

## Fire Safety Policy

<b>Name</b>	<b>Fire Safety Policy</b>
<b>Summary</b>	The purpose of this document is to record the Golden Jubilee Foundation's Policy Statement regarding the management of Fire Safety. This policy sets out principles and arrangements upon which the Golden Jubilee Foundation bases its commitment to complying with all relevant fire safety legislation.
<b>Associated Documents</b>	Health and Safety Policy; Fire Code.
<b>Target Audience</b>	All staff of GJF
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The Golden Jubilee Foundation is the new brand name for the NHS National Waiting Times Centre. Golden Jubilee National Hospital Charity Number: SC045146

## Golden Jubilee Foundation Values Statement

What we do or deliver in our roles within the Golden Jubilee Foundation (GJF) is important, but the way we behave is equally important to our patients, customers, visitors and colleagues. We know this from feedback we get from patients and customers, for example in “thank you” letters and the complaints we receive.

Recognising this, the GJF have worked with a range of staff, patient representatives and managers to discuss and promote our shared values which help us all to deliver the highest quality care and service across the organisation. These values are closely linked to our responsibilities around Equality.



**V**aluing dignity and respect

**A** can do attitude

**L**eading commitment to quality

**U**nderstanding our responsibilities

**E**ffectively working together

Our values are:

- Valuing dignity and respect.
- A ‘can do’ attitude.
- Leading commitment to quality.
- Understanding our responsibilities.
- Effectively working together.

Our policies are intended to support the delivery of these values which support employee experience.

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## **1. Fire Safety Policy**

### **1.1 Statement of Intent**

The Golden Jubilee Foundation (GJF) aims to minimise the risk from the effects of fire to all persons who use its premises by promoting and actively pursuing a high standard of fire safety and fire protection.

The GJF has developed and implemented a number of control procedures for the promotion and maintenance of effective fire safety, together with a system of review, which will ensure that this Fire Safety Policy remains effective with regards to all fire risks within the GJF.

The GJF will take account of the requirements of the Equality Act 2010 on all matters relating to Fire Safety. This policy takes into account the specific requirements of people who have a disability, which may affect the evacuation of the premises. In particular, Horizontal Evacuation procedures will reduce the need for people to negotiate stairways in the event of fire.

### **1.2 Duty of those Working for the Golden Jubilee Foundation**

Every employee, worker, contractor or self-employed person working for, or on behalf of the GJF, must comply with the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations October 2006 and all guidance in Firecode in Scotland to ensure the risk of fire is kept to a minimum.

Where any employee discovers a fire or suspects that a fire exists, they must take appropriate action to raise the fire alarm.

All employees must familiarise themselves with the site wide fire procedures and any local/departmental procedures and adhere to them.

### **1.3 Formal Control of Fire**

The control measures required to effectively manage the risk of fire are described in **Section 3** of this document.

### **1.4 Commitment**

This Fire Safety Policy has the full support of the GJF Senior Management Team, but it is dependant on the support of all staff to ensure its continuing effective operation.

Therefore, the co-operation and commitment of every member of staff is essential.

**Signed:**

**Chief Executive**

**Date:**

## **2. Organisational Arrangements**

The effective implementation of the GJF Fire Safety Policy requires participation by everyone. The main responsibilities for fire safety are summarised as follows:

### **2.1 The Chief Executive**

The Chief Executive has the overall responsibility for all fire safety and is responsible for:

- Establishing a Fire Safety Policy that is signed and dated
- Ensuring that the policy that has been communicated to all employees, is being implemented through a system of delegated responsibilities, is periodically reviewed and its implementation monitored.
- Ensuring that all Department Managers give due care and attention to fire safety matters and have delegated to their staff, where required, specific responsibilities in the event of fire or a fire alarm sounding.
- Ensuring that agreed programmes of investment in Fire Safety are included in capital plans.

### **2.2 The Nominated Fire Officer**

The Head of Estates and Facilities is the Nominated Fire Officer and is responsible for:

- The overall strategy of the GJF in fire related matters.
- The application of the Fire (Scotland) Act 2005; Firecode in Scotland; and the Fire Safety (Scotland) Regulations 2006.
- Liaising with the Deputy Nominated Fire Officer to ensure the GJF Fire Safety Policy is understood and implemented.
- Ensuring fire risk assessments are undertaken.
- Supervising the implementation of the Fire Safety Policy, in conjunction with the Health and Safety Manager.
- Submitting reports of all fires to the Chief Executive
- Receiving reports of all fire incidents and where necessary informing the Chief Executive of the details of the incident and, where necessary, submitting reports to the Scottish Executive Department of Health.
- Advising the Chief Executive of measures necessary to ensure compliance with the requirements of Fire Safety Legislation and Firecode.

### **2.3 Deputy Nominated Fire Officer**

The Engineering Operations Manager is the Deputy Nominated Fire Officer and is responsible for:

- Maintaining and testing of fire detection equipment and fire fighting equipment.
- Keeping up to date records of the maintenance and inspection of fire detection equipment and fire fighting equipment.
- Supervising on a day-to-day basis the application of the Fire Safety Policy.
- Assisting in co-ordinating actions in the event of a serious fire in accordance with the Fire Safety Policy.
- Liaising with the Fire and Rescue Services in the event of a fire.
- Liaising with the Health and Safety Manager on all aspects of fire safety.

## **2.4 Department Managers**

Department Managers are responsible for:

- Implementing the Fire Safety Policy in a reasonable and logical way within their areas of control and ensuring that all relevant statutory requirements are met.
- Identifying roles and responsibilities within their area of control through which the Fire Safety Policy will be implemented and, where necessary, allocating specific responsibilities to key personnel.
- Ensuring all of their staff demonstrate that they are adequately giving due care and attention to all aspects of fire safety.
- Ensuring local departmental fire procedures are developed, implemented and reviewed for their area of control.
- Ensuring contingency arrangements are developed in the event of evacuation.
- Ensuring all employees/workers under their control know, understand and accept their individual responsibilities under the local departmental fire procedure and contingency arrangements.
- Ensuring all employees under their control attend relevant fire training within agreed timescales.
- Ensuring accurate staff fire training records are kept.
- Ensuring any known faults or defects in fire equipment is reported immediately to the Engineering Department.
- Liaising with the Nominated Fire Officer, The Deputy Nominated Fire Officer and the Health and Safety Manager on all aspects of fire safety.
- Familiarizing staff on appointment, and at regular intervals, with the fire safety policy and of fire procedures relevant to their area of work.

## 2.5 The Senior Nurse

The Senior Nurse will:

- On out of hours activation of the fire pager (refer to section E “out of hours” Fire Procedures), proceed to the main reception and liaise with the fire team and the Fire and Rescue Service.
- Coordinate any patient evacuation.

## 2.6 Fire Response Team

The Fire Response Team consists of the engineering staff assisted by the security staff. They are responsible for:

- Responding immediately to all fire pager calls and fire alarms.
- Identifying/distinguishing false alarms from real fires and assisting when required in evacuation procedures throughout the hospital.
- If there is evidence of a fire within the identified area and if safe to do so, fight the fire with the appropriate Fire Extinguisher. At any time during this should the fire get out of control or it is not safe to do so evacuate from the area closing doors and windows.
- The nominated engineer may silence the fire alarm provided the fire team have carried out a risk assessment of the activation.

