

<b>TITLE: Management of Internal Emergencies (incorporating Fire Evacuation)</b>	<b>REFERENCE NO: 006</b>
<b>AUTHOR (OWNER):</b> Gráinne Sexton, Quality and Safety Manager	<b>VERSION NO: 01</b>
<b>APPROVED BY (LEAD):</b> Siobhan Bryan, Director of Services	<b>EFFECTIVE FROM: 01/09/17</b>
<b>REVIEW DATE:</b> 01/09/19	<b>Page 1 of 19</b>

**TITLE: Management of Internal Emergencies (incorporating Fire Safety Management and Evacuation)**

**SCOPE:** Residential, Respite, Day Services and Outreach Services, All Areas

**REVIEWED BY:** Services Team

**AUTHOR(S)/(OWNER):** Gráinne Sexton, Quality and Safety Manager

**SIGNATURE(S):**

**DATE:**

**APPROVED BY/(LEAD):** Siobhan Bryan, Director of Services

**SIGNATURE(S):**

**DATE:**

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## 1.0 Policy

1.1 Gheel shall provide a safe workplace with adequate training, provisions and arrangements in cases of fire. All staff members shall be aware of fire prevention measures and take appropriate measures. Gheel shall maintain an Emergency Response Plan in each location. This shall include actions to be taken in the event of any emergency defined as serious, unexpected and potentially dangerous requiring urgent action.

## 2.0 Definitions

2.1 *An Immediate evacuation:* Involves removing a service user or other person, from the area of immediate danger and moving them into the corridor near the exit stairwell or other designated safe waiting area.

2.2 *A complete evacuation means:* Leaving the building immediately via your nearest exit and reporting to your assembly point.

2.3 *An emergency:* Is a serious, unexpected, and potentially dangerous situation requiring immediate action.

Examples include, but are not limited to;

- Fire
- Bomb threat/ Suspicious packages
- Chemical spills
- Medical emergency and First Aid
- Natural disaster resulting in widespread damage
- Serious food poisoning outbreak
- Utility failure
- Violent/Criminal incidents.
- Information Technology (IT) failure.

2.4 **Fuel:** Is material such as coal, gas, or oil that is burned to produce heat or power (Oxford Dictionary, 2011). Fuel may come in solid, liquid or gas states.

*Solids:* Timber and coal are obvious examples of solid fuel, but other substances such as paper, cotton, wool, celluloid, rubber and most plastics will burn easily and produce smoke.

*Liquids:* Petrol and paraffin obviously, but don't forget surgical spirit, alcohol and some cleaning fluids.

*Gases:* Ordinary domestic gas, butane gas etc.

2.5 **Heat sources:** May come in a variety of forms. It may come from an already ignited source (naked flame, a lighted cigarette, or an electrical spark), through normal heat transfer methods:

- Conduction, e.g. through direct contact with an iron or an overheated plug.
- Convection, e.g. hot air from a hair dryer or fan heater.
- Radiation, e.g., a radiator heater or even the sun's rays can start fires in given conditions.

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### 3.0 Responsibility

#### 3.1 All staff:

- Responsible for the identification of hazards and for attending fire training bi-annually and knowing the locations of the nearest fire extinguishers, the fire alarm activation buttons, emergency exits, their assembly point.
- Carrying out the Fire Safety checks and completing checklists and conducting and assessing fire drills.
- Reporting any hazards or faults to their Operational Manager/ Person in Charge.
- Signing off Fire Training in the Fire Register on the Fire Training Record.
- Responsible for ensuring that they are familiar with the Emergency plans.

