



Fire Evacuation Procedure

Bransholme Health Centre

Quality Control	
Revision date:	03/08/17
Edited by:	Lucy Robinson

Actions/Important Notes: Allowing people to wait in stair wells during a fire evacuation is no longer recommended in line with the overarching Fire Risk Assessment. Tenants should encourage patients to leave the building, either using the evacuation chairs or by walking slowly down the stairs with assistance from staff members.

Please can tenants update the fire warden list on page 5.

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Introduction & Background

Further to a recent fire evacuation drill, the building tenants acknowledged they are jointly legally responsible to make sure people can escape safely if there is a fire.

Bransholme tenants worked together to produce a building evacuation procedure to help evacuations take place as efficiently as possible, including agreement of who sweeps which areas of the building.

Citycare's Tenant Liaison Team coordinated the production of the joint tenant's fire evacuation procedure, on behalf of Bransholme health centre tenants.

Purpose of the Fire Evacuation Procedure

- To ensure, on activation of the fire alarm, that all tenants work together to effectively sweep and evacuate the building
- To agree who sweeps the shared areas of the building
- To agree who takes on the role of Senior Fire Warden
- To ensure all staff are aware of the location of the muster point in the rear car park
- To ensure all staff are aware of where to direct patients
- To ensure staff and patients do not re-enter the building until it has been declared safe to do so
- To ensure all fire wardens are aware they need to report to the Senior Fire Warden at the muster point

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Fire Safety Responsibilities

Regulatory Reform (Fire Safety) Order 2005

Enforces a legal responsibility on the Responsible Person to take reasonable steps to reduce the risk from fire and make sure people can escape safely if there is a fire.

Responsible Person

If you are an employer, manager or landlord or occupier of a business, building or space (non domestic), you are responsible for fire safety.

If there is more than one Responsible Person, you have to work together to meet your responsibilities.

The Responsible Person must:-

- Carry out a risk assessment of their premises and review it regularly
- Communicate to staff the risks identified
- Ensure all fire precautions, equipment and detection are maintained and in good working order
- Plan for an emergency
- Provide staff with information, fire safety instructions and training

Fire Warden Role & Responsibilities

- **Fire evacuation plan** – develop and keep this updated, so employees and fire wardens know what to do in if a fire is discovered
- **Alarm system** – decide how you will alert people if there is a fire, for example those who may be hard of hearing or deaf
- **Escape routes** – ensure visible signage is in place to inform people how to exit the building safely and decide how to instruct people to do this
- **Fire-fighting equipment, signage, emergency doors, emergency lighting** – these are provided and maintained by the Landlord, however you should be aware of where they are located and report any damage or faults you may be aware of
- **Fire alarm locations** – ensure employees are aware of the location of the fire alarms in case they need to activate one
- **Contacting the fire brigade** – plan how they will be contacted and who is responsible for doing this
- **Personal Emergency Evacuation Plan** – a plan specifically for those with any additional needs should be in place, for example restricted mobility, sight or hearing limitations
- **Muster point** – ensure all staff members are aware of the location of the muster point (in the rear car park)
- **Roll call** – have an agreed system in place for determining staff are present and anyone not present

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Fire Wardens & Zones of Responsibility

Senior Fire Warden

During normal operational hours:
Out of normal operational hours:

FoH representative
CHCP representative

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Organisation	Fire Warden	Zone of Responsibility
Hull City Council	Karen Moore	Ground floor – refer to sweep plan
Hull City Council	Stephanie Jackson	Ground floor – refer to sweep plan
Hull City Council	Glynis Bentley	Ground floor – refer to sweep plan
CHCP Urgent Care	Lynn Michelle Frankland	Ground floor – refer to sweep plan
CHCP Urgent Care	Elizabeth Tate	Ground floor – refer to sweep plan
CHCP Urgent Care	Beverley Wilson	Ground floor – refer to sweep plan
CHCP Community Services	Elaine Derrick	1 st Floor – refer to sweep plan
CHCP Community Services	Maureen Nuttall	1 st Floor – refer to sweep plan
CHCP Community Services	Carole Torrance	1 st Floor – refer to sweep plan
Orchard 2000	Lesley Smith	1 st Floor – refer to sweep plan
Orchard 2000	Sharon Preston	1 st Floor – refer to sweep plan
Dr Choudhary	Sharon Hogarth	1 st Floor – refer to sweep plan
Dr Choudhary	Kerry Smith	1 st Floor – refer to sweep plan
Dr Choudhary	Lisa Day	1 st Floor – refer to sweep plan
Dr Choudhary	Andrea Gunstead	1 st Floor – refer to sweep plan
Dr Choudhary	Chloe Wainwright	1 st Floor – refer to sweep plan
Dr Choudhary	Laura Pearce	1 st Floor – refer to sweep plan
Dr Choudhary	Lesley Brown	1 st Floor – refer to sweep plan
Dr Choudhary	Crystal Hutchinson	1 st Floor – refer to sweep plan
Goodheart Surgery	Julie Charles	1 st Floor – refer to sweep plan
Goodheart Surgery	Mary Billany	1 st Floor – refer to sweep plan
Goodheart Surgery	Samantha Chapman	1 st Floor – refer to sweep plan
Goodheart Surgery	Katie Davis	1 st Floor – refer to sweep plan
Goodheart Surgery	Sally Scott	1 st Floor – refer to sweep plan
Goodheart Surgery	Lois Thomas	1 st Floor – refer to sweep plan
James Alexander Family Practice	Sarah Flynn	2 nd floor – refer to sweep plan
James Alexander Family Practice	Gloria Twidal	2 nd floor – refer to sweep plan
CHCP Community Services	Elaine Derrick	2 nd floor – refer to sweep plan
CHCP Community Services	Maureen Nuttall	2 nd floor – refer to sweep plan
CHCP Community Services	Carole Torrance	2 nd floor – refer to sweep plan
HEY Audiology	Carl Davy	2 nd floor – refer to sweep plan
HEY Audiology	Alison Hood	2 nd floor – refer to sweep plan
HEY Audiology	Julie Pearce	2 nd floor – refer to sweep plan
HEY Audiology	Paul Catflow	2 nd floor – refer to sweep plan
HEY Audiology	Stephanie Kelly	2 nd floor – refer to sweep plan
HEY Audiology	Tracy Kemp	2 nd floor – refer to sweep plan
HEY Audiology	Mark Prout	2 nd floor – refer to sweep plan
HEY Audiology	Katie Wallace	2 nd floor – refer to sweep plan
HEY Audiology	Chloe Burrows	2 nd floor – refer to sweep plan