**NB** The fire alarm will remain live and will sound if another activation occurs

The full responsibilities of members of the Fire Response Team are given in Section D of Appendix 1.

## 2.7 Fire Safety Advisor

**Note: The Fire Safety Advisor duties have been transferred to the Health and Safety Manager for an interim period.**

The Fire Safety Advisor is responsible for:

- Providing advice for both management and staff on all matters pertaining to fire safety.
- Liaising with management, staff and external bodies on all matters pertaining to fire safety issues.
- Delivering training and providing assistance to management and staff on all matters pertaining to fire safety
- Preparing and sending reports on fires to the Nominated Fire Officer.
- Assisting with the development of local fire plans and procedures.
- Carrying out fire risk assessments.
- Carrying out fire inspections and sending reports to the Deputy Nominated Fire Officer
- Carrying out an annual review of the Fire Safety Policy.

- Ensuring and monitoring statutory compliance.
- Providing expert guidance on projects (e.g. guidance regarding building standards and Firecode).
- Supporting the nominated officer and other responsible persons.
- Applying the Fire (Scotland) Act 2005; Firecode in Scotland; and Fire Safety (Scotland) Regulations 2006; and providing guidance on the Scottish Building Standards.

## **2.8 Employees with Contract Management Duties for Out-Sourced Services**

Every employee with contract management duties are responsible for:

- At the point of tendering for the service, considering the fire safety elements of the work activity and ensuring that prospective contractors propose adequate arrangements to manage fire safety.
- Monitoring the performance of contractors to ensure that the Fire Safety Policy is adhered to.
- Issuing a copy of the GJF Fire Procedures to contractors (**see Appendix 4**).

## **2.9 All Employees**

Every employee is responsible for:

- Taking all reasonable steps to ensure the risk of fire is kept to a minimum.
- Reporting any hazard, defect, malfunction or faulty equipment with regard to fire safety to their immediate manager or supervisor and warning others who may be affected.
- Familiarising themselves with fire evacuation procedures and the position of fire equipment, alarms, evacuation routes and assembly points as appropriate to their places of work.
- Taking appropriate action to raise the fire alarm where they discover a fire or suspect that a fire exists.
- All employees must be aware of the special requirements of people who may have a disability and offer appropriate assistance, i.e. the use of Horizontal Evacuation, if required.

## **3. Control Methods**

The Fire Safety Policy is implemented by applying the following procedures:

### **3.1 Site Wide Fire and Evacuation Procedure**

The site wide fire procedure provides general information relating to the overall evacuation of the premises and includes the following:

- Action to be taken by staff discovering a fire in clinical areas.
- Action to be taken by staff discovering a fire in non-clinical areas.
- Action to be taken by staff hearing the fire alarm.



- The duties of the Fire Team.
- The fire alarm system.

A copy of this procedure is attached as **Section A. in Appendix 1.**

### **3.2 Local Departmental Fire Procedures**

Local departmental Fire Procedures will clearly specify the specific arrangements in place to safely evacuate all staff, patients, guests, visitors and others in the event of a fire or a fire alarm. A template is shown in **Appendix 2 and 3.**

For information on the evacuation of mobility and/or disabled persons from non clinical areas refer to **Appendix 5.**

### **3.3 Fire Risk Assessment**

The Fire Safety Advisor will carry out fire risk assessments. Where necessary any recommended actions arising from the fire risk assessments will be communicated to the relevant department manager.

In addition to this, all Departmental Managers will carry out quarterly health and safety inspections (part of which covers fire safety) and any risks highlighted that cannot be addressed at local level should be reported to the Fire Safety Advisor.

## **4. Fire Alarm System**

The fire alarm can be activated in three ways: -

- Smoke detectors - automatic
- Heat detectors - automatic
- Fire alarm call points - manual

Department managers should ensure that all staff are aware of the fire alarm call points in their area.

Fire alarm tests will be carried out once per week between 12:00 and 15:00 hours on Wednesdays. If an alarm sounds for more than 15 seconds then the test is over and the alarm must be considered real.

The audible alarm is backed up by flashing lights, so that people who have a hearing impairment will be alerted to the need to respond to the alarm.

The Engineering Operations Manager has a program of fire alarm call points to be tested throughout the year where any faults will be rectified.

## APPENDIX 1

### Fire and Evacuation Procedure

#### A. Action to be taken by Staff Discovering a Fire in a Clinical Area

##### IMMEDIATELY

- a) Operate the nearest fire alarm control point by breaking the glass
- b) Dial **6666** and inform the operator of the **EXACT** location of the fire
- c) If safe to do so close all doors and windows to isolate the fire and prevent the passage of smoke
- d) Prepare to evacuate patients using the horizontal evacuation plan as directed below in four stages.
- e) Ensure visitors are instructed to leave by the nearest fire exit. (**NB** Lifts should not be used during fire evacuation).

##### STAGE 1

**Prepare** to move patients from the area in which the fire originated, to an adjacent area.

##### STAGE 2

If the fire cannot be safely extinguished or sealed off within the area where it originated, patients and staff should move to an adjacent area.

##### STAGE 3

If the fire still cannot be extinguished, horizontal evacuation to other unaffected areas within the building should commence

##### STAGE 4

This may involve total evacuation of the premises and assembly at the front of the building for roll call. In the event of a total evacuation, the department managers should have a record of staff to be accounted for and the senior on duty nurse should be able to account for all patients.

## **B. Action to be taken by Staff Discovering a Fire in Non-Clinical Areas**

### **IMMEDIATELY**

- a) Operate the nearest fire alarm control point by breaking the glass.
- b) Dial **6666** and inform the operator of the EXACT location of the fire.
- c) If safe to do so close all doors and windows to isolate the fire and prevent the passage of smoke

On the activation of the Fire Alarm being continuous or intermittent, all personnel and visitors will evacuate the building via the nearest exit and report to the nearest assembly point. No one will be permitted to re-enter the building until given instruction by a member of the Fire Team on the instruction of the Fire and Rescue Service.

## **C. Action to be taken by Staff on Hearing the Fire Alarm**

Staff should take action as detailed in the local fire procedures for their department. When the fire alarm sounds when visiting or working in other departments, staff will adhere to the local fire procedure for that area. At no times will staff return to their original area of work, unless they have specific duties that are stipulated within their own departmental procedure.

- a) The switchboard staff must contact the Fire Team via the pager system.
- b) The switchboard staff must call the Fire and Rescue Service.
- c) The senior person in each Department must ensure everyone in their department/area of responsibility follows the local fire procedure relating to that department.
- d) In the event of a Fire at the weekend or at night (refer to section E “out of hours fire procedures”), Switchboard staff will contact the Fire Team and Senior Nurse who will, if necessary, contact the Duty Manager who will then in turn contact any other relevant personnel.

## **D. The Fire Team**

### **D.1 Engineering Staff**

The Fire Team consists of engineering staff assisted by the security staff and are tasked with the following responsibilities:

- On activation of the fire pager, immediately go to the main reception.
- Wear fluorescent jackets (these will be issued by security staff).
- The first competent Technician to arrive will adopt the role of ‘Nominated Engineer’. This person will identify the location of the

activated alarm point on the main panel and remain at the Thorngraph to operate it.

