

FIRE SAFETY PROCEDURES AND EVACUATION PLAN FOR

Northwick Park MHU

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SIGNED

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FIRE SAFETY PROCEDURES/ EVACUATION PLAN FOR

Level 4, Level 5 & Level 6 Northwick Park Hospital, Mental Health Centre, Watford Road, Harrow, Middx, HA1 3UJ

Level 3:-

Basement – Domestic Waste Store – Restricted access

Level 4:-

Ferneley Ward – 22 Bed Acute Inpatient Ward

Eastlake Ward – 23 Bed Acute Inpatient Ward

Reception / Therapy rooms / Dining Room / Kitchen / 136 Suite / Patient Laundry / Management offices & ECT Suite

Level 5:-

Current Building Construction

Level 6:-

Management Suite 1 - Staff only Area

Management Suite 2 – Patient Interview rooms leading to Staff only Area

Level 7:-

Lift Plant Room – Restricted Access

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INTRODUCTION

- **Northwick Park Mental Health Unit currently comprises of two acute inpatient Wards.**

Staff occupy 3 floors – Level 4 (ground) & Level 6 – There is also a basement area - level 3, and Lift Plant room on level 7– both with restricted access.

- **Ferneley & Eastlake Wards are located within the Mental Health Centre on Level 4 (Ground Floor). Main access is through the Ward Entrance doors off the shared area past main reception.**
- **Reception, Therapy areas, ECT Suite, Domestic areas including Kitchen, 136 room, Seclusion room, Dining room and laundry occupy the remainder of Level 4.**
- **Level 5 is currently under Building construction.**
- **Management Suite 1 & 2 are located on level 6 (2nd Floor) and are a mix of Meeting / Interview rooms, waiting area, Staff areas including Admin, Management & Consultants.**
- **There are two lifts located in the main lobby area with access to all floors. Do not use the lift in the event of Fire.**
- **The lift in any activation will ground to level 4 – with the doors remaining open upon any Fire activation.**
- **The Fire Alarm is linked directly to Northwick Park Main Switchboard who will call the Fire Brigade after any Continuous / 2nd Knock activation – Northwick Park Security will attend all Full alarm (Continuous sounding) activations & will meet Fire Brigade in reception area.**
- **There is a weekly rotational Fire alarm test in Zones within the Unit carried out by the Northwick Park Fire Officer as part of the Service Level Agreement.**

FIRE ALARM

• ALARM OVERVIEW

The wards are on a double Knock system. (This allows 3 ½ Minutes to investigate activation, and reset / silence from repeater panels located in the Nurse Base, if it is a false alarm). This will stop the system going to full alarm. If in doubt let the alarm go to full (continuous) sound.

Management Suite 1 & 2 are on straight continuous activation. There are no repeater panels in these locations. (As soon as activated will go straight to continuous)

The Fire Alarm system within the Unit is set up and divided into Zones. Where there is a continuous sound the adjacent zoned areas on the floor will be intermittent along with the zone directly above / and or below the activated area.

Zone sounds

1. An intermittent sound – A fire is in an adjacent area / horizontally or vertically – be prepared to Evacuate.
2. A continuous sound – A fire is in your area so you must evacuate the building / or move if safe to a safe Zone (No alarm sounding) horizontally where possible.

The system on 2nd Knock (after 3 ½ minutes) or Continuous sound will automatically send an activation signal to Northwick Park Main Switchboard & NPH Security. The Switchboard will call the Fire Brigade.

Security will attend all full Activations in the Unit and will meet the Fire Brigade if required in reception.

Security has been trained to reset all the Fire Panels located in the unit.

Beacons

Visual red beacons are located in Toilets on Management Suite 1 & 2

Call Points

Fire activation call points are located throughout the Unit. Key operated Points are installed in Patient access areas on the Wards, Level 6 Lift lobby & Management Suite 2. Nursing Staff & Managers are issued with call point keys.

(Eastlake & Ferency) Wards

All Wards have repeater Fire Panels installed in the Nurse Bases.

The fire alarm system in the Ward areas is known as a double knock system. This gives a two stage sounding of the alarm allowing a 3 ½ minute delay for Staff to investigate the source of activation and allowing silencing / resetting the panel in the Nurse Base (See Staff Actions) before the alarm goes into a continuous sound.

