

Policy No: 03-4009	Authorised: Roxane Lane	Date: 15/05/2022
FIRE DRILLS AT THE ORGANISATION'S FACILITIES		

This Policy will summarise the arrangements and measures in place at the Organisation's offices for the operation of fire drills, which ensures conformance to The Regulatory Reform (Fire Safety) Order 2005.

This policy applies to ALL staff who are required to participate in fire drills. As there may be occasions when a care worker may be present in the offices when a fire alarm is sounded, there can be no exceptions:

1. All staff will receive appropriate training in the elements of fire prevention, fire risk assessments (reference *Policy No 4008*) and the implementation of fire drills. SUCH TRAINING IS A FUNDAMENTAL CONDITION OF EMPLOYMENT.
2. The following shall constitute the principles of training for fire drills:
 - 2.1 Action to be taken upon discovering a fire, and raising the alarm.
 - 2.2 Action to be taken upon hearing the fire alarm.
 - 2.3 Correct method of calling the Fire Brigade.
 - 2.4 Movement of persons to a place of safety protected by fire doors.
 - 2.5 Maintenance and protection of the means of escape / evacuating the premises. This will address the importance and use of fire-resistant doors, and the need to maintain appropriate disciplines in ensuring that fire doors and escape routes are not blocked with miscellaneous items.
 - 2.6 Automatic and manual fire alarm systems, including the fire alarm panel. Location of alarm break-glass call points and alarm indicator panels.
 - 2.7 Phased evacuation procedures in the event of a fire.
 - 2.8 The importance of not using lifts at the time of a fire and on hearing the fire alarm.
 - 2.9 Primary and secondary assembly points.
 - 2.10 Methods of rescue.
3. The times of fire drills and routes to exterior assembly points will be varied to ensure that all staff become familiar with all possible means of escape.
4. Fire drills will be held quarterly and planned in advance by the Domiciliary Care Services Manager who will also undertake the responsibility of informing the local Fire Officer that such drills will be taking place. This is particularly important where the office's fire alarm system is linked directly to the Fire Station. The Fire Officer will be contacted at least one week before the drill is due to take place so that arrangements may be made to have a Fire Brigade member in attendance to monitor the drill.
5. The Domiciliary Care Services Manager is responsible for maintaining full records of all fire drills, together with any proactive or corrective action that needs to be put into place.

FORMS REFERENCES:

Form No: 4-008 Fire Risk Assessment - Office Facilities - Risk Assessment Schedule
 Form No: 4-009 Fire Risk Assessment - Office Facilities - Record of Findings & Action Plan