

Elim Nursing Homes

Fire precautions

Fire safety precautions are in place that reduce the risk of fire, protect patients, staff and visitors in the event of fire.

The Fire Risk Assessment and Fire Management Plan are revised and auctioned when necessary, or whenever the risk has changed.

The physical fire safety precautions are provided and maintained in accordance with relevant legislation, manufacturers/installers' guidance, current guidance documents and British standards, and the design and management of premises comply with the requirements of (NI) RRFSO.

All staff must attend 2 Fire Safety lectures in any twelve month period this training includes prevention, containment, emergency action, evacuation and the action to be taken in the event of a fire, all staff participate in fire drills at least once a year and more often if the responsible decides. The training is provided by a competent person, who is also the person responsible for fire safety in the Home.

Arrangements are in place to ensure that the nurse in charge of the home at any given time has relevant information to fulfil fire safety responsibilities.

FIRE ALARM

EACH TIME THE FIRE ALARM IS ACTIVATED THE FOLLOWING PROCEDURES IS TO BE FOLLOWED:

- Make your way to the Nurse Station; leave your patient in a safe environment.
- Staff Nurse in charge sends staff to check if false alarm or real incident.
- Staff returns to reception.

<ul style="list-style-type: none">• Keep alarm on• Delegate member of staff to phone Fire Brigade• Send member of staff to direct Fire Brigade• Staff Nurses ensures all patients are in no danger/make sure two fire doors between patient and fire• Await Fire Brigade• Inform Management• Should evacuation be deemed necessary	<ul style="list-style-type: none">• Silence and Reset panel• Staff resume duties• Record in Fire Maintenance File
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<p>proceed to assembly point and await the Fire Brigade, follow their instructions.</p> <p><u>Documentation needed:</u></p> <ul style="list-style-type: none"> • Patient Register / Fire Log • Staff Duty Rotas/Work Sheets • Visitors Book • Contact Names & Addresses • Emergency Numbers (Green File) <p>When deemed safe to do so, silence alarm. Record incident/untoward event. Deal with aftermath.</p>	
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(A) Follow procedure for Fire

OR

(B) False Alarm

During the hours 20.00 – 08.00 the NIFRS must be summoned

EMERGENCY FIRE ACTION PLAN AT HOCKLEY

In the event of a fire, having followed the procedures for detection, raising the alarm and notifying the Fire Brigade; should it be necessary to evacuate the building the residents will be transferred to (at Hockley) Hockley Lodge/Hockley Mews, (at Lisadian) Hillsborough Elim Church - depending on the site of the fire.

The staff on duty at the time in both wings will be available to help with the evacuation: -

The Nurse in Charge will contact the Nurse Manager and inform her of the situation.

The Nurse Manager will phone the Sisters and the General Manager who shall in turn phone the Administrator.

These persons will have contact telephone colour coded numbers, each shall contact the allocated staff they shall go to the home and offer assistance should a full-scale evacuation be deemed necessary.

Contact numbers for key holders are detailed in each fire procedure policy file

Staff on arriving at the Home shall take instruction from the Nurse in Charge and/or Chief Fire Officer.