the car park at the Friends Meeting House.

Periodically a Fire Drill will be carried out in order to ensure that the procedure is familiar to everyone within the building. **All** staff working within the building must comply with the Fire Drill exercise.

It is advisable for staff who frequently are required to leave the building during the course of their duties, to advise the appropriate Fire Warden that they will be out of the building.

Fire safety training will be provided annually and it is mandatory that all members of staff attend.

If any member of staff discovers a fire, they must either dial 999, ring Reception 2000 or break one of the fire panels which are situated on each floor in the building.

Staff are reminded that **Fire Doors must remain closed at all times.**

PROCEDURE TO BE FOLLOWED IN CASE OF A FIRE ALERT**1. STAFF**

- a) All members of staff have a responsibility for their own safety and also should advise appropriately any visiting personnel.
- b) In the event of the fire alarm being activated, all staff must leave the building by the nearest, clear exit. **This is either via the main front door, or the 2 back door exits onto the car park and exit through the gates to the appropriate assembly point at the Friends Meeting House car park.**
- c) The lift **must not** be used during a fire alert.
- d) The car park gates open automatically when the fire alarm is activated.
- e) Staff must congregate in the **allocated area in the car park at the Friends Meeting House. (see attached map).**
- f) The security door leading from reception to the stairs is **not to be used in the event of a fire alert.** The lock on this door is not released by the fire alarm.
- g) People in the area adjacent to the porters' room (post room) may use the *door to the rear of the building, or the door out of the porter's office and walk through the car park gates to the assembly point at the Friends Meeting House car park.
- h) The porter on duty and the Fire Officer should remain by the front door to prevent anyone entering the building.
- i) **The receptionist will contact Custodian/Cole Security and confirm that there is a fire in the building.**
- j) The Fire Officer will first check the fire panel to confirm the floor/zone affected and will ask the Fire Warden for that area if anything suspicious was observed. The Fire Officer will then assess the situation and confirm if the fire brigade needs to be called out.
- k) Staff must ensure that the Fire Warden for their area has checked them off on the appropriate staff list once at the allocated area in the car park at the Friends Meeting House..
- l) The Fire Warden should then notify the Fire Officer that all staff are present.
- m) The Fire Officer will then notify the fire brigade, if called, that all staff have left the building.
- n) Staff **must not** return to the building until the Fire Officer has confirmed the 'all clear'.

* Doors that are not used regularly must be checked **daily** to ensure ease of opening. This is the responsibility of the porter on duty.

2. FIRE WARDENS

- a) Fire Wardens must maintain an up-to-date list of personnel within their area of responsibility.
- b) When the fire alert is activated all personnel within their area must be directed to the nearest exit. Staff must assemble in the car park at the Friends Meeting House in the designated area for each floor. (see map)
- c) The Fire Wardens must check all rooms (including toilets) within their area of responsibility before leaving the building. This should be done without compromising their own safety.
- d) The Fire Wardens should confirm to the Fire Officer as they exit the building (at the front door or side car park gate) that they have done a sweep of their floor/designated area and all personnel have left the floor/area.
- e) The Fire Wardens must take a registration of all personnel from their area once assembled in the car park.
- f) The Fire Wardens should meet with the Fire Officer after registration of staff and assess the situation.

**ST. PETER'S HOUSE
FIRE ROUTINE ASSEMBLY POINTS**

FRIENDS MEETING HOUSE

CAR PARK

**CAR PARK
ENTRANCE**

V

G

1

1

2

Visitors (V)

Ground Floor (G)

First Floor (1)

Second Floor (2)

Appendix B**Further useful information****Fire Equipment**

Fire equipment must not be removed from the designated area. Fire extinguishers should not be used to keep doors open, be hidden from view, or covered with items of clothing or work equipment.

Smoke head sensors should not be covered or removed. (see control of contractors section).

Fire Warden

Fire Wardens should be appointed to control the evacuation in the event of activation of the Fire alarm.