Instructions are mounted next to all the Panels.

Fire panel access Key is held in the Nurse base key cupboard

Staffs need to be aware that they should “only” reset the panel located on their ward if it is displaying their area and relevant rooms. The panels will buzz if activation is taking place on the other wards. **DO NOT RESET IF YOUR WARD IS NOT SHOWN.**

Notices are mounted next to all panels.

The system on 2nd Knock (continuous sound) will automatically send an activation signal to Northwick Park Main Switchboard & NPH Security. The Switchboard will call the Fire Brigade.

Fire Exit Doors will release on 2nd Knock (Continuous) activation areas.

Ceiling Beacons are located outside the nurse bases – these will flash indicating 2nd Knock (continuous).

Security will attend all 2nd Knock (Continuous) Activations and will meet the Fire Brigade if they are called.

Security Staff have been trained to reset all Fire Panels after 2nd Knock activation.

Fire activation points are located throughout the Unit - Key operated.

Ward Staff are also issued with Maglock override keys for their emergency exits.

Any Key operated call points activated will go straight to 2nd Knock (Continuous) sound.

SECTION A

- **STAFF ACTIONS ON HEARING THE ALARM**

1. **During Weekday hours 9am to 4.45pm - Reception staff must call security on ext 3999 to ensure they are aware of the activated fire alarm.**
2. **Outside normal working hours and weekends the unit co-ordinator must contact security on ext 3999 to ensure they are aware of the activated fire alarm.**

If there is no response from Security – Main NPH Switchboard must be contacted on ext 3333 to be made aware of any activation.

3. **Senior staff must ensure all doors and windows are closed.**
4. **The Unit Co-ordinator must report to the Security on their arrival in reception to discuss location of the fire.**
5. **Security will investigate and cancel the Fire Brigade if it is deemed to be a false alarm.**
6. **If the fire is confirmed the Unit Co-ordinator must inform the Fire Brigade of the location of the fire, give them the Fire Safety folder and also confirm the area is clear of people.**

If the Fire Brigade request for other areas to be evacuated the Unit Co-ordinator and Nominated Fire Officer must relay that information to the relevant areas

Fire Marshall to put on Hi Vis Jerkin for identification

Fire Marshall(s) may tackle Fire if safe to do so.

Fire Marshall(s) to meet the Fire Brigade / Security upon arrival.

- **WARD STAFF ACTIONS ON HEARING THE ALARM**

(First Knock) – Pulsing Sound

3 ½ Minutes until alarm goes to 2nd knock (continuous)

- 1. Check the Alarm Panel in Nurse Base for location of the activation.**
- 2. Be quick – Investigate source of activation.**
- 3. If real Fire – DO NOT WAIT for continuous sound - ACTIVATE nearest key operated / manual fire call point.**
- 4. If false alarm – reset the fire panel in the Nurse Base by following flow chart procedures located above the panel.**
- 5. Log incident on DATIX electronic incident reporting tool.**

(2nd Knock) – Continuous Sound

3 ½ Minutes has elapsed / or call point activated and alarm is now Continuous - A full evacuation is required.

Switchboard and Security will have been informed and the Fire Brigade called.

Do not try and Reset the alarm if gone to 2nd Knock (Continuous)

- 1. Fire Marshal to mobilise Patients and Staff for Horizontal Evacuation to designated Fire Assembly point exits. (See Staff Actions for evacuation procedures) or safe adjacent areas.**
- 2. Fire Marshall to meet the Fire Brigade / Security upon arrival.**
- 3. Fire Marshall may tackle Fire if safe to do so.**
- 4. Log incident on DATIX electronic incident reporting tool.**

SECTION B

- **STAFF ACTIONS FOR EVACUATION PROCEDURES**

Evacuate the department / ward / area immediately, escorting patients, staff and visitors to a safe area. **PROGRESSIVE HORIZONTAL EVACUATION** using the most appropriate route.

See “APPENDIX 2” for detailed area description for evacuation procedures.

1. Fire Marshals to use their judgement when evacuating to see if Progressive Horizontal Evacuation to safe area is possible.

Ward Staff to use judgement to contain Clients in the Garden area where possible. Fire Exit doors to be covered to avoid absconding as these will release on full (continuous) activation.