- Immediately ascertain whether alarm activation is from hospital or hotel. At that point engineer will instruct the receptionist/switchboard operator to make back up phone call to fire service with clear instruction on whether hospital or hotel.
- If the alarm activation is ascertained to originate from the hotel, then the nominated engineer will relocate to the hotel reception panel.
- Two members of the Fire Team will be instructed (by the nominated engineer) to proceed to the area identified by the alarm and report back their findings to the nominated engineer at the main reception, via portable radio.
- The nominated engineer shall instruct two members of the fire team to proceed to the affected lifts (East or West) to ensure they have automatically grounded (or safe alternative) and kept locked off until further instruction. N/A for hotel.
- The nominated engineer shall instruct other members of the fire team to proceed to the area of the activation to prevent access by staff and visitors to the immediate compartment. Communication update will be via radio. The number of fire team staff required and the locations they are to go to are indicated on the laminated cards relevant to the area in alarm. N/A for hotel.
- If there is evidence of fire in the identified area all remaining members of the Fire Team will proceed to the fire area, if safe to do so, and assist with evacuation.
- If there is evidence of a fire within the identified area and if safe to do so, fight the fire with the appropriate fire extinguisher. At any time during this should the fire get out of control or it is not safe to do so evacuate from the area closing doors and windows.
- The nominated engineer must ensure that they delegate a member of the fire team with the task of taking the fire brigade to the area identified.
- The nominated engineer may silence the fire alarm provided the fire team have risk assessed the situation.
- Only reset the fire alarm after authorisation from the Fire and Rescue Service.
  - Note: If during a fire alarm activation there is an urgent requirement to use the patient transfer lift, i.e. arrival of cardiac arrest patient, then the nominated engineer must promptly confirm there is no evidence of fire and may then isolate the

head/point and reset the system to allow the lift to be used. This must only be done if the nominated engineer is certain that there is not a real fire.

- The same principle will apply to the hotel, i.e. cardiac arrest on upper floor during a fire alarm activation, nominated engineer can reset system to allow lifts to be used once they are satisfied there is no evidence of fire.
- Once the all clear has been given by the Fire Brigade, ensure that affected clinical departments, i.e. those that have prepared for evacuation, have been informed that they can stand down.
- As soon as possible, proceed to the engineering tea room area to participate in debrief.

## D.2 Security Staff

Actions on Fire Alarm Sounding:

- In the event of being alerted to a fire alarm all duty Security staff should report to reception to distribute yellow fluorescent waistcoats to all members of the Fire Team, (Engineering Staff), and issue all radios.
- Ensure that access to the building for the Fire Brigade is unobstructed.
- Security staff on duty will assist the Fire Team as instructed by the nominated engineer.
- Once the all clear to return to the building has been given, Security staff will, if necessary, proceed to the external assembly points to instruct staff and visitors that it is safe to return to the building.
- Security staff will make themselves familiar with the Fire Safety Policy so that in the event of a fire they are fully aware of the relevant procedures to be carried out.

## D.3 Reception Staff

- On hearing the fire panel alarm, a fire page call must immediately be made to members of the Fire Team notifying them of fire alarm and to report to reception.
- A nominated member of the Fire Team will attend the fire panel at reception to co-ordinate the Fire Team. The engineer will instruct the receptionist/switchboard operator to call the fire service for either hospital or hotel.
- The receptionist should remain at the reception switchboard to provide any phone assistance to the engineer.

- Once the 'all clear' message is provided by the nominated engineer, the receptionist should relay this message to all fire team members via the pager system.

#### D.4 All Staff

All Staff must make themselves familiar with the following, in their own work areas:

- Fire Exits
- Fire Extinguishers
- Fire Alarm Call Points
- Fire Zones
- Fire Assembly Points (Hotel car park, Hospital car park and riverside view)

During any fire evacuation:

- Do not panic
- Use the nearest available Fire Exit
- Do not run
- Do not use the lifts
- Do not stop to collect any personal belongings
- Do not re-enter the building until advised to do so by a member of the Fire Team (wearing a yellow vest) or the Fire and Rescue Service.

Remember you may know the building well, but patients, guests and visitors do not.

### **E Out of Hours Fire Procedures**

"Out of Hours" is considered to be weekends and weekdays between 1630Hrs and 0800 Hrs. During these periods the undernoted procedures should be adopted;

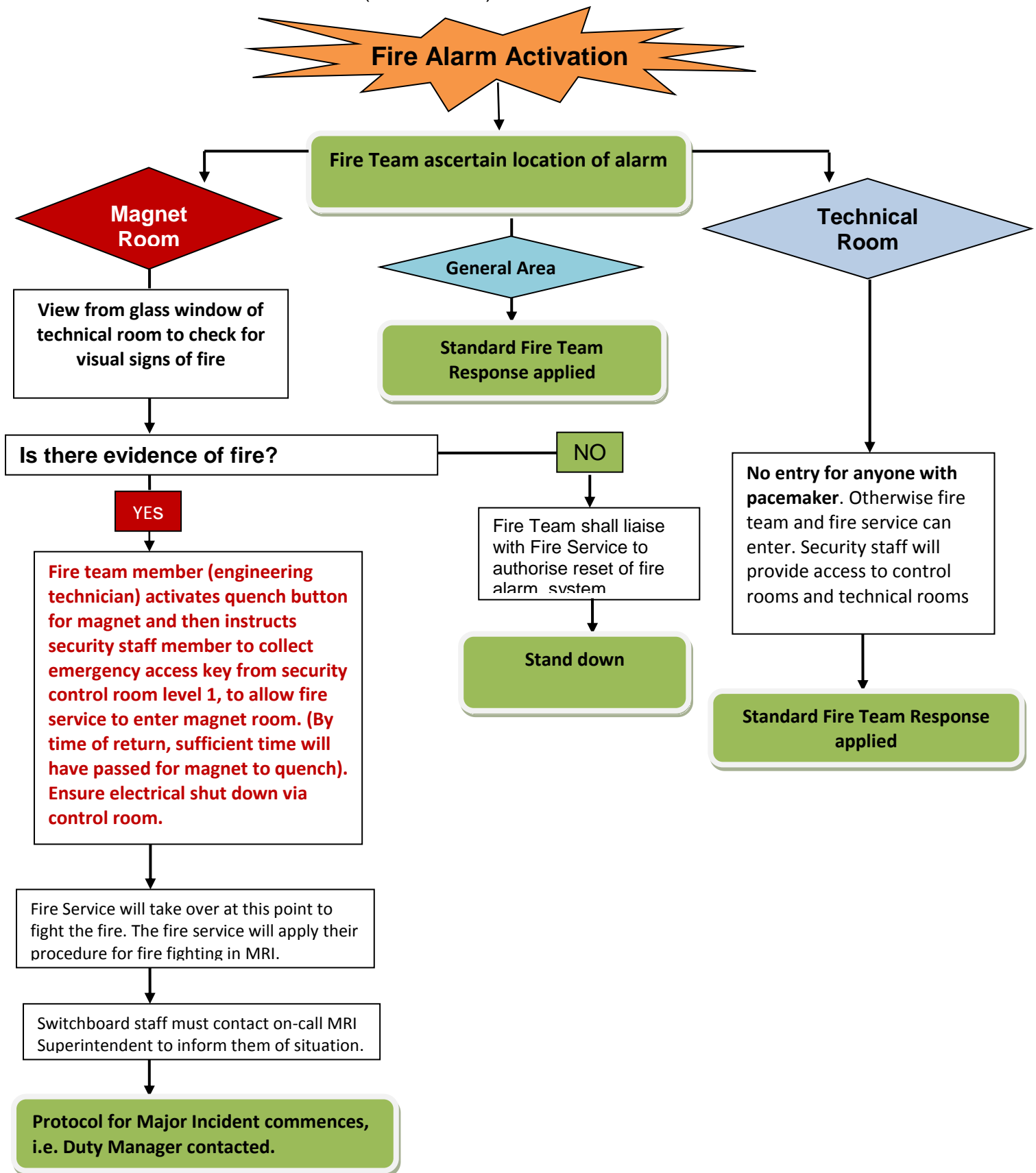
The Fire Team consisting of engineering staff assisted by the security staff will:

