



NORTHERN IRELAND AMBULANCE SERVICE

FIRE MANUAL

Version: 3.0 (June 2016)

Title	Fire Manual
Ratified by:	Fire Compliance Group May 2016
Original Author(s)	Bryan Snoddy
Publication Date:	June 2016
Next Review:	June 2018

Version	Date	Notes on Revisions
1	December 2006	
1.1	August 2008	B Snoddy, Asst Dir Ops & T McGarey, Risk Manager
1.2	September 2011	M Cochrane, ASM Belfast
1.3	April 2012	T McGarey, Risk Manager, B Snoddy, Asst Dir Ops (Fleet & Estate)
1.4	October 2012	Fire Compliance Group
1.5	December 2012	Changes to Appendices 3 & 10
2	December 2012	Published version
3	June 2016	Published version

<u>Ref</u>	<u>Title</u>
1.0	Organisation and Responsibilities
2.0	Fire Manual
3.0	Fire Risk Assessment
4.0	Statutory Inspection of Fire Precautions
5.0	Evacuation Procedures
6.0	Fire Safety Training
7.0	Fire Drills
8.0	Reporting of Fires
9.0	Monthly Fire Precautions Inspection Procedures
10.0	NIAS Annual Certification
11.0	Vehicles
12.0	Fire Compliance Group
13.0	Review

APPENDIX LISTING

1	Fire Safety Advisors
2	Monthly Fire Precautions Inspection Procedure
3	Fire Incident Record
4	Emergency Evacuation Procedure
5	Record of Fire Drills, Evacuation and Instruction
6	Annual Certification Procedures
7	Fire Precautions – Glossary of Terminology
8	Types of Fire Extinguishers
9	Information Sources
10	Terms of Reference – Fire Compliance Group

1.0 Organisation and Responsibilities

1.1 NIAS

NIAS corporate responsibility for ensuring the implementation of fire legislation throughout its properties and for the effective achievement of its Fire precautions policy, will be managed through the Chief Executive

1.2 Chief Executive

Will present at least annually evaluations of fire safety within NIAS to the Trust Board to ensure these objectives are being met.

Will in conjunction with the Director of Operations ensure that agreed programmes of investment in fire precautions are properly accounted for in the NIAS Annual Business Plan.

1.3 Executive Director (Fire) - Director of Operations

Will be responsible to the Chief Executive for promoting and developing measures for ensuring the safety of patients, staff, visitors and buildings and for monitoring the effectiveness of staff training and other such measures.

Will receive support and technical guidance and advice from the Fire Safety Advisor.

1.4 Directors

Are responsible for ensuring this policy is adhered to within all of their areas of responsibility.

1.5 Fire Safety Advisors

Having received appropriate training in Fire Safety and Fire Risk Assessment the Fire Safety Advisors (Appendix 1) should be the first point of contact for advice on Fire Safety Issues.

Fire Safety Advisors:

- Will be responsible for advising on technical fire matters and for monitoring the state of fire precautions within NIAS properties
- Will examine the circumstances of all reported fires and consider what measures are necessary to prevent future occurrences and keep accurate records of all incidents.

- Will be responsible for advising and assisting management in the interpretation and application of all statutory and HSC fire safety provisions
- Will be responsible for preparing training programmes for all staff employed in the NIAS premises, liaising with the responsible persons in the organisation of regular fire drills and staff training, witnessing the effectiveness or otherwise of fire drills and recommending remedial action when necessary, arranging for accurate records of staff training and drills to be kept centrally and at each workplace.

In the event of a serious fire incident NIAS Fire Safety Advisors will liaise as appropriate with NIFRS Fire Investigation Officer, PSNI Investigation Officer, Health and Safety Executive Representatives and any other statutory body carrying out fire investigation. A full report will be completed and forwarded through the chain of command to the Executive Director (Fire).

1.6 CPD Health Projects

Will ensure that statutory standards are maintained within NIAS, and that any new buildings, improvement work, alterations or building upgrading are in compliance with statutory and HSC fire safety provisions.

Will offer technical advice to the Director of Operations (Estate and Fleet) on building and engineering services and maintenance, when required.

Will ensure that all tendered contracts and works will include requirements to meet statutory and HSC fire safety provisions.

1.7 Assistant Director Operations (Comms) /Area Managers and Administrative & Complaints Manager

Will be directly responsible through the Director of Operations to the Chief Executive for compliance with this procedure in all premises under his/her control.

Will ensure that each premises has

- An up-to-date fire safety risk assessment;
- A written emergency evacuation procedure;
- A documented and up to date programme of inspection;
- Regular documented fire drills.

Will receive fire reports from the Fire Safety Advisor and inform the Director of Operations (Fleet & Estate) of their contents and arrange for them to be acted upon.

Will raise an internal Certificate of Fire Safety Compliance to be submitted, via Assistant Director Operations (Fleet and Estates) to the

Director of Operations by 31 March each year. In the case of Area Managers this will be based on station certificates raised by the Station Officers.

The Certificate of Fire Safety Compliance for each Division/Facility will be forwarded to the Chief Executive by 30 April each year.

