**Fire and Emergency Situations Policy**

**REGULATIONS AND STANDARDS**

[**STANDARD 12 The Protection of Children Standard - Providing a suitable physical environment for the child**](http://minimumstandards.org/stand_ten.html)

**Health and Safety at Work Act 1974**

**Health and Safety at Work Regulations 1999**

**Health and Safety Signs and Signals Reg 1996**

**Quality and Purpose of Care Standard**

**National Minimum Standards**

**Regulatory Form of Fire Safety Order 2005**

Standard 12 (d) - Fitness of the premises – “The premises used for the purposes of the home are designed, furnished and maintained so as to protect each child from avoidable hazards to the child’s heath

Regulation 25 - Fire Precautions

**SCOPE OF THIS CHAPTER**

The aim of this policy is to provide guidance to staff around aspects of fire and emergency procedures. The policy references legislation and corporate guidance around the responsibilities and actions of staff and management at Westbrook. Please note that a copy of The London Borough of Hounslow Fire Safety Policy is also available within the council’s Health and Safety Management System policy available on the London Borough of [**Hounslow Intranet**](http://intranet.hounslow.gov.uk/health_safety_manual_jul11.pdf).

In order to make full use of this guidance, the floor plan of the Unit must be referred to for the location of emergency equipment and evacuation points.

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**1.** **What Legislation Does Westbrook Follow?**

According to the Children’s Homes Regulations (2015), regulation 25, Westbrook must ensure that:

25. - (1) the registered person shall after consultation with the fire authority:

1. Take adequate precautions against the risk of fire, including the provision of suitable fire equipment in the children’s Home
2. Provide adequate means of escape from the home in the event of fire
3. Make arrangements for persons working at the home to receive suitable training in fire prevention; and
4. Ensure, by means of fire drills and practices at suitable intervals, that the persons working at the home and, so far as practicable, children accommodated there, are aware of the procedure to be followed in case of fire.

(2) If the Regulatory Reform (Fire Safety) Order 2005 applies to the children’s home:

1. Paragraph (1) does not apply; and
2. The registered person must ensure that the requirements of that Order and any regulations made under it, except for article 23 (duties of employees), are complied with in respect of the home.

(3) In this regulation, “fire and rescue authority” means the fire and rescue under the Fire and Rescue Services Act 2004 for the area in which a children’s home is situated.

See [**Fire safety law and guidance documents for business (GOV.UK website)**](https://www.gov.uk/government/organisations/department-for-communities-and-local-government/series/fire-safety-law-and-guidance-documents-for-business).

**2.** **Who is Responsible for Fire Safety?**

At a local level, i.e. at Westbrook, all members of staff have the responsibility for fire safety. This includes preventing fire, evacuating in the event of fire and where safe to do so, tackling fire. All staff have a responsibility to inform visitors of the evacuation procedure, location of fire points and location of emergency exits. All staff have a general responsibility to be vigilant at all times during their shift and to take all reasonable steps to ensure that the safety of children and colleagues is not compromised. Permanent staff at Westbrook undergo Fire Marshall Training. According to Hounslow’s Health and Safety Management System policy, item 12.2, premises managers and those in control of buildings will:

1. Liaise with Project Co-ordination and Corporate Property to arrange for the fire risk consultant to undertake the fire risk assessment(s) for the premises they are responsible for;
2. Arrange for the implementation of required improvements, either management or physical modifications to the building or the fire safety of the building following the fire risk assessment including the appropriate appointment of fire marshals. (paragraph 10);
3. Consider appropriate fire precautions and prevention measures for the building in relation to its use and occupancy and the consequences of misuse and trespass, e.g. arson control;
4. Develop and maintain a Fire Contingency Plan for each premises they are responsible for. The plan will detail what to do in the event of a fire and co-ordinate action to alert all persons to the presence of fire and to effect safe evacuation to a place of safety in a reasonable time;
5. Inform all staff, (including temporary/agency/contractors) and visitors of the premises Fire Safety Plan and evacuation procedures. The plan and procedures will also be posted conspicuously in all premises;
6. Take into particular account the personal evacuation plans and arrangements for those who are disabled, vulnerable or have special needs affecting their response to alarms or ability to evacuate to a place of safety or refuge without assistance;
7. Provide suitable and sufficient escape routes which are properly marked and kept clear at all times to enable prompt and timely evacuation;
8. Provide appropriate fire-fighting equipment, to be available at all times, along with correct signs showing the location of non-automatic systems and call points. All staff shall receive information on the selection and use of the correct firefighting equipment provided;
9. Arrange for regular, proactive and preventative maintenance of all fire safety equipment at the premises they are responsible for dependent on technical requirements and advice of the Project Co-ordination and Corporate Property Department or specialist adviser;
10. Maintain appropriate records pertaining to fire safety. (Paragraph 10 applies);
11. Arrange for an appropriate review of the buildings fire safety risk assessment. (Paragraph 4);
12. Enforce the Council's Smoke-Free Workplaces and Public Places Policy.

