

Trust Standard Operating Procedure (Fire Safety 06)



Initial Concourse Closure

Date	Review Date	Version
12.06.18	June 2023	V3

Purpose

This document must be applied when controlled access is required to main concourse area.

Who should read this document?

- Senior managers, heads of department/services, ward/line managers;
- Fire wardens and incident response personnel
- Reception staff
- SERCO or appointed porter contractor

Key messages

It is the senior/line manager's responsibility to ensure that fire evacuation drills/simulated fire evacuation drills are organised with appropriate arrangements made for continued service delivery.

Accountabilities

Production	Fire Safety Advisor
Review	Fire Safety Manager
Ratification	Director Responsible (Fire Safety)
Dissemination	Trust wide
Compliance	Regulatory Reform (Fire Safety) Order 2005 and Firecode

Links to other policies and procedures

This policy links to the Trust's Fire Safety and Arson Prevention Policy and Fire Safety Operational Procedures.

Version History

V1	27.02.13	Dave Presswell (Fire Safety Advisor)
V2	07.05.13	Final checks completed
V3	12.06.18	Dale Mills 5 yearly review (Fire Safety Manager)

PHNT 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) – Procedure for Concourse Closure

Purpose and Scope

It is sometimes necessary to close the concourse and restrict the numbers of persons entering the hospital during an emergency. Closure creates disruption to service delivery and patient movement, which can last for some time. It is necessary to define the circumstances in which it is preferable to prevent access on the grounds of safety. For fire incidents this has been defined clearly for the initial stages of a fire alarm actuation. Reassessment during the course of events is essential and should be taken in consultation with the senior fire officer present.

There are three alarm scenarios likely to be identified:

1. A continuous alarm is sounding in the concourse.
2. An intermittent alarm is sounding in the concourse.
3. No alarm can be heard in the concourse but is sounding elsewhere on the same level or on another floor (indicated by a flashing beacon in reception area).

In order to prevent unnecessary disruption, restricting barriers will only be deployed when the criteria is met.

The Fire Service reserves the right to request closure of the concourse at any time.

2 Procedure to Follow

Responsibility for marshalling staff and setting up barriers is with SERCO.

All messages will be relayed through switchboard or via 2 way radio procedure.

Any requirements for an escalating incident requiring greater control will be on instruction from PHNT senior controlling staff or emergency service senior officer.

Continuous alarm sounding in the concourse (adjacent areas on intermittent sounders)

- ✓ Barriers to be deployed with emergency access lane and the concourse to be closed;
- ✓ Information signage to be erected;
- ✓ Marshalls to take up positions at designated access points;
- ✓ Egress is permitted from the concourse – Access into the concourse is restricted to authorised persons only;
- ✓ Total closure of front entrance if the incident is directly affecting the area (e.g. fire in shop unit);
- ✓ Transport office to relocate to ops room L7;
- ✓ Switchboard and SERCO helpdesk will remain in location unless directly affected by fire – switchboard relocation procedures to be implemented if affected.

Intermittent alarm sounding in the concourse (adjacent areas on continuous sounders)

- ✓ Barriers to be deployed with emergency access lane and concourse closed;
- ✓ Information signage to be erected;
- ✓ Marshalls to take up positions at designated access points;
- ✓ Egress is permitted from the concourse via main entrance only to avoid moving into an affected area;
- ✓ Monitor area for escalating incident;
- ✓ adjacent areas may be evacuating into the concourse from a continuously operating zone – which is the reason for having a clear unobstructed area to evacuate into;
- ✓ Transport office to remain unless escalating incident in the event follow continuous alarm procedure;
- ✓ Switchboard and SERCO helpdesk to remain unless escalating incident in the event follow continuous alarm procedure.

CONFIRMED FIRE elsewhere in the building (concourse area is silent – no alarm sounding)

- ✓ This action relates to a CONFIRMED fire - smell of burning is not a confirmed fire. If automatic fire alarm actuation MUST be accompanied by 3333 confirmation of fire;
- ✓ Follow procedure as intermittent alarm – to avoid moving into an affected area;
- ✓ Use of appropriate information signage;
- ✓ Communicate regularly with holding area to give reassurance and avoid confrontational situations;
- ✓ Upon receipt of a confirmation that the incident has been escalated to a CONFIRMED FIRE the concourse closure procedure will continue.

In all instances patients accessing the area and caught in the evacuation should be located in a safe warm area and not left outside (consider moving to outpatient’s area for duration of the closure). Advise duty senior nurse, on call manager or senior PHNT representative to facilitate.

A supporting interactive power point is set up on Porters Lodge and Reception computers.

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 5 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

A record of concourse closure must be completed using the attached record sheet in Appendix 1

An electronic copy must be forwarded to Trust Fire Safety Advisor/Coordinator

In the event of an escalating incident tick stage 1 and 2

RECORDING OF CONCOURSE CLOSURE

APPENDIX 1

BARRIERS STAGE 1	BARRIERS STAGE 2	MARSHALLING CONTROLLER

Date of incident	<input type="text"/>	
Time of incident	<input type="text"/>	
approximate number of persons evacuated	<input type="text"/>	
Duration of concourse closure	<input type="text"/>	

Problems identified	Action to be taken	Date action completed

Person in charge of concourse closure	<input type="text"/>
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