
F5 Stand Alone Day Centres (connected to fire services) Fire Evacuation Procedure

- Appendix D

WHAT TO DO IF YOU DISCOVER A FIRE

1. Raise the alarm by either:
 - Breaking the emergency fire glass
 - Shouting
 - Sounding an air horn / gong
2. If it is safe and you are trained to do so tackle the fire using the correct extinguisher. Only do so if the fire is very small and the fire fighting equipment is close to hand.
3. Commence simultaneous evacuation of service users out of the fire zone and out of the nearest fire exit. (Maintain awareness of PEEP information).
4. Close all doors behind you.
5. Evacuate to the fire assembly point.

WHAT TO DO IF YOU HEAR THE ALARM

1. Go to the fire panel to check the fire zone.
2. Ensure the main doors are open for the Emergency Services.
3. Commence simultaneous evacuation of service users out of the fire zone and out of the nearest fire exit.
4. Close all doors behind.
5. Evacuate to the fire assembly point.
6. Confirm with Fire Warden that the Fire and Rescue Service have been informed if it is a genuine fire or false alarm.

FALSE ALARMS

1. Where it is obvious that the fire alarm has been activated accidentally it is a false alarm e.g. toast burning the fire panel **MUST** still be checked to ensure there is no other fire taking place in another part of the building and that the fire panel is highlighting the zone where the false alarm is located. If in any doubt continue evacuation procedures.
2. Following a false alarm when accidental activation has been confirmed silence and reset the fire panel.
3. If the fire alarm resets satisfactorily contact the alarm monitoring station to confirm that it has been a False Alarm.
4. If the alarm will not reset evacuate the service users and continue to investigate potential sources of alarm activation if it safe to do so and request the attendance of the Fire and Rescue Service.