According to Hounslow’s Health and Safety Management System policy, item 12.6, all employees will:

1. Be obliged without delay, to notify their line manager if they are concerned about any aspect of fire safety, whether of a personal or corporate nature;
2. Personally comply with all fire and related safe working precautions and signs, procedures/instructions provided by the Council to protect persons from injury by fire or in evacuation or to meet the need for rescue;
3. Bring to the immediate attention of their line manager, or any other person in authority, any defects in precautions/fire equipment or difficulty with complying with the Fire Contingency Plan for the building;
4. Not to interfere with anything provided in the interests of fire safety;
5. Draw the presence, meaning and importance of the premises Fire Safety Plan and procedures to any person or persons to whom they may have a special duty of care, e.g. visitors, clients, etc.;
6. Comply with the buildings fire evacuation procedure;
7. Keep all designated and signed fire exit routes, refuges and assembly areas free from obstructions and close fire and smoke control doors when they are not directly supervised and in use;
8. Co-operate with and follow the instructions given by designated Fire Marshals;
9. Comply with the Council's Smoke-Free Workplaces and Public Places Policy.

**3.** **What Precautions Does Westbrook Take to Reduce the Likelihood of Fire?**

Westbrook has a fully automated fire alarm system in place. Smoke detectors are situated in each room of the building on the ceilings, free of obstructions. In the event of smoke detection the alarm system will be activated. All internal doors are fire doors, and can contain a fire for up to 30 minutes, these doors close automatically when the fire alarm system is activated. There are 11 fire alarm activation points around the Unit which can be activated manually in the event of fire detection. All fire detection equipment in inspected quarterly and fire extinguishers are inspected annually. All staff are responsible for reporting any concerns relating to the fire detection equipment as soon as they arise.

No fire doors are to be wedged opened and areas when not in use are to be closed. The internal door fire release system is set up to automatically release at a certain time in the evening and will re-set the following morning.

Westbrook also has annual portable appliance testing to ensure that all electrical items are safe for use. Storage cupboards have posters explaining what can and cannot be stored inside them to reduce the likelihood of fire. No combustible items are to be stored in areas where they could be an ignition.

Westbrook does not use multi-way Plug adaptors and all extension leads are unravelled to their full length.

All plug sockets are to be disconnected when not in use, the waking night member of staff will ensure that all checks are carried out.  All unused plug sockets are to be have a protective cover. The gas supply to the cooker is also to be switched off by the gas isolator.

Westbrook does not use chip pans.

Any irregular activities that pose a risk are to be risk assessed, activities such as Barbeques. Westbrook does not permit the use of bonfires or fireworks.

No young person is to use matches unless deemed responsible and supervised.

Candles other than those used decoratively on cakes are to be used in the Unit, not to be used in the event of a power cut. The Unit has an emergency lighting system which should activate in the event of a power cut.

To ensure that all fire notices are being adhered too.

Westbrook follows Hounslow’s non-smoking policy.

**4.** **Induction**

**Staff**

On the first day of employment in the Home all new or temporary staff (including agency staff) will have explained in detail Fire Drill Procedures and they will be walked through the key escape routes and directed to assembly points. In addition a copy of these procedures will be given to new staff to be read.

Within the first 24 hours of employment they will have been fully briefed and have taken part in a fire drill and evacuation.

**Children**

As soon as is deemed appropriate each young person will have the Fire Drill procedure explained to them and they will be walked through the key escape routes and shown the assembly point. The young person will additionally be advised of the risks involved when fire occurs and the dangers associated with false alarms and tampering with fire equipment. A young person will also take part in a fire drill, from this the key worker will be able to complete a PEEP assessment and put in measures to support the young person evacuate safely.

Within the first 24 hours they will have taken part in a fire drill and evacuation.

**Visitors to the Premises**

Managers must ensure that the visitor's book is kept in a consistent location which is known to all staff and visitors. In the event of fire this must be removed from the building and used for the roll call. There is a specific section in the visitor’s guide to Westbrook in relation to safe fire precautions and practice whilst attending the site.