Will ensure that all departments under his/her control have a procedure to be followed by every employee in the event of a situation arising that could present serious and imminent danger, and that a sufficient number of competent people have been nominated to implement that procedure insofar as it relates to evacuation of the affected part.

1.8 Station Officers/Department Heads

Will carry out an annual review of the Fire Safety risk assessment, they will update the risk assessment and return it to the Estates Admin Officer for recording and entry on the Estates database.

Will review the Monthly Fire Precautions Inspection Procedures checklist (Appendix 2) of each premises under their control on a quarterly basis and ensure that appropriate action is taken to rectify any defect found.

Will arrange for any action required to take place within their department as a result of advice received in respect of any fire report.

Will be responsible for implementing the fire policy within their area of responsibility and for ensuring that all fire safety instructions are brought to the attention of all their staff and are observed by them.

Will ensure that every member of staff participates regularly in fire precautions training and that he/she must be able to identify those members of their staff who may require additional training e.g. new staff members, secondments etc.

Will prepare a Personal Emergency Evacuation plan for any staff or visitors to the premises that may require one.

Will ensure that all fires and false alarms are reported through the NIAS Untoward Incident Reporting Procedure and to complete a Fire Incident Record at (Appendix 3).

1.9 Paramedic/Station Supervisor

Will complete the Monthly Fire Inspection Checklist recording any discrepancies and follow through actions as appropriate.

Will ensure all Station visiting staff are made aware of Fire Precautions applicable for their specific location.

They will record and report on all fire drills, evacuations and activations of alarms through Line Management Structure to ensure adequate records are kept of Fire Incident Training and checks.

They will assist in the evacuation of the premises in the event of the activation of the alarms, will lead the roll call of personnel and ensure that the safety of persons is reported back to Control and will liaise with attending Fire and Rescue Service as appropriate.

1.10 All Staff

Every employee must know and adhere to the fire procedure for the facility in which they work, the location of the various exit routes, fire alarm points, firefighting equipment and how to use them.

Every employee must participate in the fire precautions arrangements and training programmes to assist NIAS to achieve its objectives, and any defect in fire safety must be reported immediately.

2.0 Fire Manual

This Fire Manual must be read in conjunction with the NIAS Fire Safety Policy and is designed to provide guidance for all staff on NIAS Fire Safety Procedures. It seeks to clarify the roles and responsibilities of all staff in relation to Fire Safety and Fire Prevention at Divisional, Control and Headquarters level.

It is essential that this manual is kept in a prominent location within each Station, Control Room and Headquarters and is readily available and accessible at all times. The manual must be regularly updated with all information required to demonstrate compliance with its requirements.

Fire Safety shall be included in the induction of all new staff as well as in the on-going training of existing staff in operational, control, support and administrative roles.

On-going training in relation to fire precautions and awareness will be carried out through appropriate headings within the Staff Annual Work Book and face-to-face time scheduled every three years with staff.

3.0 Fire Risk Assessment

Each workplace owned and/or used by the NIAS will have a complete and up to date fire safety risk assessment for the building in compliance with The Fire Safety Regulations (NI) 2010. The assessment will be carried out by a competent person appointed by the Trust and will be reviewed in the event that:

- Material alterations are made to the premises;
- Significant changes are made to the use of the workplace;
- Any other occasion arises which leads to the conclusion that the current assessment is no longer valid.

4.0 Statutory Inspection of Fire Precautions

NIAS has contracted a number of companies to carry out statutory inspection of all fire precautions, which require them.

Fire Precaution	Frequency
Portable fire extinguishers	Annually
Fixed fire detection systems	Every six months
Alarm system	Every six months
Fixed fire extinguishing system	Annually
PAT testing	Annually
Fixed electrical installation	Every five years (three year critical areas)

5.0 Emergency Evacuation Procedure

Each premises used by the NIAS will have a written individual emergency evacuation procedure (See Appendix 4) appropriate to that building. It will contain information on:

- How to call the fire brigade;
- Who is responsible for completing roll calls and communicating with the fire brigade;
- Who is responsible for helping mobility, sight and/or hearing impaired persons from leaving the building; a Personal Emergency Evacuation Plan should be held for all staff if they have a disability which may impair evacuation in the event of a fire. May also need to be prepared for visitors to NIAS premises and this will be the responsibility of the Departmental Manager or those organising the visits
- The location of fire assembly points;
- The location of all fire extinguishing devices, fire call points and emergency exits.

Where premises are shared with another organisation there must be consultation on the development of any procedure. This will be the responsibility of the relevant Manager. Each deployment point must have clear, visible instructions for staff visiting from outside the area.

6.0 Fire Safety Training

All staff will receive training at induction on NIAS fire safety policy and on how to use portable fire extinguishing devices. (See Appendix 7 for Types of Fire Extinguishers)

Refresher training will be provided on an annual basis. This will be provided through the Staff Work Book after the initial induction training and will be refreshed on a three yearly face-to-face basis with staff.

