

## **FIRE EMERGENCY PLAN**

Address of premises:	Salisbury District Hospital
Ward/Dept:	Durrington Suite SDH North level 2 sector 2

**Medical notes for inpatients**

Staff should ensure that medical notes are evacuated with patients to their new location to reduce risks to continuity of care.

**Assembly points.**

Farley Ward.

**Arrangements for safe evacuation of patients and disabled persons.**

Utilising handling methods as appropriate to the risk.

**Fire fighting equipment provided**

6 x 6 litre water  
3 x 2 kg CO<sub>2</sub>  
3 x fire blanket

**Specific arrangements for high fire risk areas**

None required.

**Procedures for liaison with Fire Brigade on arrival**

The fire response team will direct Fire and Rescue service to sector indicated. Department manager/Fire Warden will provide details of incident and any hazardous material present to Senior Fire Officer present. ETS staff will liaise with FRS regarding the necessity to shut down any services.

**Training requirements**

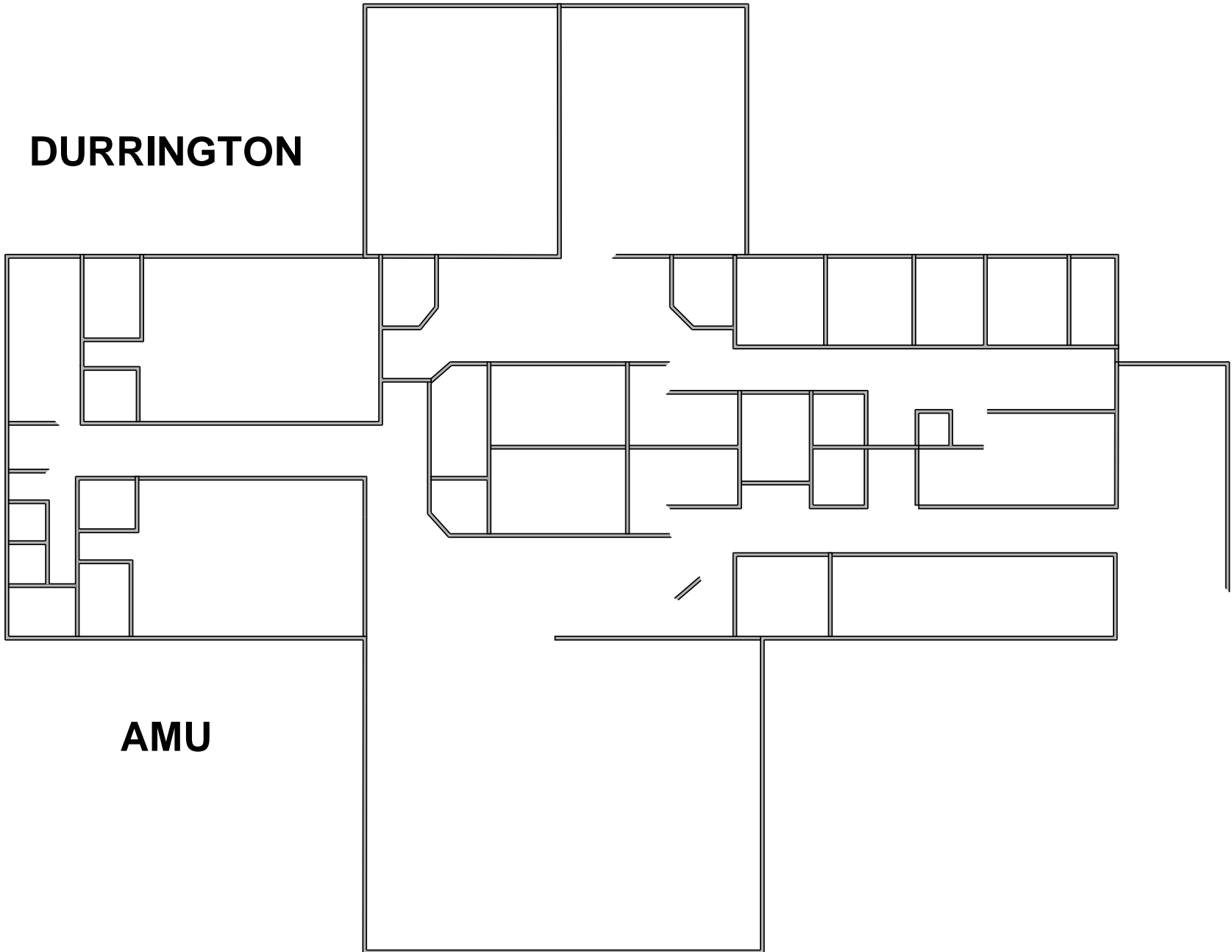
All staff to complete computer-based training on appointment.

