

F5 Residential Fire Evacuation Procedure - Appendix D

WHAT TO DO IF YOU DISCOVER A FIRE

1. Raise the alarm by:
 - Breaking the emergency fire glass
2. Commence horizontal evacuation of service users out of the fire zone and into a safe compartment. (Maintain awareness of PEEP information).
3. If it 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.
4. Close all doors behind you.
5. Continue moving service users from one safe compartment to the next.
6. Evacuate to the fire assembly point.

WHAT TO DO IF YOU HEAR THE ALARM

1. Go to the fire panel confirm the location of the fire / activated detector.
2. Commence horizontal evacuation of service users out of the fire zone and into a safe compartment. (Maintain awareness of PEEP information).
3. Take instruction from the supervisor / fire co-ordinator and go to the effected zone.
4. In case of confirmed fire call 999 Emergency Services.
5. Ensure the main doors are open for the Emergency Services.
6. Commence horizontal evacuation of service users out of the fire zone and into a safe compartment.
7. Close all doors behind you.
8. Continue moving service users from one safe compartment to the next.
9. Evacuate to the fire assembly point.

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 emergency services should be cancelled. 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 Emergency Services to confirm that the fire and rescue service is no longer required.
4. If the alarm will not reset continue to investigate potential sources of alarm activation and await the arrival of the fire service.
5. Be prepared to evacuate the service users on the instruction of the fire