

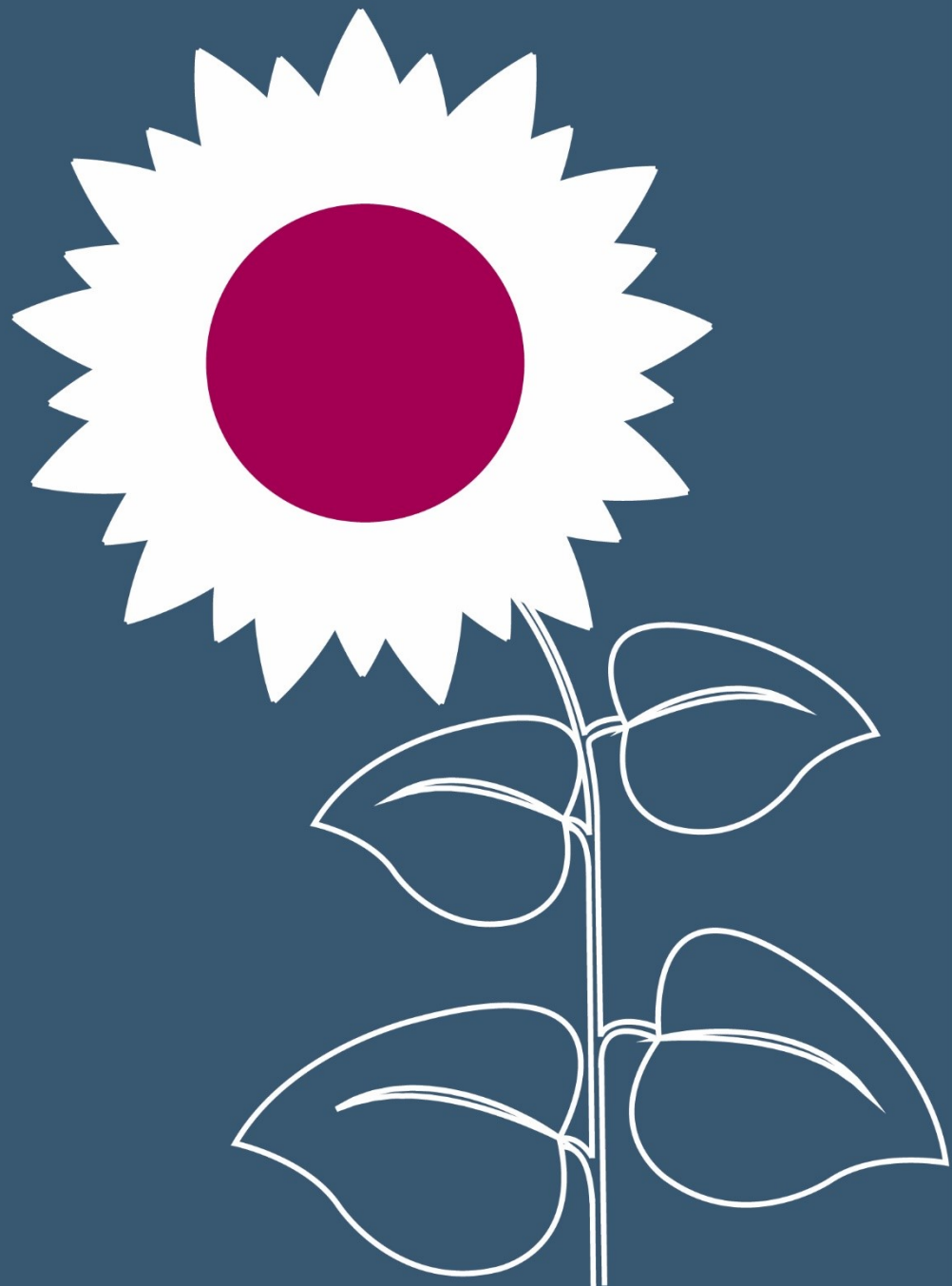


City of  
**Stoke-on-Trent**

# Fire and Evacuation Policy & Procedure

Tri x 5\_1\_26 August 2023

Review August 2023



# Information sheet

<b>Service area</b>	Childrens Social Care
<b>Date effective from</b>	Nov 2019
<b>Responsible officer(s)</b>	Strategic Manager Children in Care and Targeted Services
<b>Date of review(s)</b>	Nov 2020 July 2022 August 2023
<b>Status:</b> <ul style="list-style-type: none"> <li>• <b>Mandatory (all named staff must adhere to guidance)</b></li> <li>• <b>Optional (procedures and practice can vary between teams)</b></li> </ul>	Mandatory
<b>Target audience</b>	All residential care staff and Registered Managers
<b>Date of committee/SMT decision</b>	
<b>Related document(s)</b>	
<b>Superseded document(s)</b>	July 2022
<b>File reference</b>	5_1_26

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# 1 Aim of the Policy

- 1.1 The aim of the policy is to provide clear guidance for carers and young people should they be required to evacuate the home in the event of an emergency.
- 1.2 The policy also describes the requirements of the staff team in monitoring fire safety and fire alarm equipment

# 2 Expectations of Carers

- 2.1 As part of their induction process all carers will be given the relevant information regarding Fire Procedures.
- 2.2 All carers are expected to:
  - Familiarise themselves with the Fire Procedural Guidance and the Evacuation Procedure.
  - Know who the appointed Fire Officers are.
  - Know the location of all the extinguishers, blankets and all fire exits.
  - Familiarise themselves with the operation of the Fire Panel and Zone Map where applicable.
  - Draw to the attention of their line manager any faulty or inoperative equipment.
  - Attend Fire Warden Training on an annual basis as a minimum.
  - Complete written reports following any outbreak of fire.

# 3 Instruction and Training

- 3.1 The Registered Manager is responsible for implementing Fire Procedures within an establishment and for keeping Fire Safety records in accordance with legislation
- 3.2 All carers, trainees and voluntary workers must be instructed in Fire Safety procedures. This could cover:

Record in the Daily Log those present in the building at any one time.

- How to raise the alarm.
- How to call the Fire Service.
- The location of Fire Fighting Equipment.
