



STANDING OPERATING PROCEDURE

Subject	Fire Evacuation – Care Coordinator’s duties
Applicable to	Care Coordinators and RN Lead Nurse H@H
Date issued	20 Sept 2023
Next review date	20 Sept 2026
Lead responsible for Policy	Director of Resources and Finance
Policy Reviewed by	Facilities Manager
Notified to	Health & Safety Group 20 Sept 2023
Authorised by	Health & Safety Group 20 Sept 2023
CQC Standard	
Links to other Policies/Procedures	Fire Safety Policy OP005 H&S Policy RM0001.pdf
Summary	Actions to be taken by Care Coordinators in the event of a Fire Alarm during normal working hours.
Target Audience	All Care Coordinators and RN Lead Nurse H@H

IMPORTANT NOTICE

Staff should refer to the Hospice website or Policies and Procedures folder on the ‘N’ drive for the most up to date Policy. If the review date of this document has expired it is still valid for 3 months. After that staff should seek advice from their clinical lead or manager.

<p>1.</p>	<p>Introduction</p> <p>In the event of a fire, the preservation of life is the priority. Upon hearing the fire alarm, the evacuation of the hospice must begin immediately. Any delays such as waiting to confirm the cause of the alarm severely increases the risk to life for both staff and patients.</p> <p>Fire spreads rapidly with smoke and toxic fumes causing breathing difficulty, disorientation, unconsciousness and finally death therefore <i>timely action is imperative.</i></p>
<p>2.</p>	<p>Action to be taken</p> <p>Upon hearing the fire alarm, the on-duty co-ordinator(s) are to:</p> <ul style="list-style-type: none"> • Take the duty mobile phone. • Collect the emergency radio and signing in book which are situated within the reception area. • Check the fire panel in D25 to confirm the zone area alarm. • Take zone map from the wall. • Evacuate to the emergency assembly point and turn on the emergency radio. • Begin the roll call at the emergency assembly point. • Confirm with the Wellbeing fire warden upon their arrival the names of the staff and patients evacuated. • Await further instructions from a Fire Marshall or the Fire Service upon their arrival.

3. **Emergency Assembly Point**



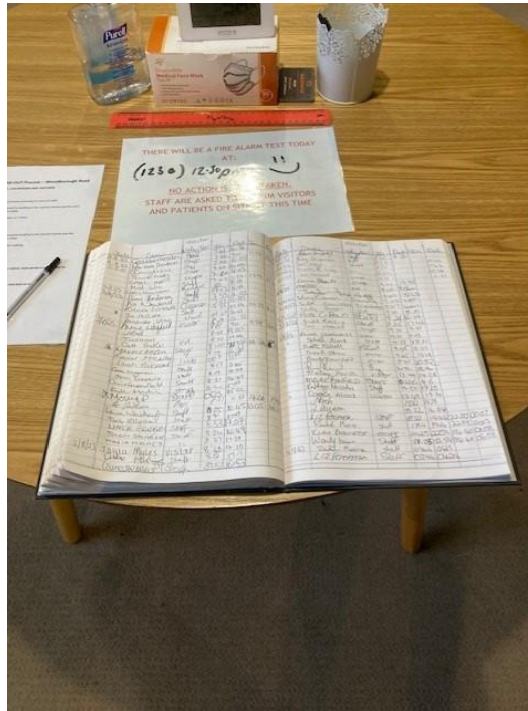
Vehicle Exit Gate.

4. **Emergency Radio**



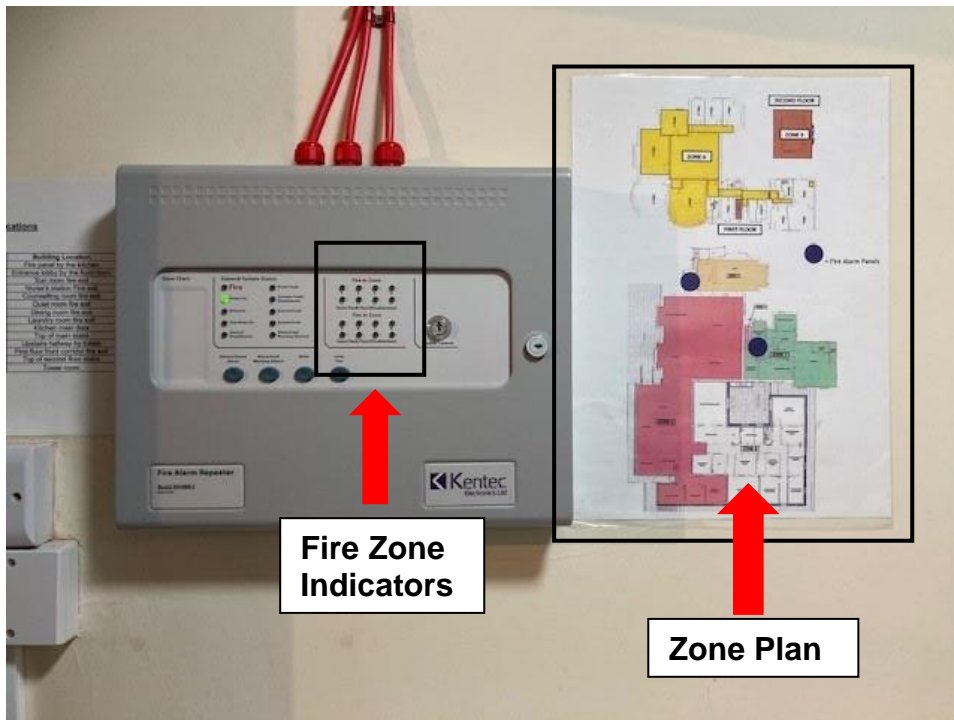
Emergency Radio in reception

5. Signing In Book



Signing in book on reception table

6. Fire Panel and Zone Plan



Fire panel and zone plan in D25.