

Parish Dental Practice Policy: Fire Alarm Response

Policy Statement:

Parish Dental Practice prioritizes the safety of its patients, staff, and visitors. This policy outlines the procedures to follow in response to the fire alarm, ensuring a swift, organized, and safe evacuation of the premises if necessary.

Objective:

To provide clear instructions and actions for staff and patients in the event of a fire alarm, minimizing risk and ensuring the safety of all individuals in the practice.

Scope:

This policy applies to all individuals present in Parish Dental Practice at the time of a fire alarm, including staff, patients, and visitors.

Detailed Procedures:

1. Immediate Response to Fire Alarm:

- Upon hearing the fire alarm, all staff should stop work immediately and prepare to evacuate the building.
- Designated staff members (fire wardens) should take charge to ensure the evacuation process is orderly and efficient.

2. Evacuation Procedures:

- Follow the pre-determined evacuation routes, which should be clearly marked and free from obstructions.
- Assist patients and visitors, particularly those with mobility issues or other disabilities, in safely evacuating the building.

3. Assembly Points:

- Direct all evacuees to the designated assembly point(s) outside the building, away from potential fire hazards.
- Fire wardens should ensure that everyone has evacuated the building and report to the emergency services upon their arrival.

4. Roll Call:

- Once at the assembly point, perform a roll call to ensure all staff, patients, and visitors are accounted for.
- Report any missing persons to the emergency services immediately.

5. Training and Drills:





- Conduct regular fire evacuation drills to ensure all staff and regular patients are familiar with the evacuation procedure.
- Provide training for all staff on fire safety and evacuation procedures, including the use of fire extinguishers.

6. Fire Extinguishers and Fire Safety Equipment:

- Ensure fire extinguishers and other fire safety equipment are easily accessible, clearly marked, and regularly maintained.
- Train designated staff members in the proper use of fire extinguishers for initial response if safe to do so.

7. Re-Entry to the Building:

- No one should re-enter the building until the emergency services have declared it safe to do so.

8. Communication:

- Inform staff, patients, and visitors of the fire alarm response procedures, particularly new and temporary individuals.

9. Post-Evacuation Procedures:

- After an evacuation, review the effectiveness of the response and make any necessary adjustments to the procedure.
- Provide support and assistance to staff and patients who may be distressed following the evacuation.

10. Policy Review and Updates:

- Regularly review and update the fire alarm response policy to reflect any changes in the building layout, staff, or other relevant factors.

Enhanced Responsibility and Compliance:

- **Practice Manager:** Responsible for the overall implementation of the fire alarm response policy and coordination of training and drills.
- **Fire Wardens:** Specific staff members trained to lead the evacuation process, ensuring everyone leaves the building safely and quickly.
- **All Staff Members:** Expected to familiarize themselves with the fire alarm response procedures and participate actively in drills and training.

This policy ensures that Parish Dental Practice is prepared to respond effectively in the event of a fire, prioritizing the safety of everyone on the premises. Regular drills, staff training, and clear communication of the procedures are key to the successful implementation of this policy.

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Updated Yearly