#### 3.2 Operational Manager/ Person in Charge:

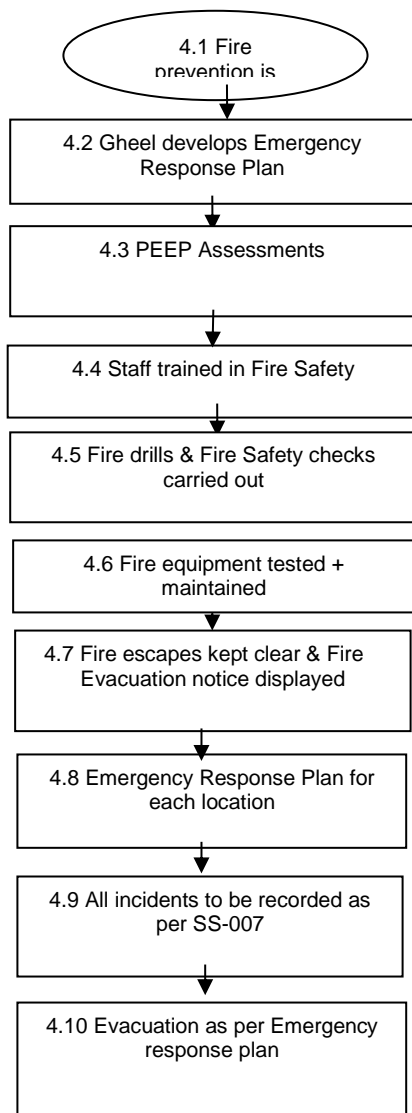
- Responsible for informing all employees, including temporary/ relief staff and students about the risk and the protective measures to be taken in the event of an emergency.
- Ensuring that service user's rooms are accessible to staff in emergency circumstances if service users have their rooms locked.
- Ensuring adequate precautions are taken against the risk of fire, including effective means of escape and evacuation, arrangements for detecting, containing and extinguishing fires and maintenance of firefighting equipment (S.I. No 367 OF 2013).
- Coordinating Fire Safety training for staff in their location and ensuring that all incidents of fire are recorded.
- Shall ensure that the number of staff on duty at night time takes into account fire safety requirements to ensure the safety of service user in the event of fire.

#### 3.3 Director of Services: Ultimate responsibility to ensure that there is an Emergency Response Plan in place, effective means of escape and evacuation, arrangements for detecting, containing and extinguishing fires and maintenance of fire fighting equipment are in place.

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#### 4.0 Fire Prevention

Gheel shall prevent and manage fire within Gheel as outlined in Fig 1.0.



*Fig 1.0: Fire Prevention and Management*

4.1 Gheel acknowledges the threat of fire to life causing death, disability or illness (HSA, 2001). Fire prevention is prioritised by Gheel (HIQA 2009, 26.14). Fire Prevention measures are key element. They involve the identification and elimination of potential fire hazards both inside and outside the building. Good housekeeping practices are an essential element of Fire Prevention. The Risk of Fire in the organisation will be documented in the Risk registers. The Risk register will be reviewed annually and also when any changes occur that may affect the risk.

4.2 The Emergency Response Plan shall be developed by the Director of Services/ Operational Manager and staff/ services users on location.

4.3 A Personal Emergency Evacuation Plan (PEEP) assessment shall be carried out for each service user in Gheel by their key worker.

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- 4.4 Training requirements outlined in 9.0 Training
- 4.5 Fire Drills and Fire Safety Checks carried out as per 5.0 Fire Drills & Fire Safety Checks
- 4.6 This Policy and Procedure details the requirements for certification, testing and maintenance of emergency equipment (e.g. fire alarms, emergency lighting, fire/smoke stop door with self-closing devices, fire hose reels and first aid extinguishers) (HSA 2001; Dept. of Environment 1996; S.I. NO. 367 of 2013). (See Appendix 1)
- 4.7 Fire exits to be kept clear and the procedure to be followed in the event of a fire shall be displayed in a prominent place in Dunfirth Farm. By means of fire drill practices at suitable intervals, the staff and individuals/service users shall be aware of the procedure to be followed in the case of fire, including the procedure for saving life (S.I. No. 367 of 2013).
- 4.8 The Emergency Response Plan shall details the process in the event of Fire and evacuation procedures for each location.
- 4.9 All incidents of fire shall be recorded and managed as per SS-007 Incident Reporting – Identification, Documentation, Rectification, Review and Communication (HIQA 2009, 26.9).
- 4.10 Should a fire occur which requires Gheel to be evacuated this should be managed in accordance with this policy and procedure and the emergency response plans.
- 5.0 Fire Drills & Fire Safety Checks**
- 5.1 Practical fire drills are held at least quarterly thorough the year (HIQA 2009, 26.18) shall cover the following areas:
- Practical fire alarm drill.
  - Practical fire assembly drill.
  - Practical evacuation drill.
  - Unannounced fire drills take place.
  - If the drill takes place during day time working hours, it includes a night time evacuation scenario that takes into account staffing at night.
  - Practical first aid equipment drill – covers practical attack on dry fires and oil based fires. Each piece of equipment – its use, application, technique and its limitation is demonstrated to be applied in fire fighting.
- 5.2 The Fire Drill Record shall outline the time, and level of participation of fire drills. The Joint Commission on Accreditation of Healthcare Organisations recommends (JCAHO, 2004):
- Fire drills shall be conducted monthly on all shifts in all locations
  - At least 50% of the required drills are unannounced.
  - All staff in all locations areas are trained and participate in drills.
  - One fire drill shall be conducted at night.
  - Records of Fire drills to be kept in the Fire Register.
- 5.3 Fire Safety checks shall also be carried out and records must be kept in the Fire Register. Any corrective action required as result of checklists must be reported immediately to the Person in Charge/ Operational Manager.
- 5.4 Service users are involved in the evacuation process during a fire drill. If a service user refuses to take part in a fire drill, the reasons why must be recorded in the Fire Drill Record. Service user PEEPs must be updated after carrying out Fire Drills if there are new hazards and/ or risks identified.

