

PROCEDURE IN THE EVENT OF A FIRE FOR CTW LEVEL 2, LADYWELL UNIT

If you discover a fire, you must carry out the following:-

1. Shout for assistance.
2. Break glass to sound alarm and phone 2333.
3. Move away from the danger area, closing the door.
Move patients and visitors beyond fire door. Take patient's notes and prescription chart with them. Print patient list from Swiftplus and add names of visitors and staff.
(Note: It may be necessary to be divided into 2 groups one at each end of the ward. CTW co-ordinator will nominate a deputy to take charge of the other group)
4. Ensure staff in SCU are aware of what is taking place – they will also need to prepare to evacuate.
5. CTW co-ordinator will make decision when and if it is appropriate to turn off the main oxygen supply. Ensure portable oxygen cylinders have been allocated to patients if needed. If safe to do so, move any unused portable oxygen cylinders away from danger area.
6. CTW co-ordinator will ensure security key is turned to 'open'.
*(Note if the key is not immediately available staff should be aware that there are green emergency release buttons. Once pressed these cannot be reset by staff. Activating the fire alarm does **not** release the door locks.)*
7. CTW co-ordinator will head count. SCU to provide their Swiftplus printout.
8. Prepare to evacuate to a safe area
9. Attempt to fight fire, only if it's safe to do so.
10. CTW Co-ordinator to make decision regarding turning off the oxygen. When the fire brigade arrives the fire officer in charge will break glass and turn off supply if told safe to do so by Co-ordinator. The break glass is situated on the left hand wall as you enter the ward.

FIRE SAFETY LOG KEPT IN CTW and SCU
(revised June 2014)