2. Fire Marshal to lead staff to safest and direct location.

Disabled Staff / Visitors should be escorted

3. The Fire Marshall will take a roll call of all staff, visitors etc in their area.
4. Members of staff should make it known immediately, if any person is missing to the Fire Marshall.
5. Do not collect any belongings.

The Fire Marshall(s) for the premises are to make him or herself easily identifiable by wearing a Fire Marshall Armband

Do not re-enter the building until it is declared safe to do so by the Fire brigade / Security.

SECTION D

STAFF FIRE TRAINING IS A MANDATORY REQUIREMENT.

IT IS THE RESPONSIBILITY OF HEADS OF DEPARTMENTS TO ENSURE THAT THE FOLLOWING GUIDELINES ARE ACHIEVED.

Frequency

ITEMS TO BE COVERED

ON SITE INDUCTION

- a) How to raise the alarm if a FIRE is detected
- b) Evacuation procedures in an emergency
- c) Be shown all emergency exit routes
- d) What duties are expected of staff in an emergency
- e) The method of calling the Fire Service
- f) Guidance on smoking and smoking materials
- h) Be advised what the alarm sounds like
- j) The location of assembly points

This training should take place immediately on appointment or when a new member of staff joins the department. Every induction training session should not be less than one-hour duration and a record must be made of that training.

ANNUALLY

- a) How to raise the alarm if a FIRE is detected
- b) Know instinctively the correct action to be taken if Fire breaks out
- c) Be familiar with the evacuation procedures and escape routes
- d) How to remove patients (and others) in immediate danger to a place of safety
- e) The correct method of operation and the location of firefighting equipment
- f) The reason for fire & smoke control in the building
- g) Identify fire hazards in the workplace and the reason for good housekeeping
- h) To take part in an evacuation drill which will be carried out locally
- i) An update on the Fire Procedures

2 Yearly

- a) Fire Marshals to attend a refresher course
- b) To attend a Fire Training session, which will be conducted by the Fire Safety Advisor

DUTIES OF THE WORKPLACE FIRE MARSHALS

The responsibilities are:

- To supervise the effective day-to-day upkeep of the building/unit/department Action Plan and Local Fire Safety Procedure established for the premises.
- To support the management of fire safety matters.
- To assist the Fire Safety Advisor in fire safety inspections and risk assessments the area for which they are responsible.
- To ensure all fire safety equipment is inspected and tested on a regular basis and local records are kept.
- Any defects recorded and reported to the Harrow Facilities Manager.
- To arrange for and monitor the uptake of fire safety training and fire drills.
- To attend Fire Drills at their place of work.
- To be responsible for the co-ordination and direction of staff actions at a fire evacuation, in accordance with the building/unit/department Local Fire Safety Procedure.
- To liaise with the Trust's Fire Safety Advisor, in relation to all fire matters and ensure such matters are acted upon as appropriate.

Area Evacuation Procedures

The Fire Alarm system within the Unit is set up and divided into Zones. Where there is a continuous sound the adjacent zoned areas on the floor will be intermittent along with the zone(s) directly above / and or below the activated area. An area past this zone will remain silent.

If one area is in full activation – the zone(s) adjacent will be intermittent – then the next adjacent zone(s) to this silent.

Wards - Evacuate the area immediately, escorting patients, staff and visitors to a safe area. (Intermittent then or no sound) PROGRESSIVE HORIZONTAL EVACUATION using the most appropriate route.

Garden separation Gate & Eastlake extension Gate

FB1 Keys (Small key) for access through the main gate – padlock access is from the main garden side only. Nursing Staff have these on their Key bunches.

FB2 Keys (Large Key) for access through Eastlake extension side Gate – lock access from both sides of the gate. (Keys are held in Nurse base Key cupboards on Eastlake & Ferneley Wards)

- **Ferneley Ward**

Fire Marshall / Ward Staff to use judgment to contain Clients in the Garden area where possible. Fire Exit doors to be covered to avoid absconding as these will release on full (continuous) activation.

Fire Exits :-

Main Ward Entrance

Main Corridor (Staff must ensure this door is covered during 2nd knock activation – as it leads on to the ring road – where possible exit to garden areas)

Woman's Only Area

Progressive Horizontal Evacuation:-

1. Main Garden – Female Garden – Ring Road
3. Main Ward Entrance – Shared Area
4. Main Corridor - Ring road

- **Eastlake Ward**

Fire Marshall / Ward Staff to use judgment to contain Clients in the Garden area where possible. Fire Exit doors to be covered to avoid absconding as these will release on full (continuous) activation.

