

 <b>Kingston GP Chambers</b> Kingston Training Hub    Clinical Services Practice Support Services    Kingston Education Centre	<b>Fire evacuation and risk management plan for CI Tower</b>		<b>Reviewed</b>	<b>May 2024</b>
			<b>Revised</b>	<b>Yes</b>
	<b>Adopted</b>	<b>May 2024</b>	<b>Next review</b>	<b>May 2026</b>

# Fire policy evacuation and risk management plan for CI Tower

## Fire evacuation plan for CI Tower

This Fire Evacuation Plan outlines the procedures to be followed in the event of a fire emergency at our Kingston GP Chamber (KGPC) CI Tower.

The safety and well-being of patients, staff, and visitors, including those with disabilities, are of paramount importance, and this plan aims to ensure a swift and orderly evacuation to minimize the risk of injury or harm.

### **Overall responsibility**

The responsible person for the management of fire safety is Ann Cox. The primary persons responsible for responding to a fire are the fire marshals working at CI Tower each day and the building managers of CI Tower. KGPC fire marshals are:

- Isaac Elliott
- Saskia Desmond
- Natalie Campbell

Fire marshals will received appropriate training to enable them to undertake their role.

### **All staff responsibilities**

Upon Discovery of Fire:

If safe to do so, attempt to extinguish small fires using the appropriate fire extinguisher. The fire extinguishers are located at:

**Ground floor:** the right hand side of the entrance, the right hand side of the counselling room and in front of room three.

**Fourth floor:** in the corridor immediately outside of Kingston GP Chamber offices on the right hand side.

If staff are unable to extinguish the fire or if it is spreading rapidly, activate the fire alarm and evacuate immediately. The fire alarm call points are located:

**Ground floor:** to the left of room one and next to the kitchen.

**Fourth floor:** fire call point to the right hand side of the office entrance door.

Staff should evacuate via the nearest available exit.

**Ground Floor:** The exits are located in the front and back of the ground floor of CI Tower that we operate from. The exit at the front of the premises will enable evacuation immediately outside of the premises. The back exit will require persons to walk past the elevators and building reception before exiting the door in front of the building's reception area.

**Fourth Floor:** Staff should exit through the double doors into the corridor with the lifts. Staff should not use the lifts upon hearing the fire alarm. Staff should proceed to use the door on the right hand side to access the stairs to the ground floor and proceed through the reception. This evacuation strategy only applies to staff working at Kingston GP Chambers as this is not a patient accessible area. No staff employed currently have any mobility support needs which would impede them from being able to evacuate the premises in this manner. This plan will be revised in the event staff who require assistance with evacuation are employed at the service.

Staff should direct any patient in their immediate vicinity to leave the premises. Staff and patients should gather at the fire **evacuation point** which is located at:

#### **Pavement area outside the multi-storey car park Dukes Avenue**

Particular care should be provided when supporting patients with disabilities or mobility challenges to evacuate the premises. Given the small size of the premises, the availability of two fire exits and because the patient accessible parts of the premises are located exclusively on the ground floor of the building with no stairs impeding exit, it is not considered necessary to have additional equipment to assist in the evacuation of those with disabilities or mobility challenges.

Staff should follow the directions provided by the fire marshals working that day.

#### **Fire marshals**

Fire marshals should assist patients, staff and other visitors to leave the premises. The premises should be quickly checked to ensure that are no persons remaining in the building prior to leaving the building.

Particular attention should be given to any disabled persons on the premises. Assistance should be provided to ensure that these patients are supported to leave the premises quickly and safely. As the building is located on the ground floor, has two fire exits that are accessible by disabled persons and does not have any stairs impeding exit, no additional measures or equipment are required to support disabled persons evacuating the premises.

Fire marshals should undertake a headcount once they believe all staff, patients and visitors have been evacuated from the premises. Any staff or patients who are not accounted for should be reported to the emergency services.

Responsibility for informing the emergency services of a fire lies with the building managers.

**Emergency Lighting:** - Emergency lighting is installed to illuminate escape routes in the event of a power failure. Emergency lighting was installed in January 2024 and will be tested every 12 months thereafter.

## **Staff training**

All staff are required to undertake fire safety training annually.

## **Risk management plan**

Overall responsibility for the management of risks associated with fire is Ann Cox.

An external risk assessment was completed for Ground floor of CI Tower was conducted in May 2024.

Work will be undertaken to implement the recommended actions following this risk assessment. The fire risk assessment will be reviewed on an annual basis. A further external risk assessment should be undertaken in the event that structural changes are made to the premises which might impact on the service's ability to respond effectively in the event of a fire.

## **Reporting of fire risks**

It is the responsibility of all staff working for Kingston GP Chambers to report any fire risks to Ann Cox immediately upon identification.

## **Fire drills**

Fire drills will be conducted by the CI Tower building managers and staff every six months records of the fire evacuation drills can be requested from Courtenay Tom.

## **Alarm testing**

The fire alarm system will be tested weekly (every Friday) by the CI Tower building managers and staff. Records of fire alarm testing can be requested from the reception staff at CI Tower.

## **Fire marshals**

Non clinical staff will be trained to assist in responding to a fire or upon the raising of the fire alarm. Therefore, any staff working at CI Tower will be able to assist with any fire evacuation or drills.

## **Staff training**

All staff are required to undertake fire safety training annually.

## **Review of the fire evacuation plan and risk management plan**

This document will be reviewed every two years as a minimum. Reviews and changes may be made within this period in response to legislative changes or if there are any changes to the premises or staffing composition which might impact on the effective function of the evacuation or risk management plan.