

Fire Training Booklet

Eastbourne District General Hospital

Applicable from April 2021

**Eastbourne District General Hospital
Fire Alarm system**

We have a very comprehensive fire alarm system in the hospital, it is an L1 system which covers all areas over 1m² in the hospital and provides additional support systems to help people evacuate the building in a safe manner.

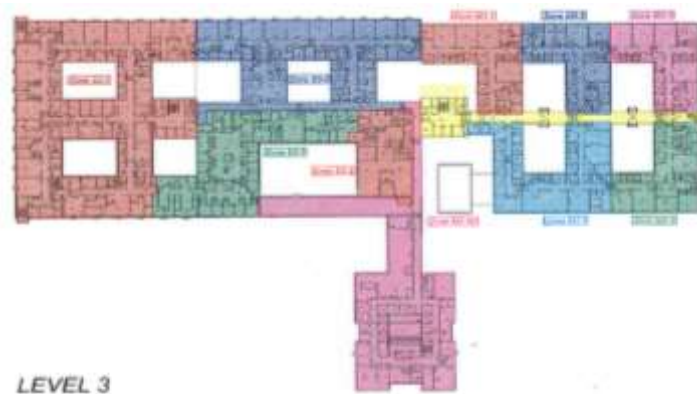
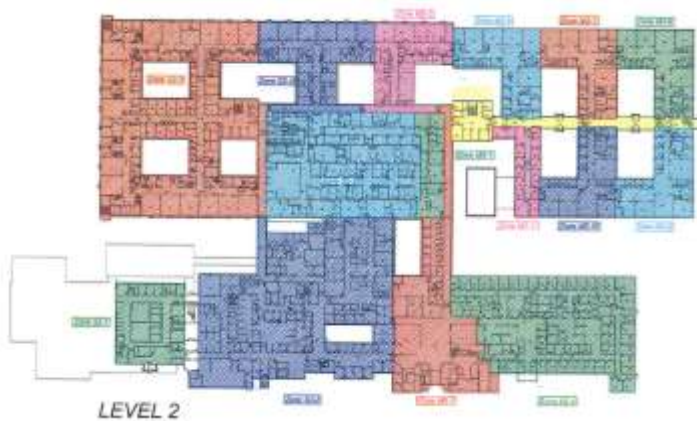
Fire Alarm Tones

We have 2 different alarm tones that will sound; a continuous or intermittent alarm may be heard in the hospital. We also have a 3 minute delay between the alarm being raised and the East Sussex Fire and Rescue Service being alerted.

Continuous ringing of the alarm is heard in the fire zone where the alarm has been activated i.e. there is potentially a fire in your area. We have multiple fire zones on each level of the building, please see below:



Each different fire zone is identified with a different colour. The fire zones are separate areas which are protected with 60minute fire protective materials (e.g. fire walls, fire doors etc), allowing people to evacuate from a fire affected zone into a safer area of the hospital.



Intermittent ringing of the alarm is heard in a fire zone adjacent to a potential fire (next door, above or below an affected fire zone).

Actions to take following the sounding of a fire alarm

Continuous Fire Alarm

This means that your fire zone is potentially affected by fire, you now have 3 minutes to check all areas of your ward to see if there is a fire.

- Close all doors and windows to restrict the movement of smoke or fire
- Communicate with your patients and any visitors are kept informed so panic is kept to a minimum.
- Communicate with Senior Person in your area, they will be acting as the Evacuation Officer and collating information on the situation.
- Communicate with switchboard on the Emergency Line 2222
 - If fire found, call 2222 advise 'Fire confirmed', provide information on the location, possible cause and evacuation if necessary. East Sussex Fire and Rescue Services will be called immediately
 - If false alarm, call 2222 advise 'False alarm confirmed' and the cause. Switchboard will not make a call to the East Sussex Fire and Rescue Service.

If there is any doubt about the cause of the alarm, the Senior Person on the ward will liaise with ESHT Fire Team and Clinical Site Managers on their arrival. They will assist in the search and provide additional resources.

After 3 minutes the East Sussex Fire and Rescue Service will be called automatically.

Evacuation may be required after this initial investigation. The specific evacuation procedure for your ward is found at the back of this booklet

Intermittent Fire Alarm

This means that you are located adjacent to a potentially affected fire zone. Your ward may become affected, and your help may be needed.