Fire Exits :-

Main Ward Entrance

Main Corridor

Womans only area

Progressive Horizontal Evacuation:-

- 1. Main Garden / Female Garden – Ring road**
- 2. Main Ward Entrance – Shared Area**
- 3. Main Corridor – Female Garden – Ring road**

- **Management Suite 1**

Fire Exits :-

Main Entrance

Main Corridor (rear) Secondary

Evacuation:-

- 1. Main Entrance – Assembly point B (outside Education Centre)**
- 2. Secondary rear exit – Garden past new extension**

- **Management Suite 2**

Fire Exits:-

Main Entrance

Main Corridor (rear) Secondary

Evacuation:-

- 1. Main Entrance – Assembly point B (outside Education Centre)**
- 2. Secondary rear exit – Ring road – Assembly point B (outside Education Centre)**

Fire Alarm Activation & Effect table - Northwick Park

<p>Table showing the effects of a full (Continuous) activation in the Unit - and the sounds / effect generated in adjacent areas horizontally & vertically to activated area.</p> <p>Start with area in full activation below - then read across for the sounds / effects generated in adjacent areas.</p>	Alarm Sounds / Effect in areas on Full Activation											
	Basement	Stairwell	Eastlake Ward	Shared Area / Reception	Ferneley Ward	Seacole Ward Reception / ECT Area / Offices / Lift Lobby	Seacole Ward Male Corridor	Seacole Ward Female Corridor	Level 6 Lift Lobby	Management Suites 1	Management Suites 2	Plant Room
Full Activation in area listed below:-												
Basement												
Stairwell												
Eastlake Ward												
Shared Area / Reception												
Ferneley Ward												
Seacole Ward Reception / ECT Area / Offices / Lift Lobby												
Seacole Ward Male Corridor												
Seacole Ward Female Corridor												
Level 6 Lift Lobby												
Management Suite 1												
Management Suite 2												
Plant Room												
Enclosed escape stairwell												
T-Block (Ellington)												

Key to Alarm Sounds	Description / Action
Full Activation / 2nd Knock (Continuous)	Evacuate area
Intermittent	Full activation in adjacent area / Be prepared to Evacuate
No Alarm sound	No Sound / All Fire Panels in Unit will Buzz

Fire Marshalls - Level 4

Maureen Sealey - Reception

Sherlyne Howell - Eastlake Ward

Lindiwe Jakachira - Eastlake Ward

Steve Mason - Eastlake Ward

Satish Ramharack - Eastlake Ward

Claire Mathews - Ferneley Ward

Ambrose Bvindi - Ferneley Ward

Sunny Ramjug - Ferneley Ward

Hazel Wilson - Ferneley Ward

Sydney Muswere - Ferneley Ward

Laura Forrest - Ferneley Ward

WARD FIRE ALARM PANEL ACTION CARD- LEVEL 4

IMPORTANT - DO NOT RESET THIS PANEL IF OTHER WARDS ARE SHOWN

ALARM ACTIVATED IN WARD (ZONE) – ‘PULSING’ SOUND FROM PANEL

CHECK PANEL FOR LOCATION OF FIRE/ACTIVATION IN UNIT

IF IN WARD / SHARED AREA BE QUICK - CHECK ROOM/AREA INDICATED ON PANEL

IS IT A FIRE?

YES

NO

IMMEDIATELY ACTIVATE A KEY OPERATED CALL POINT - KEY: 003

AFTER 3 ½ MINUTES ALARM WILL GO INTO FULL ACTIVATION - OR IF A SECOND DETECTOR IS ACTIVATED IN THE LOCATION

PRESS CALL BUTTON ON TWO - WAY RADIO TO ALERT UNIT STAFF

FIRE BRIGADE HAVE BEEN CALLED AUTOMATICALLY, FOLLOW WARD EVACUATION PROCEDURES SHEET

DO NOT SILENCE/RESET UNTIL FIRE BRIGADE/SECURITY HAVE ARRIVED AND INSTRUCTED TO DO SO

FULLY COMPLY WITH FIRE BRIGADE. HAVE KEYS/CODES & MISSING PERSON DETAILS AVAILIABLE

Log Incident on DATIX electronic incident tool & inform Senior Management & Facilities Manager