- On activation of the fire pager, immediately go to the main reception.
- Wear fluorescent jackets (these will be issued by security staff).
- The first competent Technician to arrive will adopt the role of 'Nominated Engineer'. This person will identify the location of the activated alarm point on the main panel and remain at the Thorngraph to operate it.
- The nominated engineer will ensure switchboard operator has made back up call to fire service.

- One Technician and one security operative will proceed to the area in alarm to investigate. Radio communication will be maintained throughout.
- The nominated engineer may silence the fire alarm provided the fire team have suitably risk assessed the situation.
- Only reset the fire alarm after authorisation from the Fire and Rescue Service.
- Note: If there is only one technician on shift then they simply adopt a “holding position” by waiting at main reception for the arrival of the Fire and Rescue Service and direct them to the affected zone as identified by the Thorn graph panel
- Note: On activation of the fire alarm the lifts in the affected area will automatically return to ground or safe alternative and will be held there until reset.

## F Fire Team Response - Places of Specified Risk

Section 1: MRI Level 1 and 2 (out of hours)





## **Section 2: I.T Server room (Level 1)**

1. Before entry, extinguishing panel must be switched to 'MANUAL'.
2. On exit, switch system back to 'AUTO'.
3. Do not enter if red LED is on, indicating 'GAS DISCHARGED'

## **Section 3: Cat 3 Lab (Labs, Level 2)**

1. On activation of detector head in cat 3 lab, do not enter room, simply view area from window.
2. If there are no signs of fire, proceed with silencing of alarm.
3. If there are signs of fire, then entry to room is allowed. Note there is no microbiological risk to the fire service entering the room; the risk is related to decontamination of the room after entry.

## APPENDIX 2 CLINICAL

### (Enter Department) Fire Procedure

#### Rationale

This document was produced in accordance with the Fire Control Policy and Procedures stating that all Department Managers must ensure a Department Fire Procedure is in place, which includes the following:

- Action to be taken on discovering a fire
- Action to be taken on hearing the alarm
- Location of break glass points
- Location of fire exits
- Location of fire extinguishers
- Map / diagram of the department layout

#### Scope

This procedure applies to all staff members within (Enter Department) Staff will be expected to comply with policies developed in other departments whilst working in these areas in the event of an alarm.

The Nurse Manager is responsible for ensuring the department is evacuated and all staff, patients and visitors are accounted for. In the absence of the Nurse Manager, the Nurse Coordinator in charge of the shift is responsible for following safe procedures.

#### Principle

The principle behind this procedure is to ensure safety for staff and visitors in the event of a fire. It ensures the Department complies with Health and Safety guidelines and understands the procedures to be followed.

#### Action to be taken by staff on hearing the fire alarm.

All staff within the department should assemble at the designated assembly point:

(Enter Area)

Staff will ensure that all visitors and staff from other departments temporarily in (Enter Department) are directed to exits from the department.

All rooms including the toilets should be checked to ensure they have been vacated. If the fire alarm is **intermittent**, the activation is in an adjacent zone. Remain at the assembly point and await further instructions from the Fire Team. They will indicate whether to return to work or commence evacuation.

If the fire alarm is **continuous**, the activation is in this zone. Remain at the Assembly Point if safe to do so (i.e. there is no evidence of fire in the immediate locality) and await further instructions from the Fire Team.

If there is fire in the locality, follow the procedures for **discovering a fire**.

**Action to be taken by staff discovering a fire**

Immediately:

1. Operate the nearest fire alarm control point by breaking the glass.
2. Dial 6666 and inform the operator of the EXACT location of the fire.
3. If there is evidence of a fire within the identified area and if safe to do so, fight the fire with the appropriate Fire Extinguisher. At any time during this should the fire get out of control or it is not safe to do so evacuate from the area closing doors and windows.
- 4 Prepare to evacuate all patients and visitors (including staff visitors to ward) using the 4-stage evacuation plan.

**STAGE 1**

Prepare to move patients from the area in which the fire originated to an adjacent area.

**STAGE 2**

If the fire cannot be quickly extinguished or sealed off within the area where it originated, patients, staff and visitors should move to an adjacent area (beyond a fire door)

**STAGE 3**

If the fire still cannot be extinguished, horizontal evacuation to other unaffected areas within the building should commence.

**STAGE 4**

This may involve total evacuation of the premises and assembly at the front of the building for roll call. In the event of a total evacuation, the department managers should have a record of staff to be accounted for and the senior on duty nurse should be able to account for all patients.

**Evacuation Routes:**

Depending on the location of the fire, one of the following options may be selected:

(Enter Evacuation Route)

Following the evacuation, **DO NOT RE-ENTER THE BUILDING** unless advised to do so by a member of the fire team or the fire brigade.

**Location of break glass points:**

(Enter location of break glass)

**Location of fire exits:**

(Enter location of fire exits)

**Location of fire extinguishers:**

(Enter location of fire extinguishers)

## APPENDIX 3 NON CLINICAL

### (Enter Department) **Fire Procedure**

#### **Rationale**

This document was produced in accordance with the Fire Control Policy & Procedures stating that all Department Managers must ensure a Department Fire Procedure is in place, which includes the following:

- Action to be taken on discovering a fire
- Action to be taken on hearing the alarm
- Location of break glass points
- Location of fire exits
- Location of fire extinguishers

#### **Scope**

This procedure applies to all staff members within the (Enter Department). Staff will be expected to comply with procedures developed in other departments whilst working in these areas in the event of an alarm.

#### **Principle**

The principle behind this procedure is to ensure safety for staff and visitors in the event of a fire. It ensures the (Enter Department) complies with Health and Safety guidelines and understands the procedures to be followed.

#### **Action to be taken by staff on hearing or discovering a fire**

Immediately:

1. Operate the nearest fire alarm control point by breaking the glass.
2. Dial 6666 and inform the operator of the EXACT location of the fire.
3. If there is evidence of a fire within the identified area and if safe to do so, fight the fire with the appropriate Fire Extinguisher. At any time during this should the fire get out of control or it is not safe to do so evacuate from the area closing doors and windows.
4. Evacuate the department and proceed to assembly point.