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## 6.0 Buildings and Equipment

- 6.1 Emergency lighting shall be provided where appropriate (HIQA 2009, 26.19; S.I. No. 367 of 2013), All fire alarm and emergency lighting systems shall be protected under contract by relevant specialist companies (HSA, 2001). In rental accommodations Torches will be provided by Gheel and smoke detectors placed in each room. The location and type of Fire Fighting equipment must be recorded in the inventory and location of Fire Fighting Equipment (Doc Number) in the Fire Register
- 6.2 Contracts for maintenance of fire fighting equipment should be awarded to a specialist company to service and report on the condition of all first aid equipment and to make recommendations where cover needs to be improved (HSA, 2001). The supplier shall be approved as per GM-008 Service Agreement Policy and Procedure.
- A quarter yearly service of equipment shall take place so that every unit of equipment is checked at least once in a calendar year (HSA, 2001).
  - Fire alarms serviced on an annual basis (NHS, 2010).
  - Alarm system certified quarterly (NHS, 2008).
  - Alarm test weekly or external company quarterly with certificate (NHI, 2010).
  - Records for the above must be kept in the Fire Register.
- 6.3 The number, type and maintenance records of fire-fighting equipment must be retained by Gheel (S.I. No. 367 of 2013). Service dates on fire-fighting equipment in Gheel shall be clearly visible on equipment (NHS, 2010).
- 6.4 Effective fire precautions for Gheel must ensure the safety of service users, visitors and staff on the premises. A combination of measures is necessary to reduce the dangers of fire taking the following points into account (HSA 2001; ECRI 2005).
- Safe design of buildings to include access and egress. All building materials should comply with the relevant fire standards.
  - All buildings should have fire alarm and emergency lighting systems.
  - Fire/smoke compartmentalisation, using fire doors and partitions to protect buildings, should be applied.
  - First aid/fire fighting equipment should be provided.
  - Fire brigade access should be available.
  - Fire extinguishers covered with a plastic covering if required to prevent injury to individuals/service users.
  - Smoke detectors located in all bedrooms and general purpose areas.
  - Extinguishers located on all levels.
- 6.5 The Director of Services ensures that materials contained in bedding and internal furnishings have adequate fire retardant properties and have low levels of toxicity when on fire (HIQA 2009, 26.19).
- 6.6 All fire alarm practice (including fire alarm equipment), drills or tests carried out at Gheel along with the results and actions taken to remedy defects of tests shall be recorded and monitored in Gheel (S.I. No. 367 of 2013). There are recorded on the Alarm Log of events in the Fire Register
- 6.7 All materials should reach the required flame resistant standard. Material for health care premises should be non-flammable (HSA 2001). Labels indicating the flame resistance will be checked by staff when purchasing materials. Examples of such materials include:
- Mattresses.
  - Chairs.
  - Tweeds.
  - Curtains.

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- Bedding.
- Pillows.
- Foam.
- Nightwear.
- Any other material.

