

# **FIRE EVACUATION PROCEDURE**

## **ACTION ON DISCOVERING A FIRE\***

1. **SHOUT FIRE and SOUND THE ALARM** by operating the nearest 'break glass' switch (one by external door in the surgery).
2. **REMOVE ANYONE** in immediate danger
3. **SHUT** all rooms/doors nearby
4. **DIAL 999** and ask for the fire service\*. **STATE CLEARLY** the surgery address.
5. **ATTEMPT** to extinguish the fire if it is safe to do so.
6. **EXIT** the building – either through the front door, the back door (emergency exit) along the corridor past the double fire doors.

*\*The fire brigade will only come if fire and/or smoke is confirmed*

## **ON HEARING THE ALARM**

1. **RECEPTIONIST SHOULD:**  
check for fire and/or smoke. If either is detected, call 999 and ask for the fire service
2. Doctors, nurses and other staff with patients are responsible for escorting them safely out of the building to the assembly point (in the car park at the front of the surgery).
3. The reception staff are responsible for patients in the waiting areas, the reception office and the patient and staff toilets. Assist any disabled patients.
4. The practice manager and staff are responsible for all other areas, i.e. their own room and consulting rooms, and, whilst safe to do so, closing all doors and windows as they check.
5. Close windows and door in the room you are in and go to assembly point.
6. If your passage is blocked by smoke, leave the building by an alternative route.
7. All persons to meet at the muster point where it should be established that the surgery is empty, i.e. take a roll call of all staff.
8. The Practice Manager should nominate a receptionist to stand at the front of the surgery premises to prevent any further entry into the building by visitors/patients.
9. Do not re-enter the building until told to do so by the Fire Service.
10. If any patient is uncooperative, leave them in the building but tell the Fire Brigade immediately on their arrival.

**DO NOT TAKE ANY RISKS**

## **FIRE EXTINGUISHERS:**

There are 5 extinguishers (no fire blankets) in all, situated as follows:-

Reception:	Foam fire extinguisher
Administration office:	Carbon Dioxide and Foam fire extinguishers
Treatment room:	Carbon Dioxide and Foam fire extinguishers

A sign adjacent to the fire extinguishers tells you what they can be used for **AND HOW TO USE THEM**. In general they can be used as follows:

**WATER:** For use on textiles, wood, paper. **NOT** for electric, gas or liquid fires.

**DRY POWDER:** flammable liquids, live electrical equipment, gaseous liquids.

**CO<sub>2</sub>:** For flammable liquids and live electrical equipment  
Pull off bracket, pull out metal clip, aim at base of fire.  
Press top of nozzle. **DO NOT TOUCH HORN:** your hand will freeze.

**FIRE BLANKET:** if available, use for smothering any small fire

## **GENERAL INSTRUCTIONS**

1. Always sound alarm before tackling a fire.
2. Only tackle if fire is very small and you are confident
4. Aim at base of fire, not the top of the flames.
5. Keep body low.
6. Always have a way of escape.

## **PUBLIC NOTICE – FIRE EVACUATION PROCEDURE**

**On discovering a fire:**

- 1. DON'T PANIC**
- 2. SHOUT “FIRE” AND SOUND ALARM (this is located by the front door entrance)**
- 3. DIAL 999 AND ASK FOR FIRE SERVICE, GIVING LOCATION :**

**SHEERWATER HEALTH CENTRE  
DEVONSHIRE AVENUE  
WOKING**

- 4. LEAVE BUILDING VIA NEAREST EXIT TO ASSEMBLY POINT AT FRONT OF SURGERY IN ONE CORNER OF THE CAR PARK (THIS WILL LEAVE THE CAR PARK AREA CLEAR FOR FIRE ENGINES).**
- 5. IF FIRE IS VERY SMALL AND IN A CONTAINED AREA, USE FIRE EXTINGUISHER. HOWEVER, DO NOT PUT YOURSELF AT RISK.**
- 6. ALERT THE FIRE BRIGADE ON ARRIVAL OF ANYONE WHO IS NOT PRESENT IN THE ASSEMBLY AREA.**
- 7. DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE BRIGADE HAS ANNOUNCED THAT IT IS SAFE TO DO SO.**

## **RECEPIONIST'S TASKS**

### **ON HEARING THE FIRE ALARM or DISCOVERING A FIRE**

- **check for fire and/or smoke**
  - **check if any of the 'break glass' points are broken**
  - **If the door to a room is closed and you cannot see in:**
    - i. **test for heat/fire by carefully touching the door with the back of your hand**
    - ii. **look for signs of smoke around the doorframe**
    - iii. **smell for smoke**
  - **shut doors and windows as you go**
- **If either fire or smoke is detected anywhere in the building, call 999 and ask for the fire service. State clearly the address of the surgery. You will be asked to confirm that fire or smoke has been detected. (If there is nothing, just reset the alarm.)**
- **Nominate a person to stand at the front of the surgery to prevent anyone entering the building and to meet Fire Brigade and give them details of the exact location of the fire.**
- **Supervise fire evacuation**
- **Ensure that all rooms that can be safely reached are searched, equipment switched off and doors closed**
- **Ensure all patients and staff are accounted for.**
- **Authorise silencing of alarms if cause of alarm is resolved.**