#### **Evacuation Route:**

Dependant on the location of the fire, one of the following options may be selected:

(Enter Evacuation Route)

Following the evacuation do not return to the department unless advised to do so by a member of the fire team or the fire brigade.

**Location of break glass points:**

(Enter location of break glass points)

**Location of fire exits:**

(Enter location of fire exits)

**Location of fire extinguishers:**

(Enter location of fire extinguishers)

**Date:**

## APPENDIX 4

### FIRE SAFETY PROCEDURES FOR CONTRACTORS

The following instructions are given to all contractors prior to commencement of works at The Golden Jubilee Foundation:

Contractors are asked to sign in at the main reception area and then with the department that has initiated the works in order to receive a brief induction and to arrange a permission to proceed.

The contractor is asked to sign the 'Permission to Proceed' form that ensures they have read and fully understood instructions pertaining to fire safety on the site. Fire Alarm isolation requirements are also included on this form.

Contractors are taken through the Contractor's Induction Checklist to ensure they understood the site rules and procedures. As part of this, the contractors are instructed of appropriate fire exits, evacuations routes, and nearest assembly point applicable to the area of work.

Following the completion of the induction, the contractor in charge of the works is then asked to sign the Induction Checklist and must ensure that all employees under his/her supervisor are also aware of the site rule procedures.

#### Generally the information covers the following:

- No hot working involving welding, brazing or grinding or other sources of ignition is to be undertaken without a **"Hot Work permit"** issued by the Engineering Department.
- Contractors should be satisfied that the instruction given to them on Fire Alarms, Break Glass Points, Escape Routes, Fire Notices and Fire Assembly Points is adequate before commencing work.
- If the Alarm Sounders are emitting a constant tone or intermittent tone, the area should be evacuated immediately to the fire assembly point. No attempt should be made to re-enter the building until all clear is given.
- M.R.I. Scanner – imaging Dept. – Any contractor doing work in the proximity of the MRI scanner should seek safety advice from the Facilities and Engineering Manager.

## APPENDIX 5

### Evacuation of Mobility-Impaired and/or Disabled Persons

#### What is Mobility Impairment?

As with many aspects of fire safety, the degree to which an individual is affected by mobility impairment and the conditions of building access and occupation together constitute a life risk that may be unique to that individual's circumstance. A mobility impairment definition can be applied to any individual who is unable, or finds it difficult to move over the potential evacuation distance without the assistance of others, or at a such a pace that would impede others escaping at a normal speed. In effect, the definition can be extended beyond the wheelchair user to elderly person, those with breathing difficulties, those with temporary conditions such as pregnancy, or those injuries affecting their mobility. It could also affect those with visual impairment, who move slowly because they cannot easily see the means of escape. In short, any individual who is unable to evacuate with the main body of able-bodied occupants.

#### Other Disabilities

Others disabilities may also affect a person's ability to evacuate as quickly as required. These include, but are not limited to:

**Hearing Impairment:** where somebody is unable to hear the fire alarm sounders, or is unable to hear guidance instructions given by members of staff, either with or without the added interference of alarm sounders;

**Learning Disability:** where somebody cannot understand what is being told to them, does not understand the gravity of the situation, or moves in unpredictable directions;

**Poor Mental Health:** where a person may intentionally or otherwise act in an unpredictable manner, and possibly impede the progress of others.

#### Fire Safety Management of Mobility Impaired Persons

It is clear that building occupants with mobility impairments will need assistance to safely evacuate. It is the responsibility of premises managers to ensure that the uniqueness of an individual's mobility impairment is properly coordinated with the physical provisions for their escape. The system normally applied is known as the Personal Emergency Evacuation Plan (PEEP). It is a system that constitutes a contract between the individual and the organisation that sets expectations from the individuals' point of view concerning what support he or she can expect and from the organisations perspective, applies reasonable conditions on occupation.

Where possible, the PEEP should be developed in conjunction with the individual (or parent and child, if the plan is for a child) to agree what action will be taken. For example, a person with a visual impairment may need to be escorted from the premises in case of a fire and a staff member should be nominated for this activity.

Once a PEEP has been established, arrangements should be put in place to ensure that these are practiced and it is recommended that these are carried out separately to the standard test evacuation. The needs of the individual should be considered and therefore



it may be inappropriate for the individual to be involved in the test evacuation. In these cases, a volunteer to take their place should be identified.

## **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 the Department Manager / Responsible Person / Nominated Representative, to talk to disabled staff, service users, and visitors 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 Responsible Person or the nominated representative and, if possible, in liaison with the individual who has the disability / mobility impairment.

### **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 Refuges should be identified and clearly marked.

### **Temporary Refuges -**

A refuge 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 will permit a stage 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 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 nominated member of staff e.g. 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 Safety Advisor 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:**

**1. Which part of the building do you normally work in / visit?**

Please name: the building, the floor and the room.

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**2. 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 & rooms you use in each building)

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## 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

Do you require written emergency procedures to be supported by British Sign Language interpretation? YES  NO

Do you require the emergency evacuation procedures in Braille? YES  NO

Do you require the emergency evacuation procedure on tape? YES  NO

Do you require the emergency evacuation procedure to be in large print? YES  NO

Are the signs which mark emergency routes and exits clear enough? YES  NO

## Emergency Alarm

Can you hear the fire alarm(s) in your place(s) of work? YES  NO

Could you raise the alarm if you discovered a fire? YES  NO  Don't know

## Assistance

Do you need assistance to get out of your place of work in an emergency? YES  NO  Don't know

Is anyone designated to assist you in an emergency? YES  NO  Don't know

If YES then give name(s) and location(s)

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Is the arrangement with your assistant(s) a formal arrangement? (A formal arrangement is one specified for them by a senior person, or written into their job description or by some other procedure). YES  NO  Don't know

Are you always in contact with those designated to help you? YES  NO  Don't know

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 are located? YES  NO  Don't know

### **Getting Out**

Can you move quickly in the event of an emergency? YES  NO  Don't know

Do you find stairs difficult to use? YES  NO  Don't know

Are you a wheelchair user? YES  NO  Don't know

Thank you for completing the questionnaire.

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

Please return to: \_\_\_\_\_

\_\_\_\_\_

## 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 people have been designated to assist me to evacuate the building in an emergency).

Name \_\_\_\_\_

Contact details \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

Contact details \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

Contact details \_\_\_\_\_

\_\_\_\_\_

**Methods of Assistance:**

(e.g. Transfer procedures, methods of guidance, etc)

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**Equipment provided, (including means of communication)**

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**Evacuation Procedure:**

(A step be step account beginning from the first alarm)

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**Safe Route(s):**

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**Date of agreement:** \_\_\_\_\_

## APPENDIX 6

### **WILFUL FIRE RAISING (ARSON)**

Wilful Fire Raising is defined as the unlawful damage by fire of property belonging to another. Although the term 'arson' may be encountered in common usage it is not a term that is recognised in Scotland to describe the offense of wilful fire raising.

