

Title	<b>EVACUATION PROCEDURE ABR – NIGHT SHIFT</b>			Number	<b>E21</b>
Effective From:	16/11/2023	Duration:	12 Months	Review:	16/11/2023
Author:	Hafsa Ali, H&S Committee, Wirehouse			Version:	V1.0
Other Ref:					

## Version Control

(Only last 3 versions, earlier versions can be found in the appropriate Archive directory for the document)

DATE	CHANGE	CHANGED BY
16.11.23	Original Version	HA/Wirehouse

# Emergency Evacuation Plan: Bourne Road (Night Shift)

## Sound of the alarm.

The sound of the alarm will be a continuous warning siren.

## Raising the alarm.

In the event of a fire being discovered the alarm should be raised by breaking the glass of the nearest red call point. If the fire is detected by automatic detectors, this will trigger the fire alarm automatically.



## Action staff should take on hearing the alarm.

The following actions will be taken upon the fire alarm being sounded/raised:

- Employees, visitors, patients and contractors leave the building quickly and quietly and head for the evacuation point **by the main gate.**
- The duty Team Leader, will take charge and lead in the fire evacuation.
- Allocated marshals to;
  - provide assistance to colleagues or visitors if required, to leave the building
  - collect the emergency telephone, clearly labelled '**Emergency Admin Phone**' (07375 068732)
  - collect the continuity tracker laptop located to the left-hand side of Mission Control.
  - attend the fire panel to identify the location of the activation and investigate as per training – if the fire has not already been confirmed.



The senior person/lead marshal should call the fire and rescue service as and when a fire has been confirmed – or if one is suspected but cannot be located. Dial 999 – ideally from a mobile phone, give your full address.

(Bourne Road, Birmingham, B6 7RD. Telephone 0121 766 2120)

- From the first floor – the rear escape stairwell is the primary and safer route.
- On the ground floor exit via the main entrance or use the exit door in the rear stairwell.
- Lifts are **NOT** to be used for evacuation purposes.
- In the drive-through warehouse, leave via the pedestrian doors onto the car park and close the roller shutters if there is time and you are not at risk. Assist patients to leave on foot. (Cars to be left).
- Staff to ‘sweep’ the building/toilets to ensure all areas are clear if safe to do so closing all doors on the way out.
- A full roll call will be undertaken by the Team Leader at the evacuation point.
- No one should re-enter the building until notified to do so by either the Fire Marshall (or Team Leader) or the Fire and Rescue service.
- Security to assist with the maintaining a clear entrance for the fire service to use and to prevent patients entering in cars.
- Team Leader to liaise with the Fire and Rescue Service upon their arrival.
- Team Leader to call the ‘On Call’ Manager (on call manager to notify DHU Healthcare and the ICB). All ‘On Call’ Managers and Medical Directors numbers are programmed into the Emergency Admin Phone.

### **Fighting Fires - Extinguisher use.**

Fire extinguishers are provided to help exit the building if all your routes are blocked. They can be used to extinguish a small fire – only if you are trained to do so, the alarm is sounding and you are not at personal risk.

In the event of the building becoming unavailable – the contingency plan will be followed.