6.8 Records of fire practice, drills or tests of fire equipment (including fire alarm equipment) and the number, type and maintenance record of fire equipment shall be retained for a period of not less than 4 years from the date of their making (S.I. No. 367 of 2013) (as per IM-003 Retention and Destruction of Records Policy and Procedure).

### 7.0 Use of Fire Extinguishers

- 7.1 Fire extinguishers should only be used by staff members who have been properly trained, and when it is safe to do so. All fire extinguishers should be certified to the appropriate standard.
- 7.2 Staff shall ensure they understand the colour coding and suitability of fire extinguishers (ECRI, 2006). See Appendix 2 Types of Extinguishers to use

RED	WATER	Should only be used on solid (class A) materials e.g. wood textiles, plastics etc.
CREAM	FOAM	Suitable for use on (class B) liquids e.g. petrol, oil, diesel class A fires.
BLUE	DRY POWDER	Suitable for use on (class C) gases and L.P.G. also class A class B fire and electrical hazards.
	CARBON DIOXIDE	Suitable for use on electrical hazards and class B.

***Do not use a water extinguisher on electrical items*** unless the electricity is isolated first by a competent person.

### 8.0 Emergency Response Plan:

- 8.1 An Emergency Response Plan (ERP) shall be completed by the Person in Charge/ Operational Manager, staff and services users on location in conjunction with the Director of Services.
- 8.2 The ERP should be reviewed on an annual basis, to ensure that best practice methods are included in training and drills for emergency situations.
- 8.3 The ERP should incorporate the following:
- A site map with assembly areas clearly identified for emergency response.
  - Identify any hazardous zones, e.g. areas where chemicals are stored. These areas should be avoided in the event of emergency.
  - An individual/a service user roll call listing for the assembly areas.
  - Details of the evacuation process.
  - Incorporate a list of emergency contacts for service users and staff.
  - Emergency contact phone numbers.
  - A Personal Emergency Evacuation Plan assessment for each service user. This should be reviewed annually and also when any changes in circumstances or risk has occurred.

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## 9.0 Training

- 9.1 Each staff member commencing employment, and at least two years thereafter, shall undertake training in fire safety and evacuation (HIQA 2009, 26.15)
- 9.2 Where evacuation sheets or other equipment for the evacuation of immobile service users are provided, staff shall be trained in the use of such equipment as appropriate to their role (HIQA 2009, 26.17).
- 9.3 A record of fire safety and evacuation training shall be maintained by PIC/Operational Manager (HIQA 2009, 26.17). Each staff member shall sign the Fire Register to record when they attended training
- 9.4 Training shall aim to ensure that all staff and, as far as possible, all service users know the procedure to be followed in the case of fire. Fire drills shall take place at least four times a year (HIQA 2009, 26.18)
- 9.5 Training and the fire evacuation plan shall address evacuation of service users or staff with impairments or disabilities, which may include;
- *Mobility impairment* affects the range or speed of movement to varying degrees.
  - *Sensory impairment* affects the ability to gather information through the senses such as sight or hearing.
  - *Cognitive or mental health impairment* affects the capacity to process information and react appropriately.
  - Service users with *hidden disabilities*; the stress of an emergency situation may trigger a condition such as asthma or heart problems.
- 9.6 Subgroups such as GP's and other licensed practitioners and suppliers/contractors should also be considered as part of fire training.

## 10.0 Staffing Levels

It is the responsibility of the Director of Services/Operational Manager to ensure adequate staffing levels to deal with service user evacuation if necessary (see HR-009 Staffing Levels, Rotas and Working Hours Policy and Procedure).



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## 11.0 Process on Discovering a Fire

On discovering a fire, the actions shall be carried out as outlined in Figure 2.0