Whilst wilful fire raising cannot be fully preventable, actions can be taken to minimise the risk to the lowest practicable level taking into account all circumstances. Security arrangements and fire detection systems are put in place to prevent unauthorised entry into buildings/areas and to enable prompt response in the event of a fire. Alertness towards general security principles including the wearing of identification badges, prompt removal and safe disposal of combustible waste sources, and ensuring that areas are kept secure and free from undetected/unauthorised persons will assist in preventing wilful fire raising activities. Suspicious persons or suspected activity should never be left unchecked or unreported; security awareness is intrinsically linked with wilful fire raising awareness.

#### **Managers have a responsibility to:**

- Ensure that security is enforced and staff wear an ID badge and wear their uniform to assist in easily identifying members of staff;
- Ensure that all reasonable and practical measures are taken to ensure that areas under their control are secured from unauthorised persons at all times (especially during non core hours of operation) and any periods where parts of the building are unoccupied;
- Minimise the accumulation of combustible materials by securing waste and other materials and following good housekeeping practices;
- Respond accordingly to any concerns raised by staff, patients, guests of visitors, etc that could elicit possible wilful fire raising.

#### **All staff members have a responsibility to:**

- Respond accordingly to any wilful fire raising risk that they encounter which may include preventing the act initially by securing an area or removing accumulated combustible materials, or reactive response to a fire;
- Not wilfully damage or negate any fire safety measures e.g. wedge open or obstruct fire doors, extinguishers or break glass points or store combustibles in stairway enclosures or corridors;
- Report any risks in relation to wilful fire raising to their line manager;
- Report any strangers in controlled areas to security, particularly anyone displaying suspicious behaviour.

**Golden Jubilee Conference Hotel**

**Fire Safety Policy**

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- 1.2 Duty of those working for the Golden Jubilee Conference Hotel
- 1.3 Formal control of fire
- 1.4 Commitment

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- Schedule 8 Fire Alarm Action Card – The Health Club Supervisor
- Schedule 9 Fire Alarm Action Card – The Night Manager/Supervisor and Assistants

## **2. Fire Safety Policy**

### **1.1 Statement of Intent**

The Golden Jubilee Conference Hotel (GJCH) aims to minimise the risk from the effects of fire to all persons who use its premises by promoting and actively pursuing a high standard of fire safety and fire protection.

The GJCH has developed and implemented a number of control procedures for the promotion and maintenance of effective fire safety, together with a system of review, which will ensure that this Fire Safety Policy remains effective with regards to all fire risks within the GJCH.

The GJCH will take account of the requirements of the Equality Act on all matters relating to Fire Safety.

### **1.2 Duty of those working for the Golden Jubilee Conference Hotel**

Every employee, worker, contractor or self-employed person working for, or on behalf of the GJCH, must comply with the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations October 2006 and all relevant guidance in Firecode in Scotland to ensure the risk of fire is kept to a minimum.

Where any employee discovers a fire or suspects that a fire exists, they must take appropriate action to raise the fire alarm.

All employees must familiarise themselves with the site wide fire procedures and any local/departmental procedures and adhere to them.

### **1.3 Formal Control of Fire**

The control measures required to effectively manage the risk of fire are described in **Section 3** of this document.

### **1.4 Commitment**

This Fire Safety Policy has the full support of the GJCH Senior Management Team, but it is dependant on the support of all staff to ensure its continuing effective operation.

Therefore, the co-operation and commitment of every member of staff is essential.

**Signed:**

***General Manager***

**Date:**

## **2. Organisational Arrangements**

The effective implementation of the GJCH Fire Safety Policy requires participation by everyone. The main responsibilities for fire safety are summarised as follows:

### **2.1 The General Manager**

The General Manager has the overall responsibility for all fire safety and is responsible for:

- Establishing a Fire Safety Policy that is signed and dated.
- Ensuring that the policy that has been communicated to all employees, is being implemented through a system of delegated responsibilities, is periodically reviewed and its implementation monitored.
- Ensuring that all Department Managers give due care and attention to fire safety matters and have delegated to their staff, where required, specific responsibilities in the event of fire or a fire alarm sounding.
- Ensuring that each Department Manager has a local departmental fire procedure.
- Ensuring that agreed programmes of investment in Fire Safety are included in capital plans.
- Submitting reports of fires to the Board and Senior Management Team as appropriate.

### **2.2 The Nominated Fire Officer**

The Head of Estates and Facilities is the Nominated Fire Officer and is responsible for:

- The overall strategy of the GJCH in fire related matters.
- The application of the Fire (Scotland) Act 2005; Firecode in Scotland; and the Fire Safety (Scotland) Regulations 2006.
- Liaising with the Deputy Nominated Fire Officer to ensure the GJCH Fire Safety Policy is understood and implemented.
- Ensuring an annual fire audit is undertaken.
- Supervising the implementation of the Fire Safety Policy, in conjunction with the Fire Safety Adviser.
- Receiving reports of all fire incidents and where necessary informing the General Manager of the details of the incident and, where necessary, submitting reports to the Board.
- Advising the General Manager of measures necessary to ensure compliance with the requirements of Fire Safety Legislation and Firecode.

### **2.3 The Deputy Nominated Fire Officer**

The Engineering Operations Manager is the Deputy Nominated Fire Officer and is responsible for:

- Maintaining and testing of fire detection equipment and fire fighting equipment.
- Keeping up to date records of the maintenance and inspection of fire detection equipment and fire fighting equipment.
- Supervising on a day-to-day basis the application of the Fire Safety Policy.
- Assisting in co-ordinating actions in the event of a serious fire in accordance with the Fire Safety Policy.
- Liaising with the Fire and Rescue Services in the event of a fire.
- Liaising with the Fire Safety Advisor on all aspects of fire safety.
- Submitting reports of all fires using Datix as soon as possible.

### **2.4 Department Managers**

Department Managers are responsible for:

- Implementing the Fire Safety Policy in a reasonable and logical way within their areas of control and ensuring that all relevant statutory requirements are met.
- Identifying roles and responsibilities within their area of control through which the Fire Safety Policy will be implemented and, where necessary, allocating specific responsibilities to key personnel.
- Ensuring all of their staff demonstrate that they are adequately giving due care and attention to all aspects of fire safety.
- Ensuring local departmental fire procedures are developed, implemented and reviewed for their area of control.
- Ensuring contingency arrangements are developed in the event of evacuation.
- Ensuring all employees/workers under their control know, understand and accept their individual responsibilities under the local departmental fire procedure and contingency arrangements.
- Ensuring all employees under their control attend relevant fire training programmes on an annual basis.
- Ensuring accurate staff fire training records are kept.
- Ensuring any known faults or defects in fire equipment are reported immediately to the Engineering Department.
- Liaising with the Nominated Fire Officer, The Deputy Nominated Fire Officer and the Fire Safety Advisor on all aspects of fire safety.
- Familiarising staff on appointment, and at regular intervals, with the fire safety policy and of fire procedures relevant to their area of work.

## **2.5 The Duty Manager**

The Duty Manager will proceed to the main reception and liaise with the fire team and the Fire and Rescue Service.

The full responsibilities of members of the Duty Manager are given in **Schedule 3**.

## **2.6 The Fire Response Team**

The Fire Response Team consists of the engineering staff assisted by the security staff and key hotel staff members. They are responsible for:

- Responding immediately to all fire pager calls and fire alarms.
- Identifying/distinguishing false alarms from real fires and assisting when required in evacuation procedures throughout the hospital.