**5.** **How and When Can Staff Tackle a Fire?**

Staff are only to tackle a fire if it is small and manageable, for example, a waste paper bin fire. If staff detect a fire which they cannot safely tackle using the available equipment, they must ensure that the door to the area is closed and the area evacuated. In either situation they must activate the alarm immediately.

Westbrook has all the fire extinguishers and fire blankets deemed necessary for fighting small fires at the Unit, this equipment is distributed evenly around the Unit, with extinguishers placed according to where they may be needed, for example carbon dioxide extinguishers near to electrical equipment and fire blankets in the kitchen. Staff should make use of this equipment in the manner in which they were trained should they be able to tackle a fire.

Staff must not take risks when tackling fires.

**6.** **What is Westbrook’s Evacuation Procedure?**

All Children must be made aware of the Fire Procedures and escape routes upon admission.

**NEVER IGNORE** an alarm. On hearing the alarm all children and young people, visitors, off duty and duty staff must evacuate the building as quickly as possible ensuring that all doors are closed behind them. The shift leader / Designated Fire Co-ordinator will ensure they have the **BLUE BAG** containing shift keys / Mini Bus keys / shift mobile and fire Blankets. The log book and visitor’s book also to be at hand to ensure that all in the building can be accounted for.

**Note:** The Unit has a fire panel, however any activation of the alarm does **not** alert the fire brigade directly, and an allocated fire Co-Ordinator will need to call the fire brigade for assistance.

1. All staff who have had fire training are seen as fire co-ordinators. All fire Co-ordinators ensure that people who do not hear or are ignoring the alarm leave the premises promptly. However, staff must not put themselves at risk to ensure they do so;
2. The Fire Co-ordinator will be responsible for determining which part of the building is affected by checking the alarm panels which are located on the first floor and ground floor, as they vacate the building (if safe to do so). The Fire Co-ordinator must determine the next course of events, either to telephone the Fire Service or continue to determine if there is a fire. If there is any doubt as to the situation the Fire Brigade should be called;
3. The staff Fire Co-ordinators are responsible for ensuring that the children and young people and visitors are at the designated assembly point and someone has undertaken a role call using the daily log and visitor's book.  
     
   If it becomes apparent that someone is missing, immediately perform a recount and then try to establish where the missing person might be. This information should be passed to the Fire Service by telephone if they are on route;
4. Send a responsible person to meet the Fire engine, at the gate/drive (if appropriate) ensuring they are aware of any missing person and their possible location, instruct them to pass this information on as a priority;
5. Fire extinguishers are provided at key points/locations to help people exit the building in an emergency, No attempt to fight the fire should be made, unless you are confident that you can quickly and safely extinguish it using the equipment provided. Only staff that have received appropriate training which includes the operation and discharge a Fire extinguisher should attempt to use this equipment;
6. If there are no obvious signs of fire the Fire Co-ordinator / senior member of staff will recheck the Fire alarm panel to confirm which zone triggered the alarm, (please note resetting the alarm is not the priority at this time, although staff may consider muting the sounders if this will aid communication) a member of staff (accompanied by a colleague if possible) will go to the zone identified in search of the call point or the detector which had been activated. If no fire is found the alarm system can be reset. If a fire is found they must leave immediately and call the Fire Service;
7. Children and Young People must respond appropriately to the Fire Alarm or drills, any wilful failure to do so must be brought to the immediate attention of the Home's Manager, the Child's placing Authority and their family; without delay. Details of action taken must be maintained with the record of the drill. Any re-occurrence of behaviour will result in an emergency meeting being held to discuss how the matter can be resolved; the young persons PEEP assessment will need to be reviewed without delay;
8. All organisations have a duty to attempt to evacuate all service users, regardless of any additional needs they may have, including restricted mobility and wheelchair users (Means of Escape for Disabled People, 2007). The best way to ensure that those with additional needs are supported during fire and emergency evacuations is via the completion of a P.E.E.P (see below for detailed information about P.E.E.Ps). The preferred option for those with mobility needs is a **horizontal evacuation** where they are supported to move from one section of the building to another, making use of the way in which fire doors compartmentalise the building, reducing smoke and fire from travelling round the building. The ultimate aim of the **horizontal evacuation** is the eventual exit of the building to a safe place;
9. On no account should children and young people or unauthorised staff re-enter the building until confirmation is given that there is no risk of fire;
10. The Shift Leader / Fire Co-ordinator/ senior member of staff will be responsible for maintaining all related recordings in the Fire Safety Log. The Unit manager will also need to be advised of the incident.