BE QUICK!! 3 ½ MINUTES UNTIL ALARM WILL GO INTO FULL ACTIVATION

GET LABELED “FIRE PANEL KEY” FROM KEY CUPBOARD – OR NURSE IN CHARGE KEY BUNCH (KEY: 901)

TURN KEY TO RIGHT ON CONTROL PANEL THEN PRESS



ALLOW 5 SECONDS FOR ALARMS TO SILENCE

NOTE: Press SILENCE / RESOUND again to reactivate the sounders. If a new alarm occurs, the alarms will resound

PRESS



TO RESET SYSTEM

IF 2ND STAGE FULL ACTIVATION HAS BEEN INITIATED DO NOT RESET SYSTEM

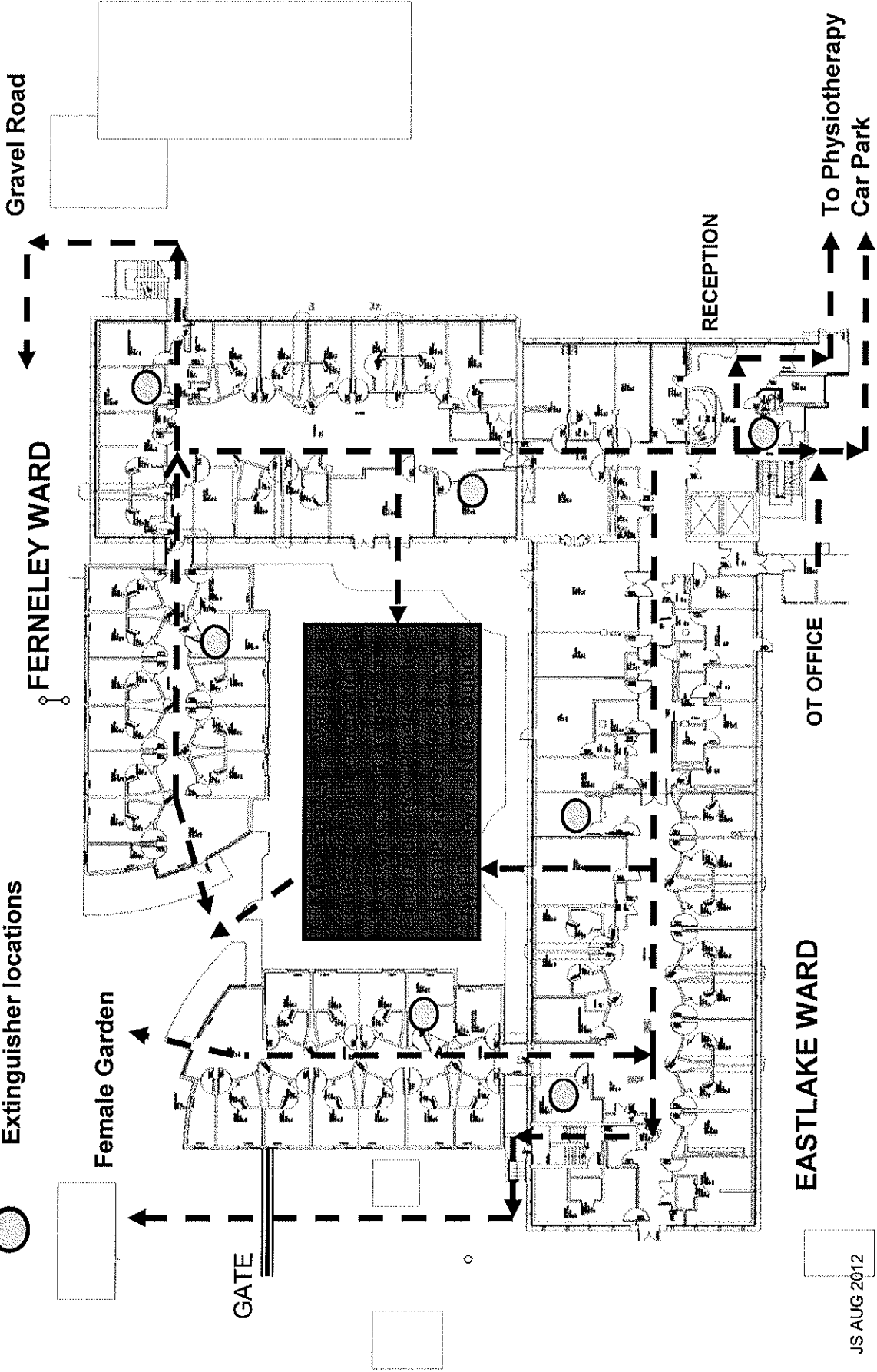
NOTE: If cause of activation (e.g. steam) is still present system will reactivate. Detector may be isolated.