The full responsibilities of members of the Fire Response Team are given in **Schedule 2**.

## **2.7 The Fire Safety Advisor**

The Fire Safety Advisor is responsible for:

- Providing advice for both management and staff on all matters pertaining to fire safety.
- Liaising with management, staff and external bodies on all matters pertaining to fire safety issues.
- Delivering training and providing assistance to management and staff on all matters pertaining to fire safety
- Preparing and sending reports on fires to the Nominated Fire Officer.
- Assisting with the development of local fire plans and procedures.
- Carrying out fire risk assessments.
- Carrying out fire inspections and sending reports to the Deputy Nominated Fire Officer
- Carrying out an annual review of the Fire Policy.
- Ensuring and monitoring statutory compliance.
- Providing expert guidance on projects (e.g. guidance regarding building standards and Firecode).
- Supporting the nominated officer and other responsible persons.
- Applying the Fire (Scotland) Act 2005; Firecode in Scotland; and Fire Safety (Scotland) Regulations 2006; and providing guidance on the Scottish Building Standards.



## **2.8 Employees with Contract Management Duties for Out-Sourced Services**

Every employee with contract management duties responsible for:

- At the point of tendering for the service, considering the fire safety elements of the work activity and ensuring that prospective contractors propose adequate arrangements to manage fire safety.
- Monitoring the performance of contractors to ensure that the Fire Safety Policy is adhered to.

## **2.9 All Employees**

Every employee is responsible for:

- Taking all reasonable steps to ensure the risk of fire is kept to a minimum.
- Reporting any hazard, defect, malfunction or faulty equipment with regard to fire safety to their immediate manager or supervisor and warning others who may be affected.
- Familiarising themselves with fire evacuation procedures and the position of fire equipment, alarms, evacuation routes and assembly points as appropriate to their places of work.
- Taking appropriate action to raise the fire alarm where they discover a fire or suspect that a fire exists.

## **3. Control Methods**

The Fire Safety Policy is implemented by applying the following procedures:

### **3.1 Site Wide Fire and Evacuation Procedure**

The site wide fire procedure provides general information relating to the overall evacuation of the premises and includes the following:

- Action to be taken by staff discovering a fire.
- Action to be taken by staff hearing the fire alarm.
- The duties of the Fire Team.
- The fire alarm system.

A copy of this procedure is attached as in **Schedule 1**.

### **3.2 Local Departmental Fire Procedures**

Local departmental Fire Procedures will clearly specify the specific arrangements in place to safely evacuate all staff, guests, visitors and others in the event of a fire or a fire alarm.

### **3.3 Fire Risk Assessment**

The Fire Safety Advisor will carry out a fire risk assessment using the 3i Fire Manager Software. Where necessary any recommended actions arising from

the fire risk assessments will be communicated to the relevant department manager.

#### **4. Fire Alarm System**

The fire alarm can be activated in three ways: -

- Smoke detectors - automatic
- Heat detectors - automatic
- Fire alarm call points - manual

Department managers should ensure that all staff are aware of the fire alarm call points in their area.

Fire alarm tests will be carried out once per week between 12:00 and 15:00 hours on Wednesdays. If an alarm sounds for more than 15 seconds then the test is over and the alarm must be considered real.

The Engineering and Facilities Manager will keep a record of these tests.

## SCHEDULE 1

### Fire Evacuation Procedure

#### 1. Action to be taken by Staff Discovering a Fire

##### IMMEDIATELY

- a) Operate the nearest fire alarm control point by breaking the glass.
- b) Dial **7777** and inform the operator of the EXACT location of the fire.
- c) If safe to do so close all doors and windows to isolate the fire and prevent the passage of smoke

On the activation of the Fire Alarm all staff, guests and visitors will evacuate the building via the nearest exit and report to the nearest assembly point. No one will be permitted to re-enter the building until given instruction by a member of the Fire Team on the instruction of the Fire and Rescue Service.

#### 2. Action to be taken by Staff on Hearing the Fire Alarm

Staff should take action as detailed in the local fire procedures for their department. When the fire alarm sounds when visiting or working in other departments, staff will adhere to the local fire procedure for that area. At no times will staff return to their original area of work, unless they have specific duties that are stipulated within their own departmental procedure.

- a) The switchboard staff must contact the Fire Team via the pager system.
- b) The switchboard staff must call the Fire and Rescue Service
- c) The senior person in each Department must ensure everyone in their department/area of responsibility follows the local fire procedure relating to that department.
- d) In the event of a Fire at the weekend or at night, Switchboard staff will contact the Fire Team and Senior Nurse who will, if necessary, contact the Duty Manager who will then in turn contact any other relevant personnel.

#### 3. All Staff

All Staff must make themselves familiar with the following, in their own work areas:

- Fire Exits
- Fire Extinguishers
- Fire Alarm Call Points
- Fire Zones
- Fire Assembly Points (Hotel reception area for hotel staff and guests).

During any fire evacuation:

- Do not panic
- Use the nearest available Fire Exit
- Do not run
- Do not use the lifts
- Do not stop to collect any personal belongings
- Do not re-enter the building unless advised to do so by a member of the Fire Team (wearing a yellow vest) or the Fire and Rescue Service.

Remember you may know the building well, but guests and visitors do not.

#### **4. Arrangements for Disabled Guests**

Nominated Staff Members will assist any guests or visitors with mobility problems.

## SCHEDULE 2

### Fire Alarm Action Card – The Fire Response Team

The Fire Response Team consists of engineering staff assisted by the security staff. The Fire Response Team will:

1. On activation of the fire pager, immediately go to the main reception.
2. Nominate an engineer who will identify the location of the activated alarm point on the main panel and remain at the Thorngraph to operate it.
3. Wear fluorescent jackets (these will be issued by security staff).
4. Nominate two members of the Fire Team who will proceed to the area identified by the alarm and report back their findings to the nominated engineer at the main reception, via portable radio.
5. If there is evidence of fire in the identified area all other members of the Fire Team will proceed to the fire area, if safe to do so, and assist with evacuation.
6. On activation of the fire alarm the lifts in the affected area should be brought to the ground floor and locked off until further instruction.
7. Assist in directing people away from the building area during alarm activation.
8. Only reset the fire alarm after authorisation from the Fire and Rescue Service.

## SCHEDULE 3

### Fire Alarm Action Card – The Hotel Duty Manager

1. Make your way immediately to the Hotel Reception. Collect fire jacket and fire alarm card.
2. Check the Fire Panel at Hotel Reception and ascertain location of alarm activated. If required a second Fire Panel is situated in the Events office. Maintenance will report to reception and liaise with the fire officer.
3. Confirm with receptionist they have confirmation from the switchboard that the emergency calls have been made. Ensure that the reception team have started to call the accessible guest in-house, advising if this guest should stay in room or make their way to the refuge point.
4. Make contact with Health Club Supervisor and advise them whether health club staff and health club users should evacuate to hotel reception.
5. Issue staff roll call, up-to-date guest list and sleep room report. If fire alarm occurs at shift changeover time both late and early staff roll call sheets will have to be issued.
6. Contact health club supervisor and confirm if staff and health club user roll call has been completed and if anyone is missing. Confirm if any of the health club users are residents and if so, their names and room numbers. Report missing staff / health club users to fire brigade.
7. Direct Fire Brigade to Fire Panel at the Hotel Reception. Issue Disabled Guest List and Pass Key (If required/ requested).
8. Duty Manager on confirmation from the fire brigade will advise guests it is safe to enter the building again.
9. Contact Hotel Manager and/or Director and Hospital Duty Manager / Senior Nurse if there is a fire.
10. Ensure maintenance have re-set fans.
11. Complete Fire Log Book and debrief form.