If the emergency services are called to the home, and the incident is significant the Placing Authority for Children placed should be notified; it will also be necessary to notify the Regulatory Authority - see **Delegated Authorities and Notifiable Events**.

**7.** **What Evacuation Equipment Does Westbrook Have?**

Westbrook has an Evacuchairs and Ski Pads for use when supporting wheelchair users, or those with restricted mobility, to evacuate from the upper floor of the Unit. These pieces of equipment should also be used downstairs when the young person has transferred out of their chair, for example, in the soft play room.

Staff are trained in the use of this equipment and their use will be documented in the young person’s P.E.E.P assessment prior to supporting a young person during their stay.

The Evacuchairs and one ski Pad can be found in the upstairs lift lobby, a second ski Pad is outside bedroom number 5 and a third ski Pad is on the ground floor lounge wall, between the stairs and WC facilities.

All Ski Pad and Evacuchairs are inspected for any noticeable faults every six months. This is to ensure that all equipment is fit for purpose.

**8.** **What are Personal Emergency Evacuation Plans?**

P.E.E.Ps are documents which detail how those with additional needs are to be supported in the event of a fire or emergency evacuation. Each young person at Westbrook, and any member of staff requiring one, has a P.E.E.P, it is the responsibility of the key worker to develop this document during initial induction and key working and it must be signed off by the young person’s parent/ carer, the key workers line manager, key worker and if possible the young person. The P.E.E.P should be updated at least every 6 months or sooner in response to changes.

The P.E.E.P assessment documents how the young person responds to the alarm, how they are to be supported to evacuate from each area of the building, any equipment which is used to aid evacuation and which other young people they share their stays with and how this may affect safe evacuation. Please see **Appendix 1: Personal Emergency Evacuation Plan (P.E.E.P) Template**.

**9.** **What is the Procedure during the Night?**

Westbrook operates a waking night and sleeping-in staff team, this means that there is always one person awake during the night and one asleep on the premises to support in emergencies. Due to the considerable reduction in staff ratio’s at this time, all evacuations are planned between the waking night staff and sleep-in person, they will refer to each PEEP assessment in order to plan adequately. Due to staff ratio’s at this time it is assessed that the Unit can only accommodate one wheelchair user at night (this is a recommendation from the London Fire and Emergency Planning Authority-LFEPA). If an emergency referral occurred and the young person had a physically disability, Westbrook would only be able to offer accommodation on the basis of employing extra staff during the night period. The waking night staff member will ensure that they have the **RED BAG** holding the mini bus keys, shift mobile phone, shift keys and fire blankets with them should an evacuation be required. Once everyone has evacuated from the building the mini bus will be used as a base until the emergency services arrive as this will help to keep the young people warm and dry. (Extra blankets and provisions are also on the mini bus).

**10.** **What is Westbrook’s Fire Practice Procedure?**

Westbrook has a duty to conduct evacuation practices, in accordance with The London Borough of Hounslow Fire Safety Policy item, 13.3.8, Westbrook must:

Organise fire and emergency evacuation, drills and tests at each premises at a frequency commensurate with the fire risk presented and the nature of fire precautions and means of escape.

Fire practices are held once a month, during the practice the alarm is triggered spontaneously by a member of staff and on-duty staff must support young people to evacuate in the manner documented in their P.E.E.P. Once all staff and young people have evacuated and gathered at the meeting point the alarm will be silenced and everyone can re-enter the building. The person who triggered the alarm will record the practice in the Fire Drill folder addressing all sections, this person also needs to check that all the fire door mechanisms closed automatically. Any issues which arise need to be dealt with as soon as possible. A note of the fault is to be recorded on the fire drill logging sheet, the fault is to be actioned and recorded in the maintenance file as a repair that needs attention. Any needs which arise from the young people, such as a refusal to evacuate must be explored with the young person, documented and passed onto their keyworker for further, immediate attention.

**11.** **Is Anyone Exempt from Fire Practices?**

The only people exempt from fire drills are wheelchair users accessing the upper floor of the building. They are exempt from evacuating the building because the level of risk associated with using Evacuchairs and Skipads is unacceptable in the event of a drill (see Means of Escape for Disabled People, 2007, item 1.3 for more detail). In these circumstances the person setting the fire alarm must inform the support staff member that a drill is occurring. This must be recorded in the Fire Drill write up.