All staff will be informed of the emergency evacuation procedures for each premises at which they are based for whatever length of time. This will be carried out by the Station Supervisor/Paramedic or Station Officer

In addition all staff will be given advice on the procedures for evacuating and fire-fighting at deployment points in the vicinity of their base station. (See Appendix 5 for the Record of Fire Drills, Evacuation and Instruction form) All training must be recorded on the appropriate form.

Each deployment point must have clear, visible instructions for staff visiting from outside the area.

7.0 Fire Drills

Fire evacuations will be carried out at least:

- Every three months for all ambulance stations;
- Every six months for all other premises.
- No requirement for evacuation drills at deployment points unless to comply with the local Fire Risk Assessments

These must be arranged to ensure that all staff members take part in at least one fire drill every year and must be recorded on the appropriate form (Appendix 5) and be stored within the buildings fire manual.

As part of the Monthly Fire Precautions Inspection alarm sounders at core points will be tested on a rotational basis and recorded (Appendix 5).

All alarms must be treated as full evacuations unless prior warning has been given, not more than five minutes before the alarm. An all clear must be given once any test has been completed.

Unmanned deployment points will have a clear simple instruction with evacuation of the building which normally will contain a maximum of two people, has a direct access and fire exits kept clear.

7.1 Emergency Ambulance Control (EAC) & Non-Emergency Ambulance Control (NEAC)

The emergency evacuation procedure for the EAC will be tested independently of the normal procedure for NIAS Headquarters due to the need to maintain the Centre's capacity to manage emergency calls. This must be carried out at the frequency identified above and arranged by the Regional Control Manager.

NEAC will manage its evacuation drills so as to minimise any potential disruption.

8.0 Reporting of Fires

All fires and false alarms etc must be reported through NIAS Untoward Incident Reporting Procedure. In addition, a Fire Incident Record (Appendix 3) should also be completed.

9.0 Fire Precautions Inspection Procedures

9.1 Monthly

At least once per month an inspection of each NIAS premises will be carried out and an inspection checklist completed. These inspections are designed to help in the identification of possible hazards and to ensure that any found are appropriately controlled. Copies of completed inspections must be stored within the Fire Safety Manual to facilitate audit and review. This will be inspected by the Station Officer on a monthly basis (minimum). The Station Officer will countersign the checklist. (See Appendix 2)

9.2 Weekly

An informal walk round should be carried out on a weekly basis by the Supervisor. Any issues discovered should be noted on the Monthly Fire Precautions Inspection Checklist.

10.0 NIAS Annual Certification Procedures

By 31 March each year, Certificates will be completed for each NIAS building by the person responsible for fire safety within them to confirm compliance with this procedure. (See Appendix 6, 6a and 6b)

11.0 Vehicles

Due to the nature of work carried out by the Ambulance Service the vehicles constitute a work place under the legislation and guidance. All NIAS vehicles are fitted with fire extinguishers which need to be checked in accordance with the schedule maintenance and inspection programme. Staff should be familiar with the escape routes available to them from their vehicles and ensure these are not locked or hindered during normal operations. Staff should familiarise themselves with the vehicles and the operation of doors and locks and emergency locking systems in the event of a vehicle fire. Staff should be aware of the location and use of fire extinguishers carried in vehicles.

In all incidents involving a vehicle fire the prime concern is to remove people to a place of safety. Fighting the fire is only necessary to affect an escape. Engine fires can be suppressed by slightly opening the bonnet and introducing the fire extinguisher into the gap and spraying the engine compartment. All A&E vehicles introduced since 2014, i.e 70 out of 116, have automatic fire suppression systems fitted.

12.0 Fire Compliance Group

The Fire Compliance Group will comprise of Staff Side representatives and Management representatives. They will monitor fire safety arrangements within NIAS, will investigate or report on incidents as necessary and recommend appropriate training or fire precautions and monitor the suitability and efficiency of fire precaution arrangements within NIAS. The group will report to Health and Safety Committee and give assurance of the fire safety arrangements within NIAS and highlight any risks to the Risk Register as required. (See Appendix 10 for Terms of Reference)

There will be annual audit checks for fire safety arrangements across all premises occupied by NIAS on a five year rolling plan. This will be carried out by the Assistant Director of Operations (Estate & Fleet) and the Risk Manager.

12.1 Key Performance Indicators

The Fire Compliance Group has identified the following Key Performance Indicators (KPI's):-

1. Fire Evacuation Drills
2. Fire Test
3. Alarm activation incident
4. Monthly Checks
5. Audit Visit Date
6. Extinguishers within service

7. Fixed Detection serviced
8. Alarm System serviced
9. PAT Testing
10. Fixed Electrical Installation (FEI)
11. Fire Safety Lecture
12. Provision of Service Induction and Post Proficiency Training
13. Learning & Development
14. Courses Attended

KPI's will be amended as necessary on an on-going basis.

13.0 Review

The Fire Manual will be reviewed every two years or earlier if there is a change to legislation or significant incident.

