

# EMERGENCY FIRE PLAN

## (Inpatient areas)

### ON DISCOVERING A FIRE:

1. Operate the nearest **RED** fire alarm manual call point.
2. Call **9-999** and ask for the fire and rescue service, give the site address and explain the nature of the incident.
3. Initiate Horizontal evacuation away from the immediate area by moving services users/staff/other out of the affected area through at least **TWO** fire resisting doors to a place of assembly. Check all rooms for occupancy encouraging everyone to move to the designated place of assembly using the 'Door procedure'.
4. Any service user that does not wish to move with you to the place of assembly is to be left in the room with the **DOOR CLOSED**. You **MUST** inform the senior member of staff/fire warden and the Fire and Rescue Service as soon as possible of this action.
5. Take a roll call when you have reached your place of assembly to ensure all staff and service users are accounted for.
6. Senior member of staff / Fire warden or nominated person should meet the Fire and Rescue Service. Inform them of the current situation including the location of the fire, location of designated place of assembly, refusal to moves and any associated risks to Fire fighters (Oxygen cylinders, piped oxygen etc.).

### ACTIONS ON HEARING A CONTINUOUS FIRE ALARM:

1. Call **9-999** and ask for the Fire and Rescue Service, give the site address and explain the fire alarm has been activated.
2. Go to your **nearest** fire panel and gather information as to the location of the fire.
3. Initiate Horizontal evacuation away from the immediate area by moving services users/staff/other out of the affected area through at least **TWO** fire resisting doors to a place of assembly. Check all rooms for occupancy encouraging everyone to move to the designated place of assembly using the 'Door procedure'.
4. Any service user that does not wish to move with you to the place of assembly is to be left in the room with the **DOOR CLOSED**. You **MUST** inform the senior member of staff/fire warden and the Fire and Rescue Service as soon as possible of this action.
5. Take a roll call when you have reached your place of assembly to ensure all staff and service users are accounted for.
6. The senior member of staff if **CERTAIN** there is no sign of fire can:
  - Return the unit to a state of normality.
  - Call **9-999** and inform the Fire and Rescue Service it is a confirmed false alarm.
  - Inform Estates of the activation and request them to reset the fire alarm panel then complete the **DATIX** stating the cause of the alarm and complete RMPG02 (Fire Procedure) Appendix 4, Fire Evacuation Form.
7. If the fire is **confirmed**:
  - Continue with horizontal evacuation staying inside the building maintaining at least **TWO** fire resisting doors between you and the fire.
  - If you are confident and without endangering your own safety, attempt to extinguish the fire using the appropriate extinguishing media provided.
  - Senior member of staff / Fire warden or nominated person should meet the Fire and Rescue

Service. Inform them of the current situation including the location of the fire, location of designated place of assembly, refusal to moves and any associated risks to Fire fighters (oxygen cylinders, piped oxygen etc.).

Emergency Fire Plan –Inpatient sites  
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SAMPLE ONLY