Level 4 Evacuation Routes

—▶ Main Routes

- -▶ Secondary Routes

○ Extinguisher locations



WARD EVACUATION PROCEDURES-LEVEL 4

FIRE MARSHALL TO TACKLE FIRE IF SAFE TO DO SO

FIRE MARSHALL TO COLLECT & DISPLAY ARMBAND/VEST

DISTRIBUTE TWO-WAY RADIOS (WITH ATTACHED INSTRUCTION CARD) TO ENABLE COMMUNICATION BETWEEN LOCAL WARD STAFF & OTHER WARDS ON SITE

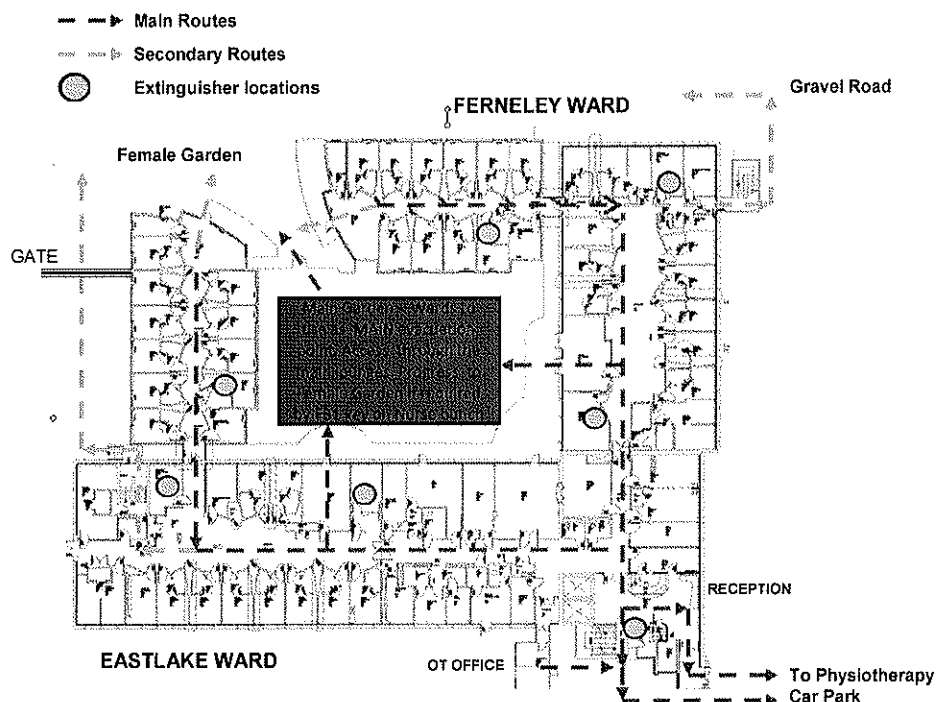
COVER RELEVANT RELEASED FIRE EXITS TO AVOID ABSCONDING

MOBILISE PATIENTS/VISITORS TO EVACUATION POINT VIA MAIN LOUNGE

USE A SECONDARY ROUTE IF MAIN ROUTE IS OBSTRUCTED – KEEP IN COMMUNICATION WITH TWO WAY RADIOS

ROLL CALL TO BE TAKEN & UNIT COORDINATOR INFORMED OF MISSING PERSONS

UNIT COORDINATOR/ SENIOR NURSE TO MEET FIRE BRIGADE AT RECEPTION & REPORT



Fire Marshalls - Level 5

Anna Bedeau - Seacole Ward

Linda Egwurugwu - Seacole Ward

Tom Gavin - Seacole Ward

Adebayo Obe - Seacole Ward

Cordella Paul - Seacole Ward

Samuel Williams - Seacole Ward

Abena Yeboah - Seacole Ward

Satish Ramharack - ECT Suite (Tue & Fri)