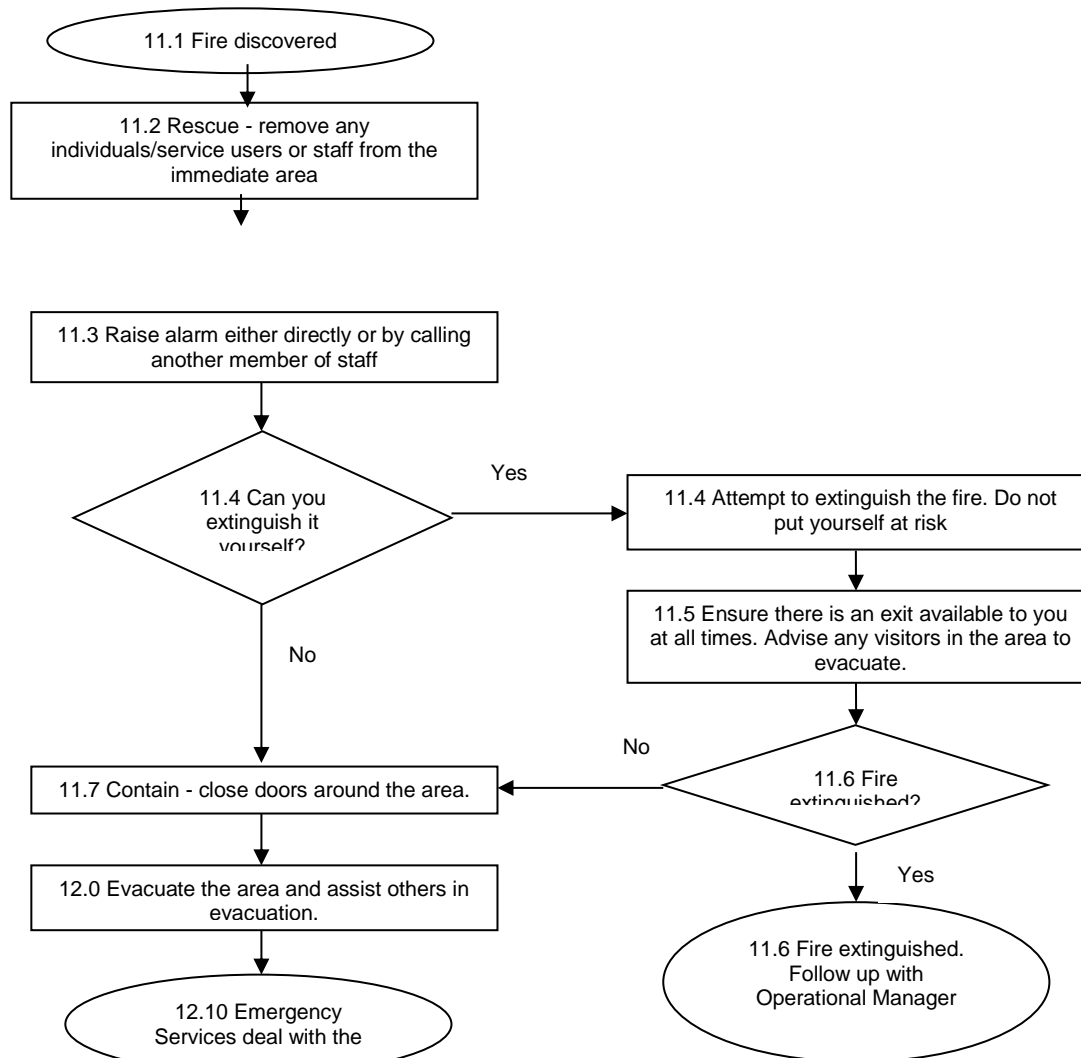


Figure 2.0 – Process flow on discovering a fire

- 11.1 Prompt action in the first few minutes of a fire can determine the eventual outcome of that fire. Nothing listed in the following bullets takes priority over the safety of staff or service users. Remember the fire-response acronym **RACE** for Rescue, Alarm, Contain, and Evacuate.
- 11.2 **Rescue:** On discovering a fire, check if there are any service users in immediate danger. If there is a service user in the vicinity of a fire, remove them from the area. Use blankets or sheets to drag/move service users, where appropriate. Do not use the bed to move the service user; it could block the doorway and interfere with efforts to contain the fire.
- 11.3 **Alarm:** On discovering a fire (of any magnitude), ensure the alarm is raised. This may be done by activating a fire alarm, verbally to another member of staff, through a smoke alarm or activating the break glass unit.
- 11.4 Personnel who have received appropriate training shall attempt to extinguish or contain the fire

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using the appropriate extinguishers, hoses, etc., providing it is safe to do so. Remember the acronym PASS (Pull pin, Aim, Shoot, Sweep) when using a fire extinguisher.