Fire Manual
V3.0 June 2016

Fire Safety Advisors

Name	Title	Fire Safety Level 1	Fire Risk Assessment
Blee, Tommy	Station Officer	02/03/06	
Cochrane, Mark	Area Manager	02/03/06	06/04/06
Coulter, Laura	Station Officer	Nebosh Apr 15	
Hughes, Evelyn	Station Officer (A)		06/12
Keating, Katrina	Risk Manager		
Kennedy, Paul	Station Officer		3/06/11
Lavery, Darren	EMT	Nebosh Apr 15	
McCaughern, Joe	Station Officer	02/03/06	06/04/06
McClintock, John	Station Officer	02/03/06	06/04/06
McConville, Michael	Station Officer		15/02/2011
Mercer, Glyn	Station Officer (A)		3/06/11
Mullan, Sean	Station Officer (A)		06/12
Nicholl, Sammy	Station Officer		15/02/11
Rafferty, Frank	Admin & Complaints Mgr		3/06/11
Richmond, Eddie	Duty Control Officer	11/08	09/08
Smylie, Joanna	Station Officer (T)		3/06/11
Snoddy, Bryan	Asst Dir Ops. HQ	11/08	06/04/06
Stewart, Glen	Supervisor	Nebosh Apr 15	
Stewart, Keith	Station Officer		3/06/11
Vitty, Alison	Corporate Manager HQ	02/03/06	
Wotherspoon, Norman	Duty Control Manager	Nebosh Apr 15	

These people are deemed competent by virtue of the fact they have attained the above qualifications.

Monthly Fire Precautions Inspection Procedures

All fire exits leading to or from the building must be checked to ensure that there is nothing that could obstruct their use in an emergency either inside the building or outside. The full width of the doorway must be clear as well as the escape leading to it.

The fire exit signs and escape route markers must not be obscured and must be visible from any direction. If a fire escape sign requires additional information to be included then the appropriate information must be entered legibly into the spaces provided.

- Any obstruction must be moved to a safe place.
- Broken or illegible signs must be replaced.
- Inappropriate/out of date signs must be removed ASAP.

All doors should be opened fully to ensure they are moving freely. They should also be watched while they close to ensure that they close completely and securely.

All fire points should be checked to ensure that the correct extinguishers are in place and that their pins and security tags are intact. Gauges on water extinguishers must also be checked to ensure that the indicator needle is in the green zone.

Access to all fire points and equipment must be clear of all obstructions any found must be removed.

A different call point must be checked on the day of the inspection with the following procedure:

- Insert test key into location and activate alarm;
- Go to control panel and programme with reset code;
- Allow all alarms to stop sounding and the panel to re-arm.
-

Note on checklist which call point was tested and report any faults immediately

A different emergency light must be checked during each inspection by activating the light using the key provided and ensuring it is activated by battery power.

Note on checklist which light was tested and report any faults immediately

If bins are overflowing they must be emptied immediately.

Visually check all areas and ensure that all hazardous substances including cleaning materials are stored in an appropriate location.

Check the store used for hazardous/flammable substances and ensure that it is locked when not in use if not lock it.

Inspect all containers and ensure that their contents are clearly identified. Do not decant substances into unmarked containers at any time or into bottles, which could be mistaken for those containing soft drinks etc. Any unidentified substances must be locked away in a secure location and your supervisor should be informed immediately.

Safety signs must not be obscured and must be visible from any direction:

- Any obstruction must be moved;
- Broken or illegible signs must be replaced;
- Inappropriate/out of date signs must be removed ASAP.

All areas should be visually checked to ensure that all equipment and materials are stored in appropriate places and not causing a hazard to members of staff or the public.

All floors must be free from damage with floor covering secured in position and hard floors free from holes or protrusions any defects should be identified and reported to supervision immediately. If a defect cause an unacceptable hazard to those using the area in question then the area should be closed until the problem is rectified.

Liquids pooling on floors must be identified with a “caution slippery floor” sign and cleaned up immediately. The cause should also be noted and where necessary rectified.

Any litter, glass or other debris on the floor must be lifted immediately and in accordance with current safety procedures as described in NIAS Waste Management Policy.

The electrical equipment in use must be labelled as PAT tested within the last 12 months. Untested equipment must be labelled and added to the next testing schedule.

Visually check leads and plugs of portable equipment ensuring that any damaged items are taken out of service, placed in a secure location and that defects are reported to the Supervisor immediately. Only authorized and qualified persons are permitted to repair or maintain electrical equipment.

Check sockets for the tell-tale signs of overloading i.e. more than one plug per socket, the use of adaptors or a number of extension connected together. Please note that this is guidance only and certain appliances such as electric fires etc use much more power and their use especially in conjunction with other electrical items is much more likely to create an electrical overload. If in doubt disconnect and contact your Supervisor/Station Officer.

Ensure that all electrical leads are routed away from traffic routes, doorways etc where they would be susceptible to damage or could present a trip hazard.

The door to rooms containing switchboards are identified and locked at all times. Access to the switchboard must also be restricted and kept clear from debris.