**12.** **Records and Inspection Checks**

Checklist:

**Records and Inspection Checks**

|  |  |
| --- | --- |
| **Weekly Checks:**  **By the designated handy person / senior member of staff. The registered manager will check that the below has taken place.**  **All inspections are recorded in the Health & Safety inspection file.**  **The below checks should be monitored during Regulation 33 visits.** | |
| Fire Extinguishers | A visual check that the extinguishers are in place and in visible working order.  On a annual basis a qualified maintenance engineer will check the equipment. Annual checks are to be recorded on the appliance. |
| Fire Call points | A number of fire call points are to be tested weekly until all 11 have been tested within a month period.  Check that all hold open door magnets close and, that all hold closed doors can be opened on sounding of the alarm. |

|  |  |
| --- | --- |
| **Monthly Checks:**  **By the designated handy person / senior member of staff. The registered manager will check that the below has taken place.**  **All inspections are recorded in the Health & Safety inspection file.**  **The below checks should be monitored during Regulation 33 visits.** | |
| Internal Fire exit doors | There are six fire exit doors which lead out to the external grounds. These doors are on a locking system. In the event that the alarm is activated these door are to release. This mechanism is to be tested monthly. Any faults are to be reported immediately. |
| Fire Notices | Ensure that all Fire Notices and posters are located appropriately. |
| Emergency lighting | Monthly checks are completed to ensure that switches are position correctly and a red light shows in the panel of the light. |
| Fire Drills | Every month a fire drill is carried out, this is to ensure that staff receive adequate practice as well as ensuring young people react and respond according to PEEP assessment.  All drills are recorded on a fire drill logging sheet. |

|  |  |
| --- | --- |
| **Every Six Months:**  **By the designated handy person / senior member of staff. The registered manager will check that the below has taken place.**  **All inspections are recorded in the Health & Safety inspection file.**  **The below checks should be monitored during Regulation 33 visits.** | |
| Evacuchair and ski pads | An inspection of this equipment is to be carried out every six months to ensure it is fit for purpose. |
| Escape Routes | A visual check that all doors which should self close are closed, those held open by automatic devices are open, that no external exits are locked from the inside, and that no equipment has been moved or stored so as to seriously affect an escape route.  This check is completed within the six monthly environmental check, however it is a daily check carried out by all staff as a basic health & safety principle. |
| **Maintenance Contractors**  **By the designated handy person / senior member of staff. The registered manager will check that the below has taken place.**  **All inspections are recorded in the Health & Safety inspection file.**  **The below checks should be monitored during Regulation 33 visits.** | |
| GDT – Maintenance contract | Every three months GDT will carry out inspections to the fire panel, smoke detectors and call points. |
| Fire Extinguishers | Corporate properties will send a qualified maintenance engineer to check equipment on a yearly basis. Checks are to be recorded on the appliance. |
| Emergency lighting | Every six month a qualified engineer will test all emergency lighting in the unit. |

**13.** **Other Emergency Scenarios**

In the event of other emergencies, such as power failure or flooding staff are to make use of the P.E.E.Ps that are in place and evacuate the building accordingly. Any scenario requiring such action must be communicated to the senior management team immediately and parents and carers informed of the need to collect their children from the Unit due to the incident.

At times young people may require emergency medical care when staying at Westbrook, possibly due to an accident or in response to a pre-existing medical condition such as epilepsy. In these situations the member of staff supporting the young person should attend the hospital or medical facility with the young person, this maybe via ambulance. The senior management must be informed immediately and the young person’s parent/ carer.

If this scenario occurs during the night when there are only 2 members of staff on duty the young person will need to attend the hospital under the care of the emergency services, e.g. Paramedic and the young person’s family must be informed immediately as to where the young person is going and why. The senior management team must also be informed.

**Appendix 1: Personal Emergency Evacuation Plan (P.E.E.P) Template**

Appendix 1 - Westbrook Short Break Unit

Personal Emergency Evacuation Plan (P.E.E.P)

Name of young person:

Date completed: Date of review:

All young people accessing the service require an adequate means of escape. The PEEP assessment is to be used to identify whether the young person can evacuate the building unaided or require assistance. The PEEP assessment needs to be specific to that young person and tailored to address need.

If assistance with an escape is identified, the extent / level of assistance, the method used and the equipment necessary is to be detailed in this plan.