**Do not put yourself at risk.** Ensure you understand the colour coding and suitability of fire extinguishers (see Appendix 2)

**Do not use a water extinguisher on electrical items** unless the electricity is isolated first by a competent person (ECRI 2006).

- 11.5 Before you attempt to put out a fire ensure you have a safe exit available to you when tackling a fire; never let the fire get between you and the exit. If contractors/visitors are in the area, advise them to move to behind the nearest fire door.
- 11.6 If you succeed in successfully extinguishing the fire it is important to follow up with the Human Resources Manager/Operational Manager. Staff directly involved in dealing with the fire may be asked to provide information to assist in establishing the root cause of the fire, report on any fire fighting equipment used to facilitate maintenance, and assist in completing an incident report. This event should also be recorded to the Fire Registers, Log of Alarms.
- 11.7 **Contain:** If you fail to extinguish the fire you must attempt to contain the fire by closing doors to the room or area where the fire is burning. Remember not to use wheelchairs or beds to move service users; this equipment will congest doorways, hallways, and stairwells and make evacuation more difficult, and may prevent containment.

If there is an Oxygen Line in the room, the oxygen shut-off valve should be closed.

## 12.0 Evacuation Process

- 12.1 The staff on shift shall follow the evacuation process as outlined in the Emergency Plan.

### Evacuation is carried out in stages:

- Stage 1: Immediate      Away from danger area.
- Stage 2: Complete      Emergency evacuation instructions.

- 12.2 Emergency lighting shall be provided in all properties owned by Gheel including the day centre (HIQA 2009, 26.19; S.I. No. 367 of 2013)

- 12.3 During Evacuation:

- Assist any service user in evacuating the building.
- Close all windows and doors behind you, if you are the last person.
- Alert people as you go.
- Do not use lifts.
- Leave the building via nearest exit.
- Do not block exits/escape routes.
- Once outdoors move quickly to your assembly point and check in with your Manager.
- Keep roads, paths, hydrants etc. free for emergency vehicles.
- Do not re-enter the building until it is declared safe.

- 12.4 Assistance shall be offered to service users with impairments as follows;

- *Visually Impaired* – in an emergency communicate by telling the service user the nature of the emergency and offer to guide them to the nearest evacuation route or the nearest emergency exit. Have the service user take your arm and escort them out to their assembly point.

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- *Hearing impaired* – communicate in writing, if possible, telling the service user what the emergency is and the nearest evacuation route for example “Fire - go out rear door to the right and down, NOW”. Alternatively use gestures to show what to do or communicate as appropriate with the service user.
  - *Ambulatory service users using crutches, canes or walkers* – assistance if required by any available staff.
- 12.5 When lifting an individual/a service user remember to use proper lifting techniques (Ref HR-015 Manual Handling Techniques Policy and Procedure).
- 12.6 Staff not assisting in service user evacuation should leave their work area calmly and move behind the fire door. If it is blocked, use an alternative route. When clear, report to your nearest assembly point.
- 12.7 Do not take risks or stop to collect personal belongings.
- 12.8 Do not return to the area for any reason until authorised by the Emergency Services or the Operational Manager or deputy.
- 12.9. If you are caught in a smoke filled area, crawl on your hands and knees, keeping your face as close to the floor as possible, where the air is cleaner.
- 12.10. If the escape route is cut off go to an alternative escape route, if all available routes inaccessible, go to a room with a window, closing the door behind you. Stand by the window, call for help and wait for rescue. The fire brigade will usually arrive within a matter of minutes when called.
- 13.0 Other Internal Emergencies**
- 13.1 The instructions in this section are aimed at preparing residential centres to cope with any of the following internal disasters:
- Leakage of flammable/ toxic gases/ liquids/ materials.
  - Power Outage.
  - Disruption to water supply.
  - Loss of heating.
  - Communication failure.
  - Natural disasters, e.g. flooding, severe weather conditions.
  - Building collapse.
  - Absconson of a service user (see also SS-006 Missing Person/Absconson Policy and Procedure)
  - Infection outbreak (see also SS-010 Infection Control and Prevention Policy and Procedure)
  - Any other occurrence/ incident that required emergency action.  
(St. Vincent’s Hospital Melbourne, 2000)
- 13.2 If there is a power outage. Emergency lighting shall be provided in all premises owned by Gheel and torches shall be provided in the rented accommodation.
- 13.3 It is important for staff to follow a planned sequence of immediate action when confronted with a disaster as mentioned in 12.1. If the cause of the emergency has **not** been confirmed respond as follows:
- Rescue/move any service users in immediate danger to safety as per 11.2 above.
  - Close doors and windows to isolate the danger area (if applicable).
  - Investigate the cause of the utility failure, or emission of fumes or odours if safe to do so.

