**FIRE SAFETY MANAGEMENT PROGRAM**

**St. Attracta’s Residence**

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1. **EMERGENCY FIRE PANEL**

There is one fire panel in the house.

* The fire panel is located in the entrance/foyer of the Caroline Suite Lounge reception area. This panel covers the entire house.
* In the event of a fire the panel will notify you by alarming and indicating on the panel where in the house the suspected fire is located.
* The way to silence the panel in the event of a false alarm/drill/test is to press 2214, Enter and Silence. If you are satisfied it is a false alarm you can then do the same and hit reset.
* In the event the fire alarm sounds and it is not a drill check the fire panel to see where the possible fire is in.
* Once the area which has triggered the alarm is identified don’t panic and follow the emergency procedures.
1. **EMERGENCY RESPONSE IN THE EVENT A PERSONS CLOTHES CATCH FIRE**

**STOP – DROP - ROLL**

* **Stop** – While the natural inclination may be to move don’t, get the person to stop as motion only fans the flames.
* **Drop** - Get the person to the ground, get them to cover their face with their hands. If a blanket, rug, or coat is handy, use it to smother the flames. But doing so should never delay stop, drop, and roll.
* **Roll** - Roll back and forth, again and again, until the flames go out. Use water or other material if available to hand.
1. **Fire Extinguisher Use**

Portable fire extinguishers have two functions:

* To control or extinguish small or incipient stage fires
* To protect evacuation routes that a fire may block directly or indirectly with smoke or burning/smouldering materials.
* To extinguish a fire with a portable extinguisher, a person must have immediate access to the extinguisher, know how to use the unit, and know how to apply the agent effectively. Attempting to extinguish even a small fire carries some risk. Fires can increase in size and intensity in seconds, blocking the exit path of the fire fighter and creating a hazardous atmosphere. In addition, portable fire extinguishers contain a limited amount of extinguishing agent and can be discharged in a matter of seconds. Therefore, individuals should attempt to fight only very small or incipient stage fires.

**To operate Fire Extinguisher: pull pin, aim nozzel at base of flames, squeeze trigger, sweep from side to side.**

**Prior to fighting any fire with a portable fire extinguisher you must perform a speedy risk assessment that evaluates the fire size, the fire fighters evacuation path, and the atmosphere in the vicinity of the fire.**

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| **Risk Assessment Question** | **Characteristics of incipient stage fires or fires that can be extinguished with portable fire extinguishers** | **Characteristics of fires that SHOULD NOT be fought with a portable fire extinguisher (beyond incipient stage) - evacuate immediately** |
| Is the fire too big? | The fire is limited to the original material ignited, it is contained (such as in a waste basket) and has not spread to other materials. The flames are no higher than the fire-fighter's head. | The fire involves flammable solvents, has spread over more than 60 square feet, is partially hidden behind a wall or ceiling, or cannot be reached from a standing position. |
| Is the air safe to breathe? | The fire has not depleted the oxygen in the room and is producing only small quantities of toxic gases. No respiratory protection equipment is required. | Due to smoke and products of combustion, the fire cannot be fought without respiratory protection. |
| Is the environment too hot or smoky? | Heat is being generated, but the room temperature is only slightly increased. Smoke may be accumulating on the ceiling, but visibility is good. No special personal protective equipment is required. | The radiated heat is easily felt on exposed skin making it difficult to approach within 10-15 feet of the fire (or the effective range of the extinguisher). One must crawl on the floor due to heat or smoke. Smoke is quickly filling the room, decreasing visibility. |
| Is there a safe evacuation path? | There is a clear evacuation path that is behind you as you fight the fire. | The fire is not contained, and fire, heat, or smoke may block the evacuation path. |



1. **Practical Personal Fire Protection**
* Close doors and windows behind you when you exit.
* Isolate a fire with a closed door or window.
* Learn and know where the fire exits are located.
* Stop, drop and roll to smother burning clothes.
* Cool burns with water.
* To avoid smoke or fumes when exiting, stoop low and crawl.
* Feel doors for heat and fire on the other side.
* Only use a fire extinguisher when there is a clear exit to your back.
* Be accompanied when you go to fight a fire – no matter how small.
* To use a fire extinguisher; pull the pin, maim the nozzle at the base of the flame, squeeze the trigger, and sweep from side to side.
* Fire extinguishers empty very quickly so it is dangerous to fight a fire that is spreading rapidly.
* Do not use water/foam extinguishers on an electrical appliances.
1. **Operations Safety Management**

The following outlines the operational arrangements for the following aspects of Fire Safety Management. The prevention of outbreaks of fire is managed through the establishment of fire prevention practices.