**Please answer the following risk assessment questions:**

|  |  |
| --- | --- |
| 1: Please detail the young persons disabilty? |  |
| 2: Can the young person evacuate unaided?  Please detail the support required ie: verbal prompts, guiding, Directing Part 1, Ski-pad etc. |  |
| 3: How does the young person react when hearing the fire alarm? (this should be based on observations following a drill and information received) |  |
| 4: Depending on the young persons reaction will depend on the strategies used by staff. Please detail what they are. |  |
| 5: Are there any specialist aids / equipment which is needed to assist a young person with an evacuation?  (Equipment which is not available in the unit) |  |
| 6: Are there elements of a young persons behaviour that highlights risk of causing a fire?  If so, what meassures need to be in place? |  |
| 7: If, any of the above findings place the young person and or others at risk, please detail what action needs to be taken?  i.e: Emergency meeting, change of stays pattern, adaptions to the unit etc. |  |

Please detail the parts of the building which are regularly accessed by the young person and specify the estimated time i.e. morning / noon / afternoon / evening / night-time. Please then detail the escape route. Please use as many table entries as needed to document all areas of the building.

**Areas of the building are:**

*Ground floor: Kitchen / sensory room/ soft play room / dinning area / lift / lounge area / computer room*

*External garden areas*

*External stairs.*

First floor: Lounge / kitchen / Kingscraft bathroom / shower / bathroom (office area)/ medication room / conference room / bedroom / corridor.

|  |  |  |
| --- | --- | --- |
| Location | Time: | Method of assistance / response |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Please document which young people share the young persons overnight stays per four week block, this is to identify any difficulties in evacuation arising from the combinations of young people**. Note:** This is for night time purposes only due to ratios of staff.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Week 1 | Week 2 | Week 3 | Week 4 |
| List young people sharing overnight stay in each week. |  |  |  |  |
| Please detail any potential difficulties during an evacuation. |  |  |  |  |

From the information collated in this assessment, please detail any difficulties and what action is being taken to resolve the issues.

|  |  |  |
| --- | --- | --- |
| Difficulties | Action required | Timeframe |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

Please now detail a step- by step evacuation plan starting from when the alarm sounds., including the use of equipment or techniques identified in your prior assessment.

1.

2.

3.

4.

5.

6.

7.

8.

|  |  |
| --- | --- |
| Key worker sign:  Print name:  Date: | Line manager sign:  Print name:  Date: |
| Parent / carer sign:  Print Name:  Date: | Sign young person:  Print name:  Date: |

**Appendix 2: Fire Drill Record Template**

Drill Number:

Appendix 2: Fire Drill Record Template

|  |  |  |
| --- | --- | --- |
| Date and time of alarm activation | | Call Point activated |
| Reason for alarm activation | E.G: Fire drill practice/ fire on premises | |
| Young people in the building | | Staff in the building |
| Time taken to evacuate |  | |
| Brief summary of evacuation |  | |
| Did anyone not evacuate? If not, why not? |  | |
| Did all fire doors close automatically? If not what occurred and what remedial action has been taken? | Yes/ No | |
| Any further action needed? E.g.: maintenance work, staff training, key work session, review PEEP’s. |  | |

Alarm activated by:

Signed: Date:

Record audited by: Signed:

Position: Date:

**Appendix 3: Emergency Evacuation Procedure as Displayed in Unit**

**What to do when the alarm is raised:**

Never ignore a fire alarm. Always assume it is the real thing.

Be aware of where your nearest fire exit and evacuate by this.

Do not collect personal items

Staff on shift must support their identified young person to exit the building as documented in the young person’s P.E.E.P assessment.

Do not use the lift.

A horizontal evacuation is to be carried out.

All staff and young people are to meet at the designated assemble area.

The emergency services are to be called

No-one is to re-enter the building until it is safe to do so

Any instructions or information are to be given to the fire officers at the point of arrival.

**On discovering a fire**

Activate the nearest fire alarm call point.

If possible, tackle the fire using the available extinguishers/ fire blankets.

If it is not possible to extinguish the fire exit as per above instructions.

**Appendix 4: Floor Plan of Westbrook with Fire Alarm Points, Emergency Equipment and Emergency Exits Identified**

The Floor Plan of the building is situated beside both fire alarm panels on the ground and first floor, Floor plans can also be located in the main office in the risk assessment file attached to the fire contingency plan; it is the responsibility of all staff to ensure that this is observed as well as ensuring that agency staff and visitors are familiar when entering the building of the following: building lay out, all available exits and location of fire alarms and fire equipment.