- Close doors and windows, so if a fire is discovered in the adjacent zone it won't affect your area.
- Communicate with your patients and visitors of the situation so that any panic is kept under control.
- Check which area is affected – the fire alarm panels are located in the ground floor stairwells, send a member of staff to check the panel and report back.
- Clear your corridors – if your neighbouring area is affected by fire, they will need to evacuate into your area.
- Stay on alert – if the alarm changes to a continuous or smoke is spreading into your area then you will need to evacuate.

Evacuation may be required from this area.

Fire Alarm Supporting Equipment

Fire Alarm Manual Call Points



These call points are located throughout the building, and will be no more than 30 meters apart.

A light press of the thumb or finger will raise the alarm.

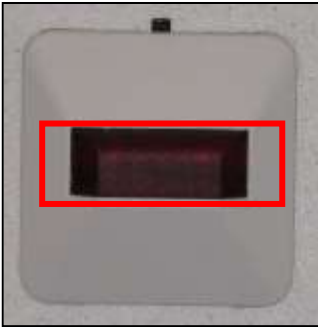
Manual call points have a red LED in the corner, if the call point has been broken and raised the alarm then the LED will either flash quickly or be lit constantly.

Smoke / Heat Detectors



Located in all rooms of the building. If this device has activated the alarm, you will note that the small red LED of the side of the detector will either be on constant or flashing quickly.

Remote Indicator Devices



Linked to all detectors that are located in 'hidden' areas of the building, such as ceiling voids.

The red light in the device will come on if the hidden detector has activated.

If this has been activated, immediately report on 2222 to request East Sussex Fire and Rescue Service attendance.

Fire Doors



These will either be 30 or 60minute fire protected doors, the 60minute doors are located on the perimeter of the fire zones. All fire doors are identified with signage.

When closed into the door frame, these doors will provide protection against fire and heat for the time stated.

Fire doors should never be held open with wedges as they could help fire and smoke spread quicker.



Medical Gases



Know where your Medical Gas shutoff valves are located in your area.

To use – open the front panel and turn the T bar to the off position.

Process:

- Nurse in Charge will assess the situation from staff to decide if ward to be evacuated therefore switch off, or stay in place and leave on.
- If turning off – ensure portable cylinders are available as required.
- Remove patients to place of safety or assembly point.



Emergency Lighting

If you have evacuated without turning them off, please inform Estates who can do this safely. Alternatively inform the Fire Brigade when they arrive.



Emergency lighting is provided in the building to ensure that exit routes and high risk areas have some lighting should the mains power fail in an emergency situation.

Security Doors



The security system installed within the buildings provides a controlled means of entry and exit.

In a fire emergency the doors will 'fail-safe', i.e. unlock when the fire alarm sounds, and can be opened by pushing the door. If this hasn't worked, green emergency door release call points are located on the exit routes – press the panel and it will over ride the security systems allowing exit.

Fire Exit Doors



Fire exit doors are the doors that will finally exit out of the building.

There are a number of ways to open these doors, all are indicated with signage



Evacuation Information

Eastbourne District General Hospital has evacuation plans for every department and ward.

Your working area's **specific** evacuation plan will be in place in the ward, please ensure that you are familiar with it's contents and know where your fire assembly points are located in the building.



Generic Evacuation Information

The evacuation plans are based on a progressive horizontal evacuation of patients, through 60minute fire protection into a separate fire zone. Your assembly point will be located in a separate fire zone.

How to evacuate – use R.A.C.E

Rescue people in the immediate area of the fire.

- Those closest to the incident

Alert other personnel to the fire so that they can assist.

- Shout fire
- Break glass in call point
- Dial 2222 and advise Senior Person in Charge

Contain the fire.

- Shut the doors / windows
- Ensure fire doors are closed
- Shut off medical gases

Evacuate other people and personnel in the areas around the fire.

- Most ambulant followed by the least ambulant

Evacuation Priority of Movement

EP1	People who require minimal assistance can be moved FIRST from the area. People/patients are ambulatory and 1 staff member can safely lead several people to the assembly point
EP2	People require some assistance and should be moved SECOND in priority from the inpatient area. Patients may require aids (wheelchairs/beds) and 1-2 staff members to aid evacuation.
EP3	People who require maximum assistance to move. In an evacuation these people move LAST from the inpatient area. These patients may require multiple staff members to enable their evacuation.
EP4	This category uses the ‘ three wise people ’ principles in accordance with national ethical guidance. Its invocation is only for the period of the time the incident is ‘live’. Patients who are in this category are unlikely to survive evacuation from the hospital and would require significant resources to move them. They should only be moved once all other patients have been evacuated and if sufficient resources are available.

