

LAWRENCE HOUSE SUPPORTED ACCOMMODATION

Fire Drill

TO BE CARRIED OUT AT A MINIMUM OF EVERY 3 MONTHS:

The fire alarm box is located in corner of the front office. Press Sound Alarms, which will set off the alarm and note the time.

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.

Pick up the phone to take with you.

Ensure all residents vacate the building in an orderly fashion by the nearest fire exit and that they assemble at the side of Lawrence House, next to the Public Footpath through to Castle Street. Monitor the evacuation time.

Pick up list of signed in visitors and check that all visitors (both resident visitors and official visitors / contractors) have left the hostel.

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

N.B. DO NOT ALLOW THE RESIDENTS TO USE THE UPSTAIRS EXITS IN THE EVENT OF A FIRE DRILL.

When everyone has vacated the building, note the time taken. Re-enter Lawrence House.

De-activate the alarm by pressing 123 System Reset.

Residents and visitors can now return to the building.

Record the Fire Drill in the red folder that is kept in the tall metal filing cabinet in the main office, noting the complete procedure time for future reference.

Where there is a rapid changeover in residents, consideration will be given to holding extra Fire Drills.

Two members of staff regularly conduct the Fire Drill together for training and monitoring purposes. The five permanent members of staff should conduct the Fire Drill on a rota basis, incorporating relief staff whenever practical.