All staff to have departmental fire safety procedures on appointment from manager or fire warden.

All staff to take part in the Trust recommended face-to-face training.

All Fire wardens and departmental heads to attend fire training with Trust Fire Safety Advisor

**DURRINGTON**



**AMU**

# **Fire and Emergency Evacuation plan.**

**Action to be taken on hearing the fire alarm:**

Identify alarm sound

**Action to be taken by a person discovering a fire:**

A weekly audible test is carried out on Wednesday afternoons by ETS and FES the alarms will only sound for 30 seconds, if sounding for longer, then follow procedure for fire alarm activation, evacuate if necessary.

## **2. Action to be taken on discovering a fire**

It is important that on discovering a fire, the alarm is raised on every occasion, if the detectors operate the alarm, you should make a quick sweep of the department to check for signs of a fire, if there are none, please telephone 2222 and inform switch this is the case and the fire service will not be summoned. If a fire is discovered dial 2222 and inform switchboard that a fire is confirmed giving the location, if you do not have access to a telephone operate the nearest fire alarm call point, this will send a second alert signal to switchboard, and they will summons the fir

If no fire, call 2222 and inform switch, if there are signs of a fire, call 2222 and confirm fire situation and location with switchboard.  
Ensure the alarm has been sounded.  
No new procedures should be commenced.  
Escort guests and visitors to safe place.  
Tackle the fire if it safe to do so.  
Ensure your exits are clear and available at all times.  
Never open a door to investigate fire.  
Close all doors and windows if safe to do so.  
A fire alarm response team will arrive and report to the senior person present.

The team will consist of:

**08.00 16.00 (Monday Friday)**

Hospital Fire Advisor.  
ETS electrician  
ETS manager  
Security  
Porters  
Duty manager (fire control officer)

**16.00 08.00 (Monday Friday) 24-hour cover at weekends and bank holidays**

Security  
Porters  
Duty manager (fire control officer)  
The fire control officer will take over the evacuation and control until the arrival of the Fire Service.

**2.2 Action by staff not in the fire area (intermittent alarm)**

This indicates that you are not in the fire area but are receiving a pre-warning of the need to start evacuation or other actions should the need arise.  
An intermittent alarm occurs in the adjacent compartments or zone to the fire.

The actions required are:  
Stay in your department/ward.



Operate Fire response pagers (08.00 - 16.00 Mon - Fri)  
Inform duty security and porter.  
Inform duty electrician.  
On confirmation of fire, call 999 and summons fire service.  
Contact the duty manager.  
Log all details.

### **Security & Portering**

Attend zone operating.  
Arrange for keys or access codes to unoccupied areas  
Meet Fire service.

### **Estates department**

Report to the Fire controller.  
Isolate any services as required e.g. Electricity, water gas and medical gases.  
Reset the fire alarm panel.

### **Senior person at incident initially.**

Determine location and extent of fire.  
Take charge of the incident until arrival of Fire Service.  
Implement the Fire Procedure and evacuation as required.  
Ensure reassurance is given to patients.  
Organise the fire fighting attempt, but only if it is safe to do so.  
Hand over to Fire Control Officer (duty manager) and give further assistance where required.