Monthly Fire Precautions Inspection Checklist

Building		Inspection Date	
-----------------	--	------------------------	--

	Hazards	Y	N	Actions if the problem can be fixed immediately do so. If not contact the relevant person/dept?	Person responsible for action	Notified date	Action complete date
1	Fire exits clear of obstruction inside and out?						
2	Fire exit and escape route signs in good condition and visible?						
3	Fire doors working correctly i.e. self-closers?						
4	Firefighting equipment in correct position and clearly marked?						
5	Free access to all firefighting equipment?						
6	Fire call point working correctly? Identify specific point tested.						
7	Emergency lighting operating correctly? Identify specific point tested.						
8	Waste bins free from excess litter?						
9	Hazardous chemicals stored in correct locations?						
10	Chemical store locked when not in use?						
11	Containers of hazardous materials clearly marked?						

	Hazards	Y	N	Actions if the problem can be fixed immediately do so. If not contact the relevant person/dept?	Person responsible for action	Notified date	Action complete date
12	All warning signs visible and applicable?						
13	All traffic routes free from hazards e.g. trailing leads?						
14	Floors in good condition?						
15	Floors clear of spills?						
16	Floors clean free of debris and litter?						
17	All electrical equipment in use PAT tested within 12 months?						
18	All equipment inc sockets and leads free from visible damage?						
19	Sockets are not overloaded?						
20	Electrical leads are routed safely?						
21	Switch room doors or electrical panel doors locked?						
22	Other						

Inspector (print)		Inspector (signature)	
--------------------------	--	------------------------------	--

Countersigned :

Supervisor/Station Officer (print)		Supervisor/Station Officer (signature)	
-------------------------------------------	--	-----------------------------------------------	--

Fire Incident Record

Appendix 3

**Complete this form in the event of a fire or alarm activation
Return within 48 hrs to NIAS HQ. Place copy on Station file.**

Ambulance Facility _____	Age of Premises _____
Nature of Incident Fire/Alarm Activation	Date _____
Time of Incident _____	Duration hh.mm _____
Fire Brigade: called at _____	Arrived at _____
Fire Extinguished at _____	Cost of Repairs _____
Fire Brigade attended: YES / NO	No. in team _____

FIRE INCIDENT - (Please circle one or more options for the following questions)

Fire discovered by:

- | | | | |
|-------------|-----------------------|-------------------|----------------|
| 1. employee | 3. visitor/passers-by | 5. smoke detector | 7. other _____ |
| 2. patient | 4. sprinkler | 6. heat detector | _____ |

Building type:

- | | | | |
|---------------------|-----------|-------------|-------|
| 1. Station | 3. HQ | 5. Workshop | _____ |
| 2. Deployment Point | 4. Office | 6. Other | _____ |

Location of Fire:

- | | | | |
|-----------------|-------------------|---------------------|-----------------|
| 1. rest room | 4. female toilets | 7. store room | 10. garages |
| 2. kitchen | 5. office | 8. sluice room | 11. other _____ |
| 3. male toilets | 6. training room | 9. outside building | _____ |

Cause of Fire:

- | | | | |
|----------------------|------------------|----------------------|-----------------|
| 1. deliberate | 5. water heating | 9. equipment failure | 13. unknown |
| 2. cooking appliance | 6. hot work | 10. fixed cable | 14. other _____ |
| 3. space heating | 7. lighting | 11. electric leads | _____ |
| 4. central heating | 8. naked lights | 12. smoking | _____ |

Method of Extinguishment:

- | | | | |
|----------------------|-----------------------|---------------|--------------------|
| 1. none | 4. fire hose | 7. smothering | 10. CO2, Halon etc |
| 2. self-extinguished | 5. water | 8. removal | 11. Fire Brigade |
| 3. extinguisher | 6. equipment isolated | 9. sprinkler | 12. other |

Material first ignited:

- | | | | |
|----------------------|---------------------|-----------------|------------------------|
| 1. raw material | 5. bedding/mattress | 9. fittings | 13. cleaning materials |
| 2. vegetation | 6. upholstery | 10. food | 14. waste |
| 3. personal clothing | 7. furnishings | 11. electrical | 15. unknown |
| 4. other textiles | 8. structure | 12. decorations | 16. other |

Spread of fire within room of origin:

- | | | | |
|---------------------|--------------------|------------------------|----------------|
| 1. not applicable | 3. stored material | 5. furnishings/linings | 7. other _____ |
| 2. confined to item | 4. furnishings | 6. equipment | _____ |

Spread of fire beyond room of origin (provide sketch if necessary):

- | | | | |
|---------------------|---------------------|-------------------|------------------------|
| 1. not applicable | 4. adjacent room(s) | 7. stairway | 10. adjacent buildings |
| 2. confined to room | 5. street | 8. other floor(s) | 11. other _____ |
| 3. corridor(s) | 6. adjacent dept | 9. roof void(s) | _____ |

Spread of smoke beyond room of origin (provide sketch if necessary):

- | | | | |
|---------------------|---------------------|-------------------|------------------------|
| 1. not applicable | 4. adjacent room(s) | 7. stairway | 10. adjacent buildings |
| 2. confined to room | 5. street | 8. other floor(s) | 11. other _____ |
| 3. corridor(s) | 6. adjacent dept | 9. roof void(s) | _____ |

Route of Fire Spread:

- | | | | |
|-------------------|------------------------|-------------------|----------------|
| 1. not applicable | 3. spaces/voids | 5. open fire door | 7. external |
| 2. ducts | 4. defective fire stop | 6. stairway/lifts | 8. Other _____ |

