

LAWRENCE HOUSE SUPPORTED ACCOMMODATION

Actions by Staff in the event of a Fire or Fire Alarm

IF A FIRE IS DISCOVERED OR THE ALARM SOUNDS

1. Raise the alarm immediately.
2. Do not tackle any Fire unless it is blocking your escape route.
3. Put on the high visibility waistcoat and pick up the laminated copy of the floor plans (both are kept on the hanger of the door in the staff bedroom). This waistcoat clearly identifies you as the person in charge to residents, visitors and the Fire Brigade. The floor plans should be made available to the Fire Service if required.
4. Pick up the phone to take with you.
5. Pick up list of signed in visitors by the office door.
6. Ensure all residents evacuate the building and that they assemble at the side of Lawrence House, next to the Public Footpath through to Castle Street. If you did not raise the alarm then ask the person who did to identify themselves and provide details.
7. In the event of fire / suspected fire, then dial 999 and ask for the Fire Brigade. Provide as much information as possible.
8. With the list of signed in visitors; check that all residents and visitors (both resident visitors and official visitors / contractors) have left the building. If you are unsure if anyone is still in the building, inform the emergency services when they arrive of the numbers and room locations. DO NOT return to the building to search for a possible missing person.

LOCATION OF FIRE EXITS:

Downstairs

Front Door
Door in corridor at bottom of stairs
Laundry external door
Kitchen external door
Pool room external door

Upstairs

Coming down the stairs and using downstairs exits
Lower landing window in emergency and event of fire
Various roofs can also be used in an emergency and event of fire; these are located from the following rooms:
Room 7 left hand corridor
Room 2 right hand corridor

9. Once the all clear has been given:-

Staff, residents and visitors can now return to the building.

De-activate the alarm by pressing 123 System Reset. The Fire alarm box is located in corner of the front office. Record any evacuation in the red folder that is kept in the tall metal filing cabinet in the main office.