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Northpoint Medical Practice	Dave Sutton	3 rd floor – refer to sweep plan
HEY Midwives	Gill Burton	3 rd floor – refer to sweep plan
HEY Midwives	Sheenagh Rollison	3 rd floor – refer to sweep plan
Dr Hendow	Tina Cheyne	3 rd floor – refer to sweep plan
Dr Hendow	Adele Riches	3 rd floor – refer to sweep plan
Dr Hendow	Courtney Purchon	3 rd floor – refer to sweep plan
Dr Hendow	Teresa Bloom	3 rd floor – refer to sweep plan
Dr Gopal	Michelle Wilkinson	3 rd floor – refer to sweep plan
Dr Gopal	Christopher Rogers	3 rd floor – refer to sweep plan
Dr Gopal	Lynda Gevelaar	3 rd floor – refer to sweep plan
Dr Gopal	Joanne Crawforth	3 rd floor – refer to sweep plan
Dr Gopal	Melanie Parker	3 rd floor – refer to sweep plan
Dr Gopal	Joy Dixon	3 rd floor – refer to sweep plan

Joint Fire Evacuation Procedure

Normal Operational Hours Monday – Friday 8:30 – 17:30 (FoH & 1 guard on duty)

FoH to leave the orange fire warden jacket, radios and CHCP signing in files in an accessible location (to be agreed between both parties) in case there is an activation out of hours when the FoH shutter is closed

- On activation of the fire alarm, FoH pick up the signing in files, orange fire warden jacket and radios
- Fire Wardens sweep their agreed areas, working from the furthest point backwards making sure nobody is left, directing patients, staff and members of the public to leave via the nearest exit and meet at the muster point
- All staff to leave the building and meet at the muster point in the rear car park
- First fire warden to each of the stair well fire exists, to stay and man that door, to prevent anyone re-entering the building
- Fire Wardens from upper floors to confirm on entering stairs wells that floor above is clear
- FoH sweep the ground floor atrium, public WCs, tea bar area and bookable rooms to evacuate people by the nearest exit and direct them to the muster point in the rear car park
- 1 **FoH representative** mans the **rear car park entrance/exit** with the radio
- 1 **FoH representative** goes to the **muster point** in the rear car park wearing the orange jacket and taking the files and radio and takes the role of the Senior Fire Warden
- **Security** take their radio and man the main **front entrance/exit**, fronting Goodhart Road
- Fire Wardens to report to the Senior Fire Warden (FoH representative) at the muster point that they have accounted for staff
- Building Manager checks the fire alarm panel to identify the location of the activation and then goes to that area to check if there is any sign of a fire

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EMERGENCY

- If there is an emergency, the Building Manager vacates the building along with everybody else and notifies the FoH representatives and security guard via radio that there is an emergency
- If the Fire Brigade are in attendance, they will confirm to the Senior Fire Warden (FoH representative) when it is safe to re-enter the building
- The Senior Fire Warden will notify the FoH representative, Security Guard, Building Manager and Fire Wardens that it is safe to re-enter the building
- The Fire Wardens pass on the notification to their own staff
- Staff should be allowed in first and given 5 minutes to return to their areas, before the public are allowed back in
- The Security Guard and FoH representative should remain on duty manning the main entrances to the building until all staff and members of the public have re-entered
- The Building Manager, Security and FoH should remain in communication via radio throughout the evacuation

