

Recording Fire Evacuation Incidents and Drills

Date	Review Date	Version
June 2018	June 2023	V3

Purpose

This document must be used for recording fire evacuation drills/simulated fire evacuation drills.

Who should read this document?

- Senior managers, heads of department/services, ward/line managers;
- Fire Wardens.

Key messages

It is the senior/line manager's responsibility to ensure that fire evaluation drills are carried out annually. There should be minimum disruption to service delivery and therefore for patient care areas it may be appropriate for only a simulation exercise to be carried out.

Accountabilities

Owner	Fire Safety Manager
Review	Health and Safety Committee
Ratification	Director Responsible (Fire Safety)
Dissemination	Trust wide
Compliance	Regulatory Reform (Fire Safety) Order 2005 and HTM 05

Links to other policies and procedures

This policy links to the Trust's Fire Safety and Arson Prevention Policy and Fire Safety Guidance

Version History

V1	25.02.13	Dave Presswell (Fire Safety Advisor)
V2	07.05.13	Final version checks
V3	12.06.18	Dale Mills 5 yearly review (Fire Safety Manager)

UHPNT is committed to creating a fully inclusive and accessible service.

Making equality and diversity an integral part of the business will enable us to enhance the services we deliver and better meet the needs of patients and staff.

We will treat people with dignity and respect, actively promote equality and diversity, and eliminate all forms of discrimination regardless of (but not limited to) age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage/civil partnership and pregnancy/ maternity.

An electronic version of this document is available on the Trust Documents

Larger text, Braille and Audio versions can be made available upon request.

Standard Operating Procedures are designed to promote consistency in delivery, to the required quality standards, across the Trust. They should be regarded as a key element of the training provision for staff to help them to deliver their roles and responsibilities.

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Standard Operating Procedure (SOP)

Recording of Fire Evacuation Incidents and Drills

1 Purpose and Scope

Managers responsible for staff working at University Hospitals Plymouth NHS Trust must complete an annual fire evacuation drill. This is to test the effectiveness of the evacuation procedure in place and to ensure staff are competent in evacuating their area.

Depending on the size and complexity of the building, the drills can include the whole building, part of the building or individual areas. Fire drills should be performed with the minimum disruption to service. In clinical areas where drills may not be appropriate because of the patient care profile, this form can be used as a record of any simulation.

2 Procedure to Follow

The form in appendix 1 should be used to record any fire incident, drill or simulation. It should be used to record the staff taking part, any problems identified and actions to be taken. The form should be kept as a permanent record.

Drills should include, on occasions, some scenario of a blocked exit so that staff learn to consider alternative routes and/or role play of using staff as patients where this is relevant. Fire drills should be arranged for different times of the day so that all staff are involved where possible.

Wherever possible, wardens or designated staff should observe the drill. The outcomes must be recorded on this form. This will enable senior managers and fire wardens to identify any failings within the exercise and communicate to staff where weaknesses may still exist. It is important to record every drill as evidence that staff training is being undertaken.

3 Document Ratification Process

The design and process of review and revision of this procedural document will comply with “The Development and Management of Trust Wide Documents”.

The review period for this document is set as default of five years from the date it was last ratified, or earlier if developments within or external to the Trust indicate the need for a significant revision to the procedures described.

This document will be approved by the Health and Safety Committee and ratified by the Director Responsible for Fire Safety (Director of Planning and Site Services).

Non-significant amendments to this document may be made, under delegated authority from the Director Responsible for Fire Safety or by the nominated author. These must be ratified by the Director Responsible for Fire Safety and should be reported, retrospectively, to the Health and Safety Committee.

Significant reviews and revisions to this document will include a consultation with named groups, or grades across the Trust. For non-significant amendments, informal consultation will be restricted to named groups, or grades who are directly affected by the proposed changes

Dissemination and Implementation

Following approval and ratification, this procedural document will be published in the Trust's formal documents library and all staff will be notified through the Trust's normal notification process, currently the 'Vital Signs' electronic newsletter.

Document control arrangements will be in accordance with The Development and Management of Trust Wide Documents.

The document author(s) will be responsible for agreeing the training requirements associated with the newly ratified document with the Fire Safety Manager and for working with the Trust's training function, if required, to arrange for the required training to be delivered.

4 Monitoring and assurance

An electronic copy of this record and any identified actions must be forwarded to Trust Fire Safety Advisor.

Any identified problems identified and actions to be taken highlighted during the evacuation must be dealt with directly through the Directorate with the support of the Fire Safety Advisor.

Address/ Building	<input type="text"/>
Location (e.g. floor level)	<input type="text"/>
Dept/Ward	<input type="text"/>
Directorate	<input type="text"/>
Date	<input type="text"/>
Time	<input type="text"/>
Total number of persons evacuated	<input type="text"/>
Numbers of Staff (record on sheet 2)	<input type="text"/>
Numbers of Visitors	<input type="text"/>
Others (specify)	<input type="text"/>
Evacuation time – all persons accounted for	<input type="text"/>
Miscellaneous information (simulated, inaccessibility, satisfactory, unsatisfactory, real incident, drill etc)	
<input type="text"/>	

Problems identified	Action to be taken	Date action completed

Person in charge	<input type="text"/>
Date for next planned drill	<input type="text"/>