FIRE ALARM

Please tick appropriate box for NIAS and NIFRS

Cause of alarm signal:

	NIAS	NIFRS	Environmental effect	NIFRS	NIFRS	System issue	NIAS	NIFRS
1. Malicious			5. Cooking fumes			9. Fault - design		
2. Good intent			6. Smoking			10. Procedures not complied with		
2. Accidental damage			7. Insects			11. Management procedures not complied with		
4. Alarm activated by public			8. Other			12. Sprinkler alarm - water pressure		
14. Unknown						13. Sprinkler alarm - other		

FIRE INCIDENT / FIRE ALARM

Extent of Evacuation (provide sketch if necessary):

- | | | | |
|-------------------|------------------|-----------------------|-----------------|
| 1. Unnecessary | 4. Department | 7. Floor | 10. other _____ |
| 2. Room only | 5. Street | 8. Other floor(s) | _____ |
| 3. Adjacent rooms | 6. Adjacent dept | 9. Adjacent buildings | |

Persons Involved:

	Patients	Staff	Visitors
In room of origin			
Evacuated from Room			
Evacuated from Floor			
Evacuated from Department			

Injuries to Persons:

	Patients	Staff	Visitors
Burns			
Smoke inhalation			
Not applicable			

Additional Information

Signed _____ Position _____ date _____

Counter Signed _____ Position _____ date _____

If you discover a fire

- ✓ Sound the fire alarm by hitting a break glass unit this will automatically alert the fire brigade.
- ✓ Only attack the fire - if your escape route is clear, the fire is under control, you know how to use the fire extinguishers provided and suitable extinguishing media is available do not put yourself at risk unnecessarily.
- ✓ Evacuate the premises.

If you hear the fire alarm

- ✓ Evacuate the building in a quiet, orderly manner using the nearest safe route (see Appendix 1) and proceed to the assembly point.
- ✓ Report to your head of department
- ✓ Remain at the assembly point until the all-clear has been given

Your assembly point is.

Your alternative assembly point is:

- ✓ **Do not stop** to retrieve personal belongings etc.
- ✓ **Do not attempt to use the lift.** Staff should where possible give assistance to any **visitors with a disability** to help them safely evacuate.

The person(s) nominated to complete the roll call is/are

Once you have reached the designated assembly point

- ✓ Complete your departments roll call
- ✓ Ensure all visitors are accounted for

The buildings fire alarm call points are located at;

Personal Emergency Evacuation Plan:

The buildings emergency exits are located at;

The buildings portable firefighting equipment is located at;



Fire action

if you discover a fire



Operate nearest fire alarm point



Call the Fire brigade by telephoning 999



Leave the building by the nearest exit.



Report to your assembly point at



Do not stop to collect personal belongings



Do not use lift

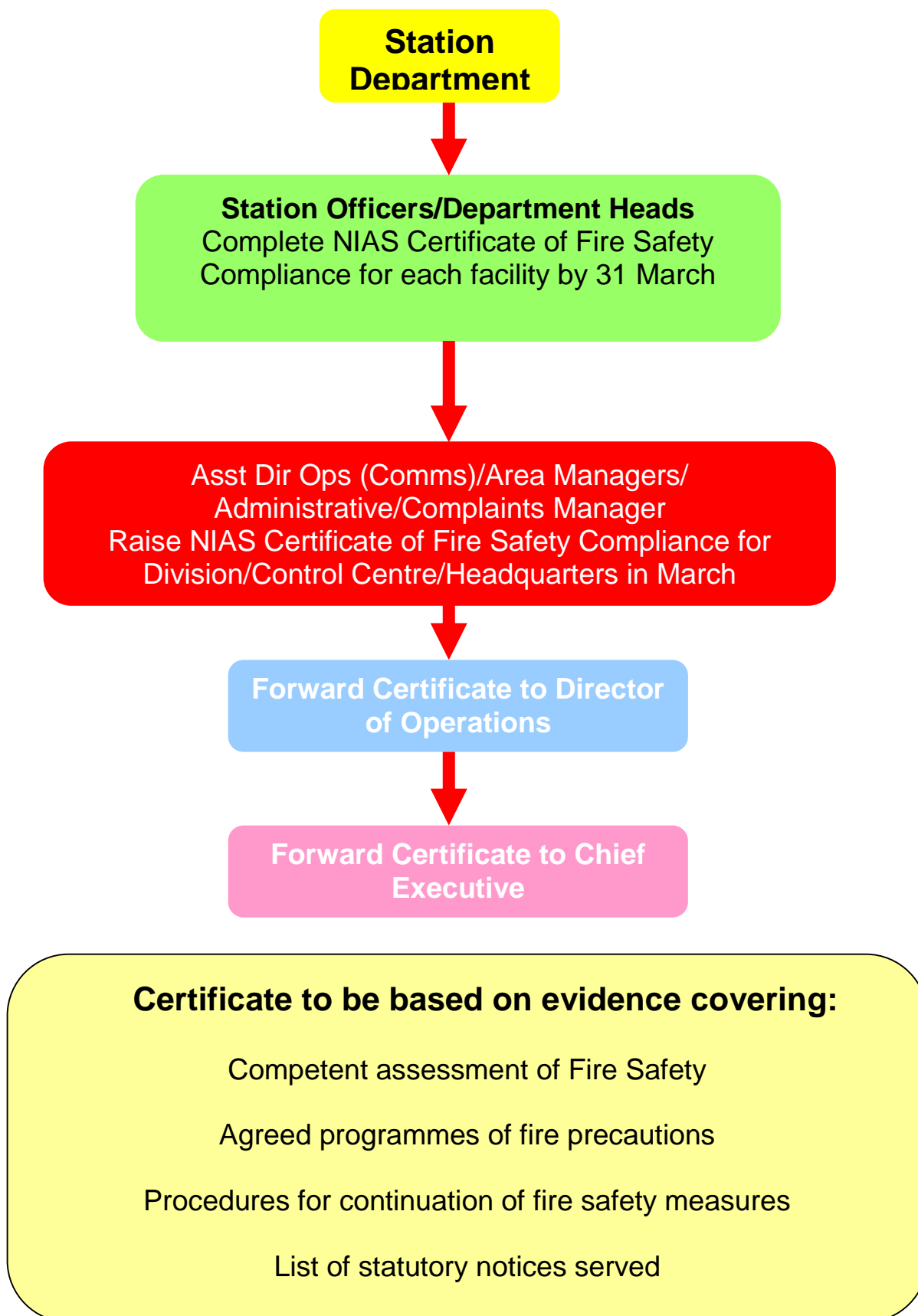
Record of Fire Drills, Evacuation and Instruction