NO EMERGENCY

- If there is no emergency, the Building Manager re-sets the fire panel and liaises with the Fire Brigade accordingly, then radios security & FoH to notify there is no emergency
- If the Fire Brigade are not in attendance, the Building Manager notifies, by radio, both Security and FoH representatives, who are manning the doors, when it is safe for staff to re-enter the building
- The Senior Fire Warden will notify the FoH representative, Security Guard, Building Manager and Fire Wardens that it is safe to re-enter the building
- The Fire Wardens pass on the notification to their own staff
- Staff should be allowed in first and given 5 minutes to return to their areas, before the public are allowed back in
- The Security Guard and FoH representative should remain on duty manning the main entrances to the building until all staff and members of the public have re-entered
- The Building Manager, Security and FoH should remain in communication via radio throughout the evacuation

If the Building Manager is not on-site, FoH or Security contact the Sewell Helpdesk on activation of the fire alarm, who send out the closest engineer to deal with the fire panel, everyone else should continue with their roles as above.

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Weekday Nights

Monday – Friday 17:00 - 6:30 (2 guards on duty)

FoH to leave the orange fire warden jacket, radios and CHCP signing in files in an accessible location (to be agreed between both parties) in case there is an activation out of hours when the FoH shutter is closed

- On activation of the fire alarm the Fire Brigade are automatically called out
- Sewell FM on call engineer is automatically contacted via the alarm monitoring company (First County) who are notified when the fire alarm is activated
- The Security guard may also contact Sewell FM on call engineer by using the 24 hour phone number 01482 787777
- Sewell FM on call engineer attends site to deal with the fire panel
- 1st CHCP representative pick up the CHCP signing in file(?), orange fire warden jacket and radios
- 1st CHCP representative sweeps the ground floor atrium area and public WCs (ground floor bookable rooms & tea bar should be locked up)
- 2nd CHCP representative sweeps their Urgent Care sole demise area and leave the building to go to the muster point in the rear car park, directing patients and members of the public to leave via the nearest exit and also meet at the muster point
- Both Security Guards take their radios and each man the main entrances/exits at Goodhart Road and the car park using radios to keep in communication with each other
- 1st CHCP representative goes to the muster point in the rear car park wearing the orange jacket and taking the file and radio and assumes the role of the Senior Fire Warden
- 2nd CHCP representative reports to the 1st CHCP representative (Senior Fire Warden) they have accounted for all staff
- Fire Brigade check the building and declare when it is safe to re-enter
- Staff should be allowed 5 minutes to re-enter the building before patients
- The Security Guards should remain on duty manning the main entrances to the building until all staff and members of the public have re-entered, keeping in communication via the radios throughout the evacuation
- The Sewell FM on call engineer re-sets the fire alarm panel accordingly

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Weekends

Saturday, Sunday & Bank Holidays 17:30 Fri evening – 8:30 Monday morning (2 guards on duty)

FoH to leave the orange fire warden jacket, radios and CHCP signing in files in an accessible location (to be agreed between both parties) in case there is an activation out of hours when the FoH shutter is closed

- On activation of the fire alarm the Fire Brigade are automatically called out
- Sewell FM on call engineer is automatically contacted via the alarm monitoring company (First County) who are notified when the fire alarm is activated
- The Security guard may also contact Sewell FM on call engineer by using the 24 hour phone number 01482 787777
- Sewell FM on call engineer attends site to deal with the fire panel
- 1st CHCP representative pick up the CHCP signing in file(?), orange fire warden jacket and radios
- 1st CHCP representative sweeps the ground floor atrium area and public WCs (ground floor bookable rooms & tea bar should be locked up)
- 2nd CHCP representative sweeps their Urgent Care sole demise area and leave the building to go to the muster point in the rear car park, directing patients and members of the public to leave via the nearest exit and also meet at the muster point
- 3rd CHCP representative mans the rear car park entrance/exit with a radio
- Security Guard takes radio and mans the front entrance/exit fronting Goodhart Road
- 1st CHCP representative goes to the muster point in the rear car park wearing the orange jacket and taking the file and radio and assumes the role of the Senior Fire Warden
- 2nd CHCP representative reports to the 1st CHCP representative (Senior Fire Warden) they have accounted for all staff
- Fire Brigade check the building and declare when it is safe to re-enter
- Staff should be allowed 5 minutes to re-enter the building before patients
- The Security Guards should remain on duty manning the main entrances to the building until all staff and members of the public have re-entered, keeping in communication via the radios throughout the evacuation
- The Sewell FM on call engineer re-sets the fire alarm panel accordingly

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Disclaimer

The information provided in this note is advisory only. Citycare and our partners, including but not limited to Sewell Facilities Management, Community Health Partnerships and NHS Property Services do not accept any liability for the accuracy or completeness of the information or advice provided above.

It is the occupier's responsibility to ensure they meet their own fire safety responsibilities and work together as tenants to comply with legal requirements and best practice.

Prepared by: Caroline Havler, on behalf of CHP and Bransholme Health Centre Tenants to assist with fire safety planning.