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- Call 999/112, report the problem and emergency situation, give your name and the location of the incident along with any other requested information by the emergency response unit.
  - If possible, state exact nature of any substance(s) involved, fault, incident e.g. smell of gas or chemical.
  - Warn service users and staff in the surrounding area in a quiet manner; do not shout that there is an emergency.
  - Secure the area; prevent unauthorised access to the affected area.
  - Report the situation to Director of Services/Operational Manager Remain calm.
- Await further instruction from the Operational Manager or deputy/ Shift Leader. If residential centre needs to be evacuated follow as Section 12.0.

- 13.4 If the cause of the disaster has been confirmed (13.1) respond as follows:
- Rescue/move service users in immediate danger to safety as per 11.2 above.
  - Stand upwind/ uphill from plumes/ fumes.
  - Warn others service users and staff in the area quietly, do not shout that there is an emergency or any Code details.
  - Secure the area, prevent unauthorised access to the affected area.
  - If hazardous substances are involved, break glass alarm and press button if appropriate. See 11.2 and 11.3 above.
  - Dial 999/112, report the severity of the disaster, and give your name, location of the incident and any other requested or relevant details.
  - If possible, state exact nature of any substance(s) involved, fault, incident e.g. type of chemical, utilities failure etc.
  - Notify the Person in Charge / In Charge Person/ Shift Lead on duty.
  - Remain clam.

Await further instruction from the Person in Charge / In Charge Person/ Shift lead, or member of the Emergency Services. If Gheel needs to be evacuated follow as above 12.0.

- 13.5 Staff in charge shall establish communication and back-up communication with the local emergency services.
- 13.6 If time permits and there is no threat to the safety of the staff, the staff are to return to obtain any devices necessary for daily living (glasses, dentures, prosthesis) and other valuables and belongings. Staff may also collect their own belongings (WDHS, 2006).
- 13.7 Staff shall remain with the service users in the relocation area until the service user (s) have been reassigned / handed off (WDHS, 2006).
- 13.8 Following the emergency, an incident report form shall be completed (as per SS-007 Incident Reporting - Identification, Documentation, Rectification, Review and Communication). The incident report shall include a risk assessment and outline any corrective or preventive actions to prevent a reoccurrence.
- 13.9 The Health Information and Quality Authority shall be notified that Gheel has been evacuated for any accident, any fire, loss of power or water or where evacuation of the centre took place ([www.hiqa.ie](http://www.hiqa.ie)) (see GM-003 Internal and External Communication Process for full details of reporting requirements and associated forms).

#### **14.0 Records**

- 14.1 Emergency Response Plan
- 14.2 Staff Rosters
- 14.3 Staff training records:

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- Staff Training in the Fire register for Fire Safety and Evacuation.
- Manual Handling.

14.4 Fire Drill Records.

14.5 Maintenance records for Fire Extinguishers, Emergency Lights and Fire Detection System.

14.6 HIQA Reports for notifiable emergencies

14.7 Appropriate notification activities to external bodies.

14.8 Fire Register

14.9 Fire Safety checklists

### **15.0 Audit and Evaluation**

An annual audit shall be undertaken to determine compliance to this policy and procedure. The Director of Services shall complete this via a review of relevant records, including incident reports, through observation and by utilising the appropriate audit tool. Results of these audits are presented to the Management Team.