**FIRE EVACUATION POINT FOR HOTEL FIRE ALARM:  
HOTEL CENTRAL PLAZA  
DO NOT PANIC: DO NOT USE LIFTS: DO NOT RUN**

## SCHEDULE 4

### Fire Alarm Action Card – Reception Staff

1. Dial 6666 advising hospital operator that the fire alarms have been activated in the hotel. Get confirmation from the hospital operator that they have called the Fire brigade.
2. If Hotel Duty Manager has not arrived at reception contact them by walkie talkie, 'Duty Manager to reception, Hotel fire alarm'.
3. Collate up-to-date reports:
  - STF03 – Emergency report
  - STF01 – Contingency report
  -
4. Contact accessible guests, advise them to stay in their room until we receive further information – further information will be given by Duty Manager.
5. In the absence of Duty Manager, issue the fire jackets and fire cards to the fire team.

FIRE EVACUATION POINT FO HOTEL FIRE ALARM: CENTRAL PLAZA

DO NOT PANIC: DO NOT USE LIFTS: DOP NOT RUN

## SCHEDULE 5

### Fire Alarm Action Card – The Concierge

1. Stop and open the revolving doors.
  - a. Push red stop button on left side of door
  - b. Stop door when both doors are in the centre position
  - c. When stopped both doors can now be opened by pushing them.
2. Report to Hotel Reception for your fire jacket, fire card.
3. Ensure that the lifts have grounded.
4. Check that all guests have evacuated the Berwick.
5. Check if reception requires any assistance with accessible guest's evacuation.
6. Open the fire exit at Dalhanna.
7. Walk around the perimeter of the hotel directing guests to the hotel reception. Leave via Dalhanna and follow route Main Reception. Then double back from main reception to Dalhanna.
8. Report back to Hotel Reception.

FIRE EVACUATION POINT FOR HOTEL FIRE ALARM: CENTRAL PLAZA

**DO NOT PANIC: DO NOT USE LIFTS: DO NOT RUN**



## **SCHEDULE 6**

### **Fire Alarm Action Card – The Housekeeping Supervisor**

1. Leave building by nearest fire exit and report to Hotel Reception.
2. Collect fire jacket and fire card.
3. Attach registered guest list and sleep room list to clip board and commence a roll call.
4. Move guests away from the revolving door and instruct them to congregate to the right of the Auditorium entrance.
5. Report any missing names to the Duty Manager.
6. Following completion of roll call keep in regular contact with the Duty Manager to get updates on situation. Updates must then be communicated to all guests.

**FIRE EVACUATION POINT FOR HOTEL FIRE ALARM: CENTRAL PLAZA**

## **SCHEDULE 7**

### **Fire Alarm Action Card – The Food and Beverage Supervisor**

1. Delegate evacuation of your department to a responsible person.
2. Leave building by nearest fire exit and report to Hotel Reception
3. Collect fire jacket and fire card
4. Attach staff list to clipboard and commence a roll call, report any missing names to the Duty Manager.
5. Keep staff together and ensure that they congregate to the right of the revolving door, next to the Conference registration desk.
6. Following completion of roll call keep regular contact with the Duty Manager to get updates on situation. Updates must then be communicated to staff.
7. Check if reception requires any assistance with accessible guest's evacuation.

**FIRE EVACUATION POINT FOR HOTEL FIRE ALARM: CENTRAL PLAZA**

**DO NOT PANIC: DO NOT USE LIFTS: DO NOT RUN**

## **SCHEDULE 8**

### **Fire Alarm Action Card – The Health Club Supervisor**

1. Contact Duty Manager on walkie-talkie and ascertain location of fire and whether it is safe to remain at poolside fire exit.
2. If safe to do so assemble all guests / staff at poolside fire exit and conduct roll call using the Health Club signing in sheet.
3. Advise Duty Manager of roll call status. Advise Duty Manager as to whether any of the health club users are hotel residents. If residents advise Duty Manager of guest name and room number.
4. Issue fire blankets and slippers to guests not fully clothed.
5. If unsafe to stay at poolside fire exit usher guest / staff out of alternative fire exit and towards fire door at Dalhanna.
6. Keep in touch with the Duty Manager with your walkie-talkie.

**FIRE EVACUATION POINT FOR HOTEL FIRE ALARM: CENTRAL PLAZA**

**DO NOT PANIC: DO NOT USE LIFTS: DO NOT RUN**

## **SCHEDULE 9**

### **Fire Alarm Action Card – The Night Manager/Supervisor**

1. Go immediately to Hotel Reception and check The Fire Panel and ascertain the location of the alarm activated. If required the second Fire Panel is located in the Events office.
2. Dial 6666 and advise hospital operator that the alarms have been activated in the hotel, confirm that they have made emergency calls.
3. Issue fire jackets, fire cards and walkie-talkies.
4. Print up to date reports. STF03 – Emergency Report. STF01 – Contingency Report.
5. Ensure night assistant has contacted accessible guests.
6. Direct Fire Brigade to Fire Panel at the reception desk, keep accessible guest list and pass key nearby, if required by fire officer.
7. If required request assistance from Hospital staff
8. Circulate around the Central Plaza area keeping guests assured and informed with what is happening.
9. Complete Fire Log Book when evacuation is over.
10. Place apology letter in all occupied rooms.

### **IN THE EVENT OF A FIRE**

1. Update fire chief on guest and staff roll call status.
2. Contact Hotel General Manager and inform them of situation.
3. Comfort guests.

## **Fire Alarm Action Card 2 – The Night Assistant**

1. If at reception on your own-check fire panel and contact hospital switchboard to confirm emergency calls have been made.
2. Collect fire jacket, fire cards and walkie from emergency box.
3. Open revolving doors
  - Push RED button on left side of door
  - Stop door when both doors are in centre position
  - When stopped, both doors can be opened by pushing them
4. Contact accessible guests, advise them to stay in their room until we receive further information – further information will be given by Duty Manager
4. Check Hotel Guest lifts have automatically grounded.
5. Direct all guests to assembly point-Asking those outside to come inside. Microphone is available at reception if required.
6. Carry out guest and staff role calls. Report results to Night.
7. Manager/Supervisor (Request assistance from Hospital Staff, This can then release you to a) Assist Disabled Guests or b) Go to item 9.
8. Keep in touch with Night manager/Supervisor in case of further assistance required.
9. Walk round external perimeter of building directing guests to fire assembly point.
10. Return to Central Plaza area and keep all guests constantly updated with what is happening.

**FIRE EVACUATION POINT FOR HOTEL FIRE ALARM**  
– CENTRAL PLAZA AREA

**DO NOT PANIC: DO NOT USE LIFTS: DO NOT RUN**

Always keep the Night Manager aware of your position