- How to use the Fire Fighting Equipment. Does this require specific hands on experience with extinguishers if the expectation is to know how to use the equipment.
- The escape routes and assembly points.
- The importance of keeping fire doors shut.

- The importance of keeping fire exit routes clear.
  - The importance of ensuring fire exits have not been locked with Mortice key whilst the building is in use.
  - Understanding the alarm control panel indicators in identifying the area of the fire.
  - Responsibilities for assisting with Personal Evacuation Plans for disabled service users/carers where applicable.
- 3.3 One staff member on shift needs to be trained in firefighting should be sufficient for each home. Carers required to lift or carry persons will need specific training in this field.

## 4 Fire Drills

- 4.1 Practice fire drills must be carried out at least 4 times a year. These should involve either full evacuation from the building or phased evacuation to a safe zone within the building. These drills should simulate conditions where an escape route is blocked. One of these drills should take place at night.
- 4.2 A record should be kept of the drill including:
- Date of the exercise.
  - Duration e.g. time lapse from alarm first ringing to when all persons have been evacuated.
  - Names of persons involved in the drill.
  - A written report of any problems identified and the proposals to rectify them for the future.

## 5 The Fire File

- 5.1 The Fire File should be kept in the filing cabinet in the main office of the Home. The Fire File contains:
- A copy of the Fire Policy and Evacuation Procedure.
  - Weekly checks on the alarm and emergency lighting systems.
  - Reports on Fire Drills.
  - Staff Fire Training Records.
  - Service contracts/engineer visits.
  - Visiting Fire Officers visits.
  - Reports on outbreaks of fire and staff members.
  - Record of young people's participation in Fire Drills

## 6 Tests and Checks

### 6.1 Testing the Fire Alarm

- 6.1.1 Homes should test the audibility of the alarm weekly. People in the home should be informed that a test is to be made.
- 6.1.2 The fire alarm should be activated in accordance with the agreed test procedure. A different alarm point (which should be separately numbered) should be used on each occasion so that over a period every point in the centre is used.
- 6.1.3 All alarm sounders must be checked.