They should be made familiar with all the exit points for the premises and will direct staff, contractors and visitors towards the most appropriate safe exit.

The Fire Warden or deputy should be on duty during normal opening hours at all times. If there are any issues, these should be notified to the Fire Officer immediately.

Anybody who is not a Fire Warden is required to help and assist with the evacuation of all relevant persons in their location to a point of safety outside the premises.

Meeting Rooms

Visitors attending meetings should be advised by the organiser of the meeting on the Fire evacuation procedures, the alarm, the fire exits and the evacuation assembly point.

Basic Fire Precautions

Fire doors must be kept closed at all times to prevent the spread of the fire and toxic smoke.

Corridors, stairways, landings and escape routes must be kept clear at all times of anything that is likely to cause a fire or accident or to impede evacuation in an emergency.

All fire-fighting equipment must be kept free from obstruction and be readily available for use in an emergency.

Waste should not be allowed to build up inside or outside the building to prevent occurrences of arson. Waste should preferably be removed to the allocated storage areas away from the main building.

Mandatory Fire training

Staff are required to complete the mandatory annual fire training and any additional sessions or training as required by their responsibilities.

Fire Prevention and Containment

Attention to the following 'good housekeeping' practices can reduce the likelihood of fire occurring and spreading. Regular checks are a part of good Health and Safety practice, not just fire prevention.

Never leave rooms unoccupied with doors wedged open.

The use of naked flames, candles, josh sticks, essential oil burners etc., is prohibited.

When leaving your place of work, check for possible causes of fire, for example, electrical equipment left on or plugged in.

Storage of equipment and packages should be in designated areas only, not in plant rooms, service voids and shafts, corridors or lobbies.

Storage and use of goods, chemicals and drugs etc. should be in accordance with the data sheets for that particular item, all applicable items must be recorded on the COSHH register for that particular premises.

Regular checks must be made to ensure that storage is never permitted in an escape route, near a fire exit or fire-fighting equipment.

Ensure no items are dried over heaters having radiant heat sources which can lead to dangerously high temperatures and possible ignition.

Regular checks must be made to ensure the accumulation of rubbish in 'out of sight' spaces such as stairwells, behind radiators, basements, under desks etc. does not take place. Waste and unauthorised storage must be dealt with promptly.

Regular cleaning should be carried out of workplaces, machinery and equipment spaces, and checks to avoid the accumulation of fluff and grease deposits in kitchens and similar areas.

Use electrical sockets correctly, avoid overloading, never more than 13 amps per socket.

Ensure that electrical cables do not trail over walkways.

Unauthorised re-setting, adjustment or repair to electrical equipment is prohibited, do not use any electrical equipment until it has been PAT tested by the Estates department or an accredited person.

Regular inspection should be carried out of electrical cables and cords for signs of wear, if faults are found the equipment must be immediately withdrawn from service.

Regular inspection and testing should be carried out of all Portable Appliance equipment (normally known as PAT testing).

It is prohibited for staff to bring items of electrical equipment in from home, all items of electrical equipment should be purchased through the official NHS supplies route.

Control of contractors during building work

Contractors are required to sign in and should be made aware of the fire evacuation procedures, the alarm, the fire exits and the evacuation assembly point for the building. **It is the responsibility of the Contractors to ensure that their actions or operations do not cause Unwanted Fire Signals (UWFS).**

Contractors must not alter, reset, disarm or otherwise disable the whole or part of the fire alarm system without authorisation from the Site Manager.

The contractor shall ensure safe methods of working are followed when using equipment, liquids or gasses which could create or enhance a fire or explosion hazard or the release of toxic fumes.

Petroleum products and other inflammable or vaporising liquids shall be used and stored in accordance with the regulations applicable to those products.

Before commencement of work any process involving heat, burning and welding equipment or naked flames will be notified to the Site Manager together with the intended fire precautions.

Suitable and sufficient fire extinguishers must be provided by the contractor at points of risk.