* 1. **Disposal of Waste & Housekeeping:**
* Waste material and refuse is collected and disposed of at regular intervals. Staff are educated in the importance of not accumulating rubbish or waste on any part of the premises and especially escape routes.
* Cleaners empty and dispose of rubbish from waste bins in resident’s rooms, communal areas, treatment rooms and sluice rooms daily and encourage disposal of papers and magazines to prevent accumulation.
* Waste and rubbish is stored in suitable non-combustible containers outside the premises.
	1. **Smoking**

No smoking is permitted anywhere inside the home. Residents who smoke are risk assessed on admission and a smoking apron is available. The two external designated smoking areas are outside the dining room in the smoking hut and opposite the cleaners store on the Clew Bay Suite.

* 1. **Electrical Installation & Appliances**
* Electrical installation comprising wiring, sockets, distribution boards, and other equipment is installed, fitted and maintained in accordance with the Electro-Technical Council of Ireland (ETCI) National rules for electrical installations (ET 101).
* Electrical Installations are inspected regularly. Staff educated to report any faults noticed i.e. frayed cables.
* PAT testing is carried out on electrical appliances periodically.
	1. **Kitchens**
* Good housekeeping is critical to fire safety in kitchens.
* Cookers, extractor fans, fume extraction hoods, filters, ducts and other machinery will be regularly cleaned of oil and dust.
* Cooker hoods, extractor fans and filters wiped down weekly, washed 3 monthly, and serviced yearly.
* All small items of electrical kitchen equipment are PAT tested.
* Fridge, freezer, combi oven & dishwasher serviced yearly by Bunzl.
* Gas cooker serviced yearly by Fallons.
* 3 phase electrical shut off points in close proximity to combi-oven, dishwasher ,fridge, freezer & ban Marie
* Procedure for switching off electrical appliances maintained by kitchen staff at the end of each shift.
* Fire blanket available checked by competent fire company yearly. Fire blankets cannot be reused and must be replaced once used.
	1. **Gas Appliances (cooker, tumble dryer, gas fires x2)**

Gas appliances conform to an appropriate standard in use at the time of manufacture and are installed according to the relevant standards and codes of practice. They will be inspected and serviced annually.

A gas fire is located in the Parlour sitting room and one in the Caroline Suite Lounge. These are rarely if ever used but if used will only be under staff supervision and always with the fire guard in place. Gas sniffers and carbon monoxide detectors are in place to identify gas leaks. Portable heaters are only used under supervision.

* 1. **Renovation & Maintenance Work**
* Building work, decorating and maintenance work can increase the risk of fires. The nature of any proposed work in or around the home will be considered and will be supervised by a competent person to ensure that safe systems of work are followed.
* Escape routes should not be blocked.
* Access by residents to areas of work should be restricted
* Where work involves removing or switching off fire protection facilities alternative arrangements should be made to maintain safety levels.
* Hot works of all types, but particularly where roofing materials are involved are particularly hazardous and should be treated with extreme care to avoid accidental ignition.
* Hazardous equipment and materials should be removed from the building at the end of the day and a final check should be made to ensure that no fire danger remains after works finishes.
	1. **Laundry**
* Laundry rooms pose particular fire hazards. Spontaneous combustion of compacted linen which has been tumble dried is a hazard. Staff must use the automatic cooling function at the end of each drying cycle.
* Linen should not be over dried and tumble dryers should be emptied after the cycle and left empty.
* Operators should separate and fold tumble dried material as soon as is practical, but in all cases it should be loosened to dissipate heat on being taken from the machine.
* Flammable solvents used for spot cleaning should be kept in small quantities in the laundry. The main bulk of this type of liquid and general cleaning solvents should be stored in appropriate well ventilated cupboards.
* Fluff or lint which is extremely flammable can accumulate. Daily cleaning and removal is required by laundry operators at the end of each shift.
	1. **Fuel Storage**
* It is essential that the gas installation comprising storage tanks, cylinders, pipe lines, flues and other equipment is installed, fitted and maintained in accordance with the appropriate standards and codes of practice. The certificate of compliance issued is to be kept on the statutory checks file.
* LPG gas cylinders are located outside the building.
* Two shut-off safety valves are installed on the gas supply pipeline to the building.
	+ One located outside the boiler house
	+ One in laundry
	1. **Medical Gases**
* Fire can occur when flammable materials are exposed to an ignition source in the presence of atmospheric oxygen.
* The use of oxygen can produce an oxygen enriched atmosphere that greatly increases the risk of combustion
* Stock Oxygen cylinders are stored outside and chained to reduce risk of falling.
* Cylinders that are required for immediate access in the use of an emergency are to be stored singly in a well-ventilated room. (1 in nurses office in Sunflower Suite, 1 in main Nurses Office , 1 in Treatment Room Caroline Suite).
	1. **Inspection & Maintenance of Emergency Equipment**

Portable Fire