Evacuation Aids



Evacuation Mats are available in the building; they are located in the main staircases. These are available to evacuate people down the stairs, should the evacuation warrant further vertical evacuation to a lower floor and the individual is unable to manoeuvre down the stairs themselves.



Please remember that the mat shouldn't be carried, use the slide and glide technique to carefully move the patient to safety.

Fire Fighting Equipment

Water Based Extinguishers



For fires made of wood, paper, card, plastic, fabric

- Release trigger by pulling the pin
- Release hose and check for cracks or breaks, if found don't use
- Test extinguisher away from the fire to ensure it works before you are in a high risk situation
- Squeeze trigger to operate the extinguisher
- Aim hose towards the base of the fire and sweep across the area

Water based extinguishers last for 40-60seconds

Carbon Dioxide Extinguisher



For electrical fires only

- Release trigger by pulling the pin
- Adjust funnel into horizontal position and ensure it stays in position, if it doesn't then don't use
- Don't hold funnel as this will get cold during use
- Test extinguisher away from the fire to ensure it works before you are in a high risk situation
- Stand about 2 meters away from fire
- Aim funnel towards vents or any opening in the affected equipment
- Squeeze trigger to operate the extinguisher
- If safe to do so, walk slowly towards the fire and try to get funnel close to the vents or opening

Carbon Dioxide extinguishers last 12-14 seconds

Fire Blanket



For electrical fires, cooking equipment and people whose clothing may be alight.

Generally located in the kitchens

- Remove blanket by pulling on black tabs
- Keep tabs between thumbs and fore-fingers and 'flip' the blanket once to cover hands and wrists for protection
- Hold blanket in front of body for protection
- Push blanket away from you onto affected item/equipment
- Try to tuck the blanket around the equipment to reduce oxygen access
- Turn off power supply, if safe to do so

Leave blanket on items for at least 20 minutes.

If to be used on a person – wrap the blanket around the person and drop them to the floor and roll them to extinguish the fire.

Please note that you should only use extinguishers if you have been trained and feel confident that it would extinguish the fire

ESHT has a 'Put Life Risk First' policy – no-one is expected to use the equipment but just to:

- 1. Close the Door – containing the fire**
- 2. Raise the Alarm – alerting all in the area**
- 3. Evacuate all at risk – ensuring safety of patients and staff**

Rules for using Fire Fighting Equipment

- Waste paper bin size fires only – equipment is not suitable for fires larger than this.
- Raise fire alarm **before** fighting a fire – this will alert those in the area and switchboard who will send Fire Team and Clinical Site Managers to assist.
- Choose correct extinguisher – using the wrong equipment could result in injury or fire worsening. If unsure contain, alert, evacuate
- Don't fight fires alone – keep another person with you who can ensure your safety
- Keep your back to the door/exit – ensure you can get out of the area should the fire worsen
- Stay low to avoid heat and smoke that will build quickly at the ceiling and filter down into the room
- Use 1 extinguisher only – if the fire is not extinguished with 1 extinguisher then it would be considered too large and not suitable for the equipment provided. Contain, alert and evacuate.

Residency Fire Alarm Information

The fire alarm sounds throughout the residency block – the potential fire could be in your flat, or another flat in your block.

If You Discover or Suspect a Fire:

- Raise the alarm by operating the nearest Fire Alarm Call Point.
- Alert everyone in the area.
- Close the doors and windows as you leave.
- Evacuate the building and proceed to the Assembly Point
- Call 2222, 9-999 or 112 – Fire at number.....
- Hospital Switchboard, will be alerted and will dispatch Porters to check/assist

If You Hear the Fire Alarm:

- Check your flat area
 - If your flat is affected, follow the above steps
 - If your flat is unaffected, **Stay in your Flat** with all doors and windows closed.
- If you feel in danger then evacuate the building and proceed to the Assembly Point.
- If your escape is obstructed by smoke return to your flat and go to the room furthest away from the front door.
- Call 2222, 9-999 or 112 and inform the Fire Service that you are trapped in your room.
- Hospital Switchboard, will be alerted and will dispatch Porters to check/assist

Thank you for taking the time to read this information.

Apologies that I haven't been able to meet with you this time.

If you have any queries/questions regarding this booklet, please don't hesitate to contact me directly on 770270.

Many thanks and kind regards,
Amy Burgess
Fire Safety Advisor