Ana Bordoni - OCS Supervisor

Jeni Britto - OCS

WARD EVACUATION PROCEDURES-LEVEL 5

FIRE MARSHALL TO TACKLE FIRE IF SAFE TO DO SO

FIRE MARSHALL TO COLLECT & DISPLAY ARMBAND/VEST

DISTRIBUTE TWO-WAY RADIOS (WITH ATTACHED INSTRUCTION CARD) TO ENABLE COMMUNICATION BETWEEN LOCAL WARD STAFF & OTHER WARDS ON SITE

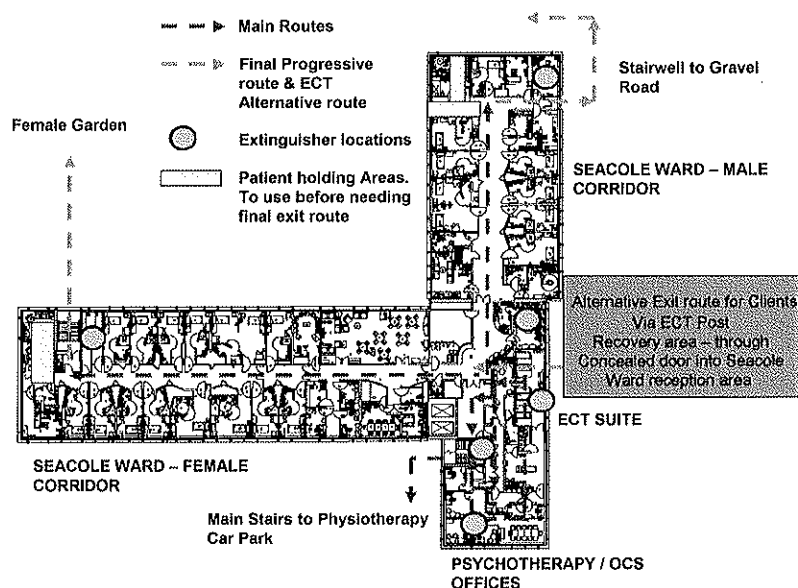
COVER RELEVANT RELEASED FIRE EXITS TO AVOID ABSCONDING

MOBILISE PATIENTS/VISITORS TO RELEVANT HOLDING AREA AS PER PLAN

IF REQUIRED - USE SECONDARY ROUTE TO EXTERNAL EXITS – KEEP IN COMMUNICATION WITH TWO-WAY RADIOS

ROLL CALL TO BE TAKEN & UNIT COORDINATOR INFORMED OF MISSING PERSONS

UNIT COORDINATOR TO MEET FIRE BRIGADE AT RECEPTION & REPORT (IF UNABLE DUE TO EVAC INTO FEMALE GARDEN – INFORM LEVEL 4 WARD STAFF)



Fire Marshalls - Level 6

Gus Malahleka - Management Suite 2

Fungayi Useya - Management Suite 2

Jason Shill - Management Suite 2

Jackie Osborne - Management Suite 2

Donna Khazal - Management Suite 2

Sammy Govindan - Management Suite 2

Peter Dormer - Management Suite 2

Liz Grimes - Management Suite 2

Julie Fitzpatrick - Management Suite 2

Leanne Kelly - Management Suite 1

EVACUATION PROCEDURES-LEVEL 6

FIRE MARSHALL TO TACKLE FIRE IF SAFE TO DO SO

FIRE MARSHALL TO COLLECT & DISPLAY ARMBAND/VEST

FIRE MARSHALL TO MOBILISE PATIENTS/VISITORS THEY ARE RESPONSIBLE FOR WITHIN THEIR DEPARTMENTS

CALMLY EXIT THE BUILDING USING MAIN STAIRCASE ROUTE

USE SECONDARY ROUTE IF MAIN STAIRCASE ROUTE IS OBSTRUCTED OR IN FULL ACTIVATION (CONTINUOUS SOUND)

ROLL CALL TO BE TAKEN & SENIOR TEAM MANAGERS TO BE INFORMED OF ANY MISSING PERSONS

FIRE MARSHALL / SENIOR MANAGER TO MEET FIRE BRIGADE AT RECEPTION & REPORT

