



STANDING OPERATING PROCEDURE

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| Subject | Fire Evacuation Procedure – Bereavement |
| Applicable to | Director of Care, Deputy Director of Care, Head of Bereavement, all bereavement staff and volunteers. |
| Date issued | 20 Sept 2023 |
| Next review date | 20 Sept 2026 |
| Lead responsible for Policy | Director of Resources and Finance |
| Policy Reviewed by | Facilities and Transport 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 | Specific arrangements for the evacuation of patients attending bereavement counselling, including those who are subject to a Personal Evacuation Plan (PEEP) |
| Target Audience | Head of Bereavement, all bereavement unit staff and volunteers. |

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.

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| <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. Timely action is imperative.</p> <p>Where patients have specific mobility issues, the pre-planning of their individual evacuation requirements is conducted by the Wellbeing staff. This is detailed in their individual Personal Evacuation Plan (PEEP).</p> |
| <p>2.</p> | <p>Bereavement Fire Safety Arrangements</p> <ul style="list-style-type: none"> • Patients and individuals undertaking counselling sessions will be with their counsellor for the duration of their session. • All unit staff and volunteers are to be briefed by the Wellbeing team if a hospice patient is attending a counselling session who is subject to a PEEP and identify the mobility accessible fire escapes to be used. • Where mobility or patient handling equipment is required by the PEEP, this is to be pre-positioned for emergency use whilst the patient is on site. |
| <p>3.</p> | <p>Actions on hearing the Fire Alarm</p> <ul style="list-style-type: none"> • Patients or individuals undertaking counselling sessions are to evacuate immediately under the guidance of their respective counsellor and make their way to the Fire Assembly Point. • All other staff are to evacuate and make their way to the Fire Assembly Point. • Await the roll call and further direction. |

4. **Fire Assembly Point**



Vehicle exit gate

5. **Mobility accessible fire escapes.**



Wellbeing Corridor



Bereavement Corridor



Dining Room



Quiet Room



Main Entrance