- (i) A Fire Drill involves staff in the action to be taken in the event of a fire. This may include the use of the fire alarm system and firefighting equipment
- (ii) An Evacuation Drill must involve the use of the fire alarm system and staff must be moved to the fire assembly points
- (iii) Staff instruction is any training, whether verbal or practical, given to staff by the Station Supervisor
- (iv) On completion of any of the above, the 'Record of Fire Training & Drills Book' must be completed

DATE	DELIVERED BY	TYPE OF DRILL/TRAINING	LIST of STAFF PRESENT	SIGNATURE

All Staff Must Be Exposed To A Fire/Evacuation Drill At Least Once A Year

Annual Certification Procedures





Annual Certificate of Fire Safety Compliance (Part 1)

This certificate is the means for the Station Officer/Departmental Head to confirm to the Nominated Officer (Fire) that all premises/departments for which they are responsible comply with statutory and HSC fire safety provisions.

The completed certificate should be returned to the Assistant Director of Ops (Comms) by 31st March of each year.

I certify that for the year 1 April _____ to 31 March _____ that the Division/Directorate named below and owned/occupied by the Northern Ireland Ambulance Service Trust, has been thoroughly assessed by persons competent to do so, and complies with statutory and HSC fire safety provision.

I certify that all requirements:

- 1. Are being fully met in the premises named below

OR

- 2. Will be met when the programme of work listed is completed

Signed: _____ Date: _____

Print Name: _____

(Station Officer/Head of Department, ASAM)

Station/Department: _____

Address : _____

Postcode: _____



Annual Certificate of Fire Safety Compliance (Part 2)

This certificate is the means for the Assistant Director Ops (Comms)/Area Manager/Corporate Manager to confirm to the Chief Executive that all premises/departments for which they are responsible comply with statutory and HSC fire safety provisions.

The completed certificate should be returned to the Assistant Director of Ops (Fleet and Estate) by 30 April each year.

I certify that for the year 1 April _____ to 31 March _____ that the Division/Directorate named below and owned/occupied by the Northern Ireland Ambulance Service Trust, has been thoroughly assessed by persons competent to do so, and complies with statutory and HSC fire safety provisions

I certify that all requirements:

1. Are being fully met in the premises named below

OR

2. Will be met when the programme of work agreed with the Fire Authority of Northern Ireland is completed not later than _____

Signed: _____ Date: _____

Print Name: _____

(Assistant Director Ops (Comms)/Area Manager/Administrative/Complaints Manager)

Division/Control Centre/Directorate: _____

Address : _____

Postcode: _____

Fire Precautions – Glossary of Terminology

- Executive Director (Fire):** The **Director of Operations** who will report to the Chief Executive on all matters relating to statutory and HSC fire safety provisions. This responsibility has been delegated to Assistant Director of Operations, Fleet and Estate.
- Nominated Officer (Fire):** Each **Area Manager** will report to the Executive Director (Fire) on all matters relating to statutory and HSC fire safety provisions within his/her Division/Department
- The **Assistant Director Operations (Comms)** will report to the Executive Director (Fire) on all matters relating to safety provisions within Headquarters.
- The **Administrative/Complaints Manager** will report to the Executive Director (Fire) on all matters relating to statutory and HSC fire safety provisions within each of the Directorates
- Deputy Nominated Officer:** Each **Station Officer** will report to their Nominated Officer (Fire) on all matters relating to statutory and HSC fire safety provisions within his/her Stations. In the event of the **Area Manager** being absent **Station Officers** will deputise as nominated Officer (Fire).
- Duty Control Managers (DCM) will report to their Nominated Officer (Fire) on all matters relating to statutory and HSC fire safety provisions within their Control Centre. In the event of the **Assistant Director Operations (Comms)** being absent **DCMs** will deputise as nominated Officer (Fire).
- Departmental Heads** will report to their Nominated Officer (Fire) on all matters relating to statutory and HSC fire safety provisions within their Directorates. In the event of the **Corporate Manager** being absent, each **Head of Department** will deputise as Nominated Officer (Fire)
- Fire Wardens:** Will be nominated by the Nominated Officer (Fire) to ensure checks are carried out in accordance with the fire manual
- Reportable Incident:** Any event (including an actual fire or activation of the fire alarm) which has given, or may give rise to, actual or possible personal injury, or to property loss or damage as a result of fire

TYPES OF FIRE EXTINGUISHERS

BS EN 3: 1996



WATER



POWDER



FOAM



CARBON DIOXIDE

<p><u>WATER</u> for use on wood, paper, textile and solid material fires</p>	<p><u>POWDER</u> for liquid and electrical fires</p>
<p>DO NOT USE on liquid, electrical or metal fires</p>	<p>DO NOT USE on metal fires</p>

<p><u>FOAM</u> for use on liquid fires</p>	<p><u>CARBON DIOXIDE</u> for liquid and electrical fires</p>
<p>DO NOT USE on liquid, electrical or metal fires</p>	<p>DO NOT USE on metal fires</p>

Information Sources

- i. Fire Warden/Line Manager
- ii. Deputy Nominated Officer (Fire)
- iii. Nominated Officer (Fire)
- iv. Health & Safety Committee
- v. Fire Compliance Sub-Committee
- vi. NIAS Intranet
- vii. Health & Safety Executive Northern Ireland (HSENI)
- viii. Northern Ireland Fire & Rescue Service (NIFRS)
- ix. Staff Side Representatives
- x. NIAS RATC
- xi. Northern Ireland Firecode Policy & Principles
- xii. The Health & Safety at Work (NI) Order 1978
- xiii. The Building Regulations (NI) 2000
- xiv. The Management of H&S at Work Regulations (NI) 2000
- xv. The Fire Precautions (Workplace) Regulations (NI) 2001
- xvi. The Fire and Rescue Services (NI) Order 2006
- xvii. The Fire Safety Regulations (Northern Ireland) 2010
- xviii. PEL(11)03 January 2011
- xix. The Disability Discrimination Act
- xx. Fire Safety an Employer's Guide
- xxi. HTMO503 Operation provision for Fire Safety in the NHS

AD/FE/11(4)

Northern Ireland Ambulance Service

Fire Compliance Group

Terms Of Reference

1. Purpose

- 1.1 The purpose of this group is to monitor and review all aspects relating to fire safety on NIAS premises. It will provide an open forum to address Fire Safety issues in the Northern Ireland Ambulance Service Health and Social Care Trust.

2. Duties of the Group

- 2.1 To advise the Board, through the Health and Safety Committee, on the management of Fire Safety.
- 2.2 To advise the Board on the resources required for NIAS to meet the requirements.
- 2.3 Alert the Board of significant risks in relation to Fire Safety in accordance with Risk Management Policy.
- 2.4 Ensure the development, implementation and audit of the Trust Fire Policy and procedures.
- 2.5 To monitor, review and give assurance of fire safety policy and procedures in effect of Trust sites.
- 2.6 Organise, co-ordinate and prioritise risk management issues in relation to Fire Safety and advice on the level of actions and resources necessary to manage those risks effectively. This includes compliance with any NIHTM or other relevant guidance.
- 2.7 To keep informed of current legislation and regulations pertinent to fire safety and to ensure compliance with same Trust wide.

3.0 Constitution

- 3.1 The Assistant Director of Operations will chair the group.
- 3.2 The Group will meet quarterly and report to the Health and Safety Committee.
- 3.3 Members of the group are as follows:-
- i. Assistant Director of Operations
 - ii. Ambulance Service Area Manager (ASAM)
 - iii. Station Officer
 - iv. Clinical Training Manager
 - v. Risk Manager
 - vi. Ambulance Control representative
 - vii. Staff Side representatives
 - viii. Administrative & Complaints Manager
- 3.4 Attendance: if nominated members are unable to attend, their nominated deputies will attend.

- 3.5 The meetings must have a minimum of four members to be quorate.
The attendees must include the Assistant Director of Operations (Fleet & Estate) or his representative and a Staff Side representative.

4.0 Administration

The Personal Assistant to the Assistant Director of Operations (Fleet & Estate) will be responsible for the administration associated with this meeting. Agenda and papers should be circulated five working days prior to each meeting.

5.0 Communication

The Fire Compliance Group papers will be circulated to the Health and Safety Committee.

6.0 Review Date

To be reviewed every two years or earlier following a significant incident or change in legislation.

7.0 Signature of Chair

These terms of reference are confirmed and accepted by:

31 May 2016
AD/FE/10(3)