



## STANDING OPERATING PROCEDURE

<b>Subject</b>	Fire Evacuation Procedure – Wellbeing (SOP035)
<b>Applicable to</b>	Director of Care, Deputy Director of Care, Head of Wellbeing, all Wellbeing staff and volunteers.
<b>Date issued</b>	20 Sept 2023
<b>Next review date</b>	20 Sept 2026
<b>Lead responsible for Policy</b>	Director of Resources and Finance
<b>Policy Reviewed by</b>	Facilities and Transport Manager
<b>Notified to</b>	Health & Safety Group 20 Sept 2023
<b>Authorised by</b>	Health & Safety Group 20 Sept 2023
<b>CQC Standard</b>	
<b>Links to other Policies/Procedures</b>	<a href="#">Fire Safety Policy OP005</a> <a href="#">H&amp;S Policy RM0001.pdf</a>
<b>Summary</b>	Specific arrangements for the evacuation of patients attending therapy activities who are subject to a Personal Evacuation Plan (PEEP)
<b>Target Audience</b>	Head of Wellbeing, all Wellbeing 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.

1.	<p><b>Introduction</b></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 an individual Personal Evacuation Plan (PEEP).</p>
2.	<p><b>Wellbeing Fire Safety Arrangements</b></p> <ul style="list-style-type: none"><li>• A daily nominated Wellbeing Unit Fire Warden is to be nominated. All Wellbeing staff and volunteers are to be aware of this nomination.</li><li>• The unit Fire Warden emergency radio is to be fully charged and held in the Wellbeing office along with the Fire Warden tabard.</li><li>• Maintain a daily list of patients, staff and volunteers in the unit, to be held within the Wellbeing Office.</li><li>• All unit staff and volunteers are to be briefed daily and made fully aware of any patients attending therapy activities who are subject to a PEEP and identify the mobility accessible fire escapes to be used.</li><li>• 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.</li></ul>

3. **Actions on hearing the Fire Alarm**

**Unit Fire Warden**

- Ensure that the evacuation of patients, staff and volunteers begins immediately.
- Collect and turn on the emergency radio and don the Fire Warden Tabard.
- Collect the patient/staff list.
- Check the Wellbeing unit is fully evacuated and confirm so by radio to the Fire Warden at the fire assembly point stating:  
*“ Wellbeing unit is clear, wellbeing unit is clear”*
- Leave the building by the nearest exit and move to the fire assembly point.
- Report to the staff member calling the assembly point muster and hand over the Wellbeing Unit patient/staff list.
- Await further direction.

**Wellbeing staff and volunteers**

- Staff or volunteers nominated to assist in a PEEP are to immediately begin the evacuation of their identified patient.
- Evacuate the unit by the nearest safe fire exit, guiding self-mobile patients and any other visitors to the unit.

4. **Fire Assembly Point**



Vehicle exit gate

5. **Mobility accessible fire escapes.**



Wellbeing Corridor



Bereavement Corridor



Dining Room



Quiet Room

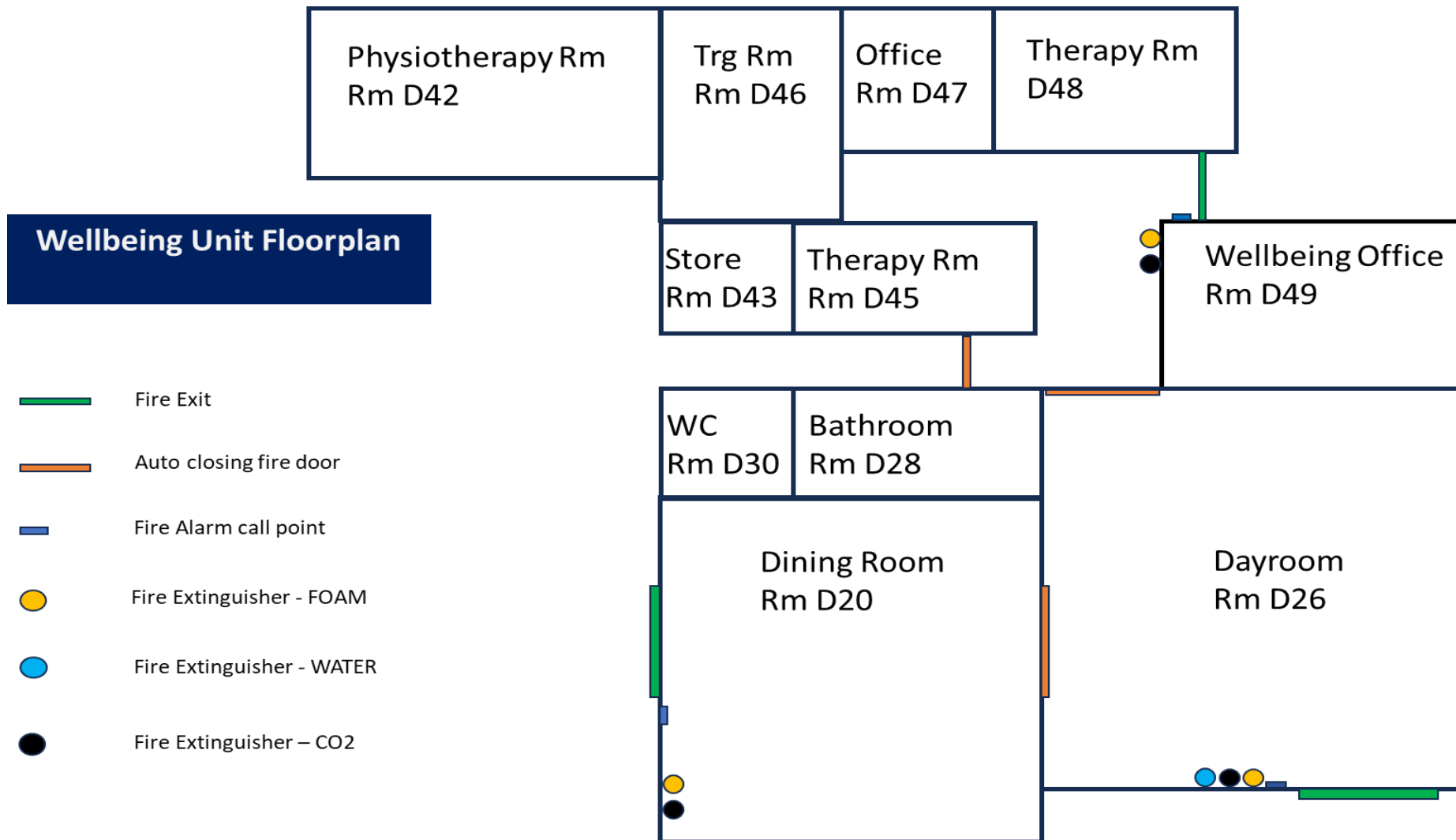


Main Entrance











Wellbeing Unit Floorplan



Wellbeing Unit Floorplan

-  Fire Exit
-  Auto closing fire door
-  Fire Alarm call point
-  Fire Extinguisher - FOAM
-  Fire Extinguisher - WATER
-  Fire Extinguisher - CO2