Before leaving premises and sites, contractors and sub contractors shall ensure that naked lights and other sources of ignition have been extinguished and that the work area is checked to ensure there are no smouldering materials which may develop into a fire. Wherever practicable electrical apparatus should be switched off and isolated.

Before welding, flame cutting of metals, burning off paint or other processes involving heat or naked lights are carried out special arrangements must be made where such work is likely to affect heat/smoke detectors.

Storage of any combustible material is not permitted within the work area. This includes empty or spare gas cylinders.

Contractors working on behalf of Landlords or other 3rd parties should be asked to follow these procedures.

Appendix C – Personal Emergency Evacuation Plan (PEEP)

Aim

The aim of a PEEP is to provide people who cannot get themselves out of a building unaided with the necessary information and assistance to be able to manage their escape to a place of safety and to ensure that the correct level of assistance is always available.

Responsibilities

It is the responsibility of individual and their line manager to assess whether they require any assistance in the event of an emergency. If someone believes they might require assistance, the PEEP Questionnaire should be completed. This should be completed by the individual or their nominated representative.

Writing the PEEP

From the information gathered in the questionnaire, a PEEP should be developed.

Given the unique characteristics of buildings and the need for a PEEP to take account of an individual's capabilities, disabled persons who regularly use different buildings may have to have a separate PEEP for each building.

If assistance with escape is required, the extent of such assistance should be identified in the PEEP, i.e. the number of assistants and the methods to be used. It is necessary to ensure that there is cover for absences, and the assistants may require training.

Evacuation in an Emergency

Assisting wheelchair users down stairs

Where disabled persons are located above the ground floor there are a number of considerations. In all the following cases Evacuation Lifts (where fitted) or Refuge areas should be identified and clearly marked

Temporary Refuge Areas

A refuge area is a designated temporary safe place where disabled people can wait for assistance. It is an area that is both separated from a fire by fire resisting construction and provides a safe route to final exit, e.g. the head of a protected stairway - where there is sufficient space. The provision of a refuge area will permit a staged evacuation to be implemented. A refuge area must be clearly signed and should be of sufficient size to accommodate both people using it as a refuge area and any people passing through on their way out of the building.

Lifts

Most lifts cannot be used in an emergency. Any lift used for the evacuation of disabled people should be an "evacuation lift." The individual lift servicing contractor, or a Specialist Fire Safety Advisor, will be able to tell you if, and in what circumstances, a lift may be used in the event of a fire.

Safe Routes

A PEEP should contain details of the necessary escape route(s). Clear unobstructed gangways and floor layouts should be considered at the planning stage.

It is especially important to ensure that security devices on doors, etc, are all able to be operated by the evacuating persons.

It is also necessary to ensure that there are (as many as possible) alternative routes and that the routes are not excessively long.

Deaf and Hearing Impaired persons

Generally, most deaf people alongside hearing work colleagues, relatives or carers will not require special equipment, providing they have been made aware of what to do in the event of a fire. They will be able to see and understand the behaviour of those around them.

However, deaf or hearing impaired persons working alone may need an alternative method of being alerted to an emergency. For example many alarm systems have visual indicators in the form of a flashing light, or vibrating pager systems can be used.

Blind and Partially-sighted persons

Staff, service users, regular visitors etc., should be offered orientation training and, where applicable, this must include alternative ways out of the building. If a blind person uses a guide dog it is important that the dog is also given ample opportunity to learn these routes.

Training

To be effective, any Emergency Plan depends on the ability of staff to respond efficiently. Staff will therefore receive instructions, practical demonstrations and training appropriate to their responsibilities. This may include some or all of the following elements:

- Fire drills for staff, services users, regular visitors, etc.
- Specific training/instruction for Fire Wardens
- Specific training/instruction in the use of Fire Extinguishers etc.

PEEP Questionnaire for Disabled Person

This questionnaire is intended to be completed by disabled persons to assist the development of a Personal Emergency Evacuation Plan (PEEP). Please provide as much information as you can to enable us to develop a suitable plan.