## 7 Servicing of Fire Fighting Equipment

- 7.1 Stoke on Trent City Council's agreed contractor should ensure that the equipment is serviced annually by a competent contractor and that labels are attached to the equipment showing the date of the last test. The date of the last service should be picked up during the annual fire risk assessment process.

## 8 Night checks

- 8.1 At night make sure that the register of children/young people resident and carers is up to date for that shift. Before retiring for the evening:
  - Check that all fires are switched off.
  - Make sure that there is nothing left burning in bins.
  - Switch off all unnecessary electrical appliances and unplug the equipment
  - Make sure that all gas appliances are switched off (check the position of cooker knobs etc – even if not ignited they may still be emitting gas).
  - Make sure that all fire doors are kept closed.
  - Make sure that all remote-control handsets are kept away from furnishings (it has been known for these to cause a fire when left down the back of cushions etc). Note this especially where children/young people may have electrical equipment in the bedroom.

# 9 Evacuation Procedure

## 9.1 Discovery of Fire

9.1.1 The carer first discovering the fire should raise the alarm immediately. This should be followed immediately by dialling 999 and requesting the Fire Service.

### On hearing the alarm:

- The building should be evacuated immediately using the nearest available exit and following the relevant Fire Plan. [Ref. Appendix 1](#). If the fire is situated near an exit, carers must be aware of the alternative routes available.
- Stay calm, do not panic.
- Use the stairs if possible.
- Do not try to collect clothing or personal belongings.
- Carers should do their best to ensure that any non-residents present in the home are safely escorted off the premises.

9.1.2 Once the home has been evacuated and a roll call has been taken at the Home's collection point, then no decision to re-enter should be taken until the senior fire officer attending the incident has given authority to do so. Missing carers or young people should be dealt with by the emergency services.

9.1.3 In the event of residents not being allowed back into the home within half an hour of an evacuation, arrangements should be made for their transfer to temporary holding accommodation as soon as possible. [Ref. Dealing with Emergency Situations](#).

9.1.4 As soon as practicable following an evacuation, the carers on duty should notify the following people:

- The Registered Manager.
- The Emergency Duty Team if out of office hours/on call Registered Manager.

9.1.5 The Registered Manager will be responsible for notifying Senior Managers of what has occurred, if it is deemed necessary.

9.1.6 The parents of the children and young people should also be informed.

9.1.7 A full report should be completed and filed.

## 9.2 Fire Fighting

9.2.1 Only carers trained in the use of firefighting equipment should attempt to use them. Carers should only use extinguishers as a means to find an escape, they are not to tackle the fire themselves.

9.2.2 It is important that occupants of rooms where doors are fitted with locks make sure that the doors are left unlocked to enable carers to check that the area has been evacuated.

# Appendix 1 FIRE PLANS

## On hearing alarm (day time):

### FIREPLAN 1

1. Raise the alarm
2. Get everyone together
3. Get everyone out
4. Stay out
5. Call the Fire Service 999

## On hearing alarm (night time):

### FIREPLAN 2

1. Raise the alarm (wake everyone up)
2. Get everyone together
3. Get everyone out
4. Stay out
5. Call the Fire Service 999

## If escape route is blocked due to fire:

### FIREPLAN 3

1. Raise the alarm
2. Get everyone together
3. Go to a room of safety with wide opening window
4. Block gaps at base of doors to prevent smoke entering,
5. Phone Fire Service
6. If possible lower people onto the ground (Mattresses could be used to cushion fall)
7. Call the Fire Service 999
8. Stay out

### FIREPLAN 4

1. Raise the alarm
2. Get everyone together
3. Get to room of safety - preferably with phone
4. Block gaps around door etc
5. Phone Fire Service, advise location
6. Keep low
7. If no phone shout "Fire/Help/Raise Alarm"
8. Stay in room
9. When Fire Service arrive get their attention

**NB Give as much information as possible about the fire/the location of the fire and best access to people trapped.**

## No means of escape: