

STANDARD OPERATING PROCEDURE DOCUMENT (SOP)

Title	Emergency Evacuation Procedure Wavertree HQ	Doc. No.	
Scope	All Personnel Based at Wavertree Headquarters	HS 001	
Purpose	To describe the emergency evacuation procedure and the responsibilities of staff within Primary Care 24 Wavertree site		
Guidelines	To ensure that Primary Care 24 meets its statutory obligations with the Following Legislation:		
	<ul style="list-style-type: none">• Health and Safety at Work Act 1974• Management of Health and Safety at Work Regulations 1999• Fire Precautions (Workplace) Regulations 1999• Regulatory Reform (Fire Safety Order) 2005 <p>Primary Care 24 will ensure that adequate procedures are in place at its premises with regard to fire and evacuation and that these are regularly reviewed and tested. Primary Care 24 will have adequate numbers of fire marshals to meet the need of emergency evacuations. The Office Manager and the Health and Safety (H&S) Officer will ensure that a programme of regular emergency evacuation drills take place and the fire alarm and emergency lighting is regularly tested.</p>		
PROCEDURE		RESPONSIBILITY	
1	How will people be warned if there is a fire?		
	Whenever a heat/smoke or manual call point alarm is activated an alarm will sound.		
	When there are signs of a fire, a call should be made to 999 informing them that there is a potential fire.		
2	The fire service do not automatically respond to the alarm and will only attend site if signs of fire are confirmed by a call.		
	Evacuating the building		
	Fire Marshals will assist in the evacuation. <ul style="list-style-type: none">• Fire Marshals will wear a hi-vis jacket• Fire Marshals will sweep their area and ensure it is clear of all staff and visitors.		Fire Marshals

3

	<ul style="list-style-type: none"> • Raise the alarm by activating the nearest manual fire alarm call point (situated at each emergency evacuation door) • Ensure, where possible and only if safe to do so, that all windows and doors in the building are closed. Do not put yourself at risk and do not go back into the building. • Never try to fight the fire without raising the alarm first • If you are competent, tackle the fire using the appropriate fire extinguisher – Do not put yourself at risk • Never try to fight a fire on your own or without having a clear and accessible exit point • Evacuate through the nearest fire exit • Proceed to the assembly point and report to the person in charge: <ol style="list-style-type: none"> 1 The whereabouts of the fire 2 The size of the fire and what is burning (if known) 3 Doors/windows closed 4 Any other relevant information 	
4	<p>The action to be taken if you hear the fire alarm</p> <ul style="list-style-type: none"> • Immediately leave the building via the nearest available exit • Do not put yourself at risk and don't go back into the building • Do not run • Go to your fire assembly point (be aware that this is approximately 200 yards from any of the exit doors) • Do not re-enter the building until you are told it is safe to do so by the H&S Office, the most senior staff member on duty or Fire & Rescue Service 	All
5	<p>Arrangements for the safe evacuation of people identified as being especially at risk</p> <p>All persons must be able to be evacuated without the assistance of the Fire & Rescue Service.</p> <p>Each Manager is responsible for preparing a Personal Emergency Evacuation Plan (PEEP) with any of their staff who have a disability (including, sight, hearing and mobility disabilities). The outcome should be agreed and documented by both parties. The PEEP must be regularly at regular intervals, particularly in light of any changes to the staff or the building.</p>	Manager

	<p>When the fire alarm is sounding, all doors, which normally are locked and need fob access or green push button, will automatically be released</p> <p>Staff with a disability must have a PEEP. The existence of any PEEP must be notified to the designated Fire Marshal / or staff member in charge of the evacuation</p>	Manager/staff
6	<p>Identification of escape routes</p> <p>All emergency escape routes are clearly marked with appropriate signage.</p>	
7	<p>Arrangements for fighting the fire</p> <p>There are firefighting equipment is situated by all emergency exit doors, kitchen/dining area and in the main office area.</p> <p>All fire marshals have been provided with information on how to use fire extinguishers.</p> <p>Never try to fight a fire without first raising the alarm. If you feel confident, tackle the fire using the correct type of fire extinguisher for the burning material. Do not put yourself at risk, never try fight the fire if you are on your own in an area and always keep yourself between the fire and an accessible exit point.</p>	All
8	<p>Contingency Plans</p> <p>If life safety systems are out of order, e.g. fire-detection and alarm systems etc. inform the Office Manager immediately who will contact the Landlord to have the issue rectified as soon as possible. If the landlord cannot respond in a timely manner, (2 hours), PC24 will provide a suitable alternative solution.</p>	Staff / Office Manager
9	<p>Meeting the Fire & Rescue Service</p> <p>The H&S Officer and /or the most senior person on duty will meet the Fire & Rescue Service at the assembly point and notify them of the location of any persons still in the building, any signs of fire/smoke and any special risks e.g. oxygen cylinders which will be highlighted on the floor plan in the emergency bag.</p>	H&S Officer / Most senior staff on duty
10	<p>Emergency Grab Bag Contents</p> <ul style="list-style-type: none"> • Emergency Folder (Contains relevant contact numbers) • All spare car keys for Med cars • Decision log book • Winter Contingency Plan 	

	<ul style="list-style-type: none"> • Consultation log books • Floor Map of emergency exits and oxygen storage 	
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**STANDARD OPERATING PROCEDURE DOCUMENT
(SOP)**

Title	Fire Plan – Wavertree Site			Doc. No.	HS 001
Version	V4				
Supersedes	V3				
Approving Managers/Committee	H&S Group				
Date Ratified	16.12.2020				
Department of Originator	Quality Governance, Health & Safety				
Responsible Executive Director	Director of Nursing				
Responsible Manager/Support	Health, Safety & Governance Officer				
Date Issued	16.12.2020				
Next Review Date	16.12.2021				
Target Audience	All staff based at Wavertree site				
Version	Date	Control Reason	Accountable Person for this Version		
V3	13.11.20	V2 reviewed and updated.	DoN		
Reference documents		Electronic Locations	Locations for Hard Copies		
Health & Safety at Work Act 1974 The Management of H&S at Work Regs 1999 Regulatory Form (Fire Safety Order) 2005 PC24 H&S Policy		\\uc24.local\Shared\Operations\Quality Governance\Corporate Policies & SOPs\PC24 SOPS\9. HEALTH & SAFETY PC24 intranet	Standard Operating Procedures File in the Call Centre. H&S Notice board, dining area.		
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