Once developed, the PEEP will be used to assist escape in the event of an emergency (including drills). If the practice drills identify concerns in the implementation of the evacuation, then please contact the Fire Officer for assistance in finding suitable solutions.

1. Why you should fill in the form

We have a legal responsibility to protect you from fire risks and ensure your health and safety. The PEEP will be developed based on the information you provide.

2. What will happen when you have completed the form?

You will be provided with any additional information necessary about the emergency evacuation procedures in the building(s) you attend.

If you need assistance, the "Personal Emergency Evacuation Plan" will specify what type of assistance you need. There may be some parts of the most appropriate premises where safe evacuation cannot yet be provided without alterations to the building/structure. In these circumstances the way forward will be discussed with you.

Name:

Location:

Which part of the building do you normally work in / visit ?
Please name: the building, the floor and the room.

Do you routinely use more than one location in this building?

YES

NO

If you feel it is necessary, please provide further details below. (Please list the floors and rooms you use in each building)

Emergency Procedures

Are you aware of the emergency evacuation procedures
Which operate in the building(s) you attend? Yes No

Do you require written emergency evacuation procedures? Yes No
(If yes, do you need these in braille, sign language, large
print or on tape etc.).

Are the signs which mark emergency routes and exits clear
enough? Yes No

Emergency Alarm

Can you hear the fire alarm in your place of work? Yes No

Could you raise the alarm if you discovered a fire? Yes No

Assistance

Do you need assistance to get out of your place of work
in an emergency? Yes No

Is anyone designated to assist you in an emergency? Yes No

If yes, please give name(s) and location(s) below:

Is the arrangement with your assistant(s) a formal
arrangement? (specified for them by a senior
person or written in their job description or by
some other procedure). Yes No

Are you always in easy contact with those
designated to help you? Yes No

In an emergency, could you contact the person(s)
in charge of evacuating the building(s) in which you
work and tell them where you were located? Yes No

Getting Out

Can you move quickly in the event of an
emergency? Yes No

Do you find stairs difficult to use? Yes No

Are you a wheelchair user? Yes No

Fire Safety Policy

Thank you for completing this questionnaire. The information you have given us will help us to meet any needs for information or assistance you may have.

Please return to: Joanne Taylor, Board Secretary, 2nd Floor, St Peters House, or by email to joanne.taylor14@nhs.net

Personal Emergency Evacuation Plan

Name

Department

Building

Floor

Room

Awareness of Procedure

The disabled person is informed of a fire evacuation by:

existing alarm system

pager device

visual alarm system

other (please specify)

Designated Assistance

(The following have been designated to assist in evacuating the building in an emergency).

Name

Contact details

Name

Contact details

FIRE DRILL REPORT SHEET

Building name		St Peters House, Silverwell Street, Bolton, BL1 1PP			
Drill type		Unannounced		Announced	
Drill date		Weather conditions			

DRILL EVALUATION

Alarms working and audible?	<i>Yes/No</i>
Was building swept by Fire Wardens?	<i>Yes/No</i>
Did staff meet at correct assembly point?	<i>Yes/No</i>
Were egress routes clear and passable?	<i>Yes/No</i>
Did electronic doors release on activation?	<i>No</i>

DRILL TIMES

Alarm was activated at	
Time all persons accounted for	<i>Eg 4 minutes evacuated building, 15 minutes roll call</i>
Approx number of staff/patients involved	<i>??? staff</i>

DRILL RATING

Speed of evacuation	Good		Satisfactory		Unsatisfactory	
Communication during drill	Good		Satisfactory		Unsatisfactory	
Efficiency of roll call	Good		Satisfactory		Unsatisfactory	

DRILL RECOMMENDATIONS/COMMENTS/ACTIONS

<i>Eg Fire Wardens carried out duties efficiently and effectively-good practice</i>
<i>Ground floor staff evacuated quickly on alarm activation-good practice</i>