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<b>AUTHOR (OWNER):</b> Gráinne Sexton, Quality and Safety Manager	<b>VERSION NO: 01</b>
<b>APPROVED BY (LEAD):</b> Siobhan Bryan, Director of Services	<b>EFFECTIVE FROM: 01/09/17</b>
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Appendix 1 Schedule for inspections and testing of Fire Prevention Equipment

<b>Items to be checked</b>	<b>Checks to be done</b>	<b>Frequency</b>
Smoke detectors and fire alarm systems	Should be activated  Service inspections performed and certifications provided by a competent person. (Service Agreement)	Monthly  Quarterly
Control panel of fire alarm system  Fire Exits	Visually check the panel to see whether the system is operating correctly  Visual Check exits are clear and doors can be opened easily	Daily
Fire Equipment	Maintenance checks by a competent person  Discharge of extinguishers  Checks should be carried out to ensure the following in relation to fire equipment: <ul style="list-style-type: none"> <li>• They have not been accidentally discharged</li> <li>• Seal is intact</li> <li>• Pressure is correct (needle on gauge should be in the middle of the green zone)</li> <li>• They are correctly mounted (1 m from the floor)</li> <li>• They are easily accessible</li> <li>• Are not overdue for inspection by a competent person</li> </ul>	Annually  Every 3-5 years depending on type of extinguishers  Monthly
Emergency lighting	Visual Inspection  Fully tested for a minimum of ½ hour  Complete test and inspection where all batteries are completely discharged	Monthly  Every 3 months  Annually

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Appendix 2: Types of Extinguishers to use

Type	Label Color	How it put outs fire	Class of Fire	How to use
Water	Red	Mainly by cooling the burning material	Class "A" Danger: do not use on live electrical equipment or on burning oil	Direct jet at the base of the flames and keep it moving across the area of the fire. Seek out any hotspots after main fire is out
Foam	Cream	Forms a blanket of foam over the surface of the burning liquid and smothers the fire	Class "B"	Do not aim the jet directly into the liquid. Where the liquid on fire is in a container direct the jet at the edge of the container or on a nearby surface above the burning liquid. Allow foam to build up and flow across the liquid.
Dry Powder	Blue	Knocks down flames	Class "B" fires. Safe on live electrical equipment although does not readily penetrate spaces inside equipment a fire may re ignite.	Direct discharge horn at the flames and with a rapid sweeping motion drive the flame towards the far edge until the flames are out. If the extinguisher has a shut off control wait until the air clears and if flames are visible attack the fire again. Warning: this type of extinguisher media does not cool the fire very well and the fire may start up again
CO <sub>2</sub> Carbon Dioxide	Black	Vaporising gas which smothers flames by displacement of oxygen in the air.	Class "B" fires. Safe to use on live electrical equipment.	Warning: These types of fire extinguishers do not cool the fire very well and the fire may start up again. Danger: fumes from CO <sub>2</sub> extinguishers can be harmful to users in confined spaces or if used on hot metal. Ventilate the area as soon as the fire has been controlled
Fire Blanket		Smothers fire	Class "A" and "B" fires. Good for small fires in clothing and small spillages of liquid fires	Place carefully over the fire. Keep hands shielded from fire and do not waft the fire towards you.

Appendix 3: Using a Fire Extinguisher

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Most fire extinguishers operate using the following **Pull, Aim, Squeeze, Sweep – P.A.S.S.** technique:

1. **PULL...** Pull the pin. This will also break the tamper seal.

2. **AIM...** Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire.

**Note:** Do not touch the plastic discharge horn on CO2 extinguishers, it gets very cold and may damage skin.

3. **SQUEEZE...** Squeeze the handle to release the extinguishing agent.

4. **SWEEP...** Sweep from side to side at the base of the fire until it appears to be out. Watch the area. If the fire re-ignites, repeat steps 2 - 4.



**If you have the slightest doubt about your ability to fight a fire....EVACUATE IMMEDIATELY**



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# Fire action

IF YOU DISCOVER OR SUSPECT A FIRE



Leave the room shutting the door behind you.



Operate the fire alarm using the nearest available call point.



**ON HEARING THE ALARM**  
Leave the building **IMMEDIATELY.**



Proceed to the assembly point at:-



Do not stop to collect personal belongings.  
Do not re-enter the building.



**IMPORTANT**  
Before you go to bed make sure you know the means of escape in case of fire and know how and where to operate the fire alarm and how to call the Fire Brigade. Always ensure that doors across corridors and between corridors and staircases are kept closed, particularly at night. They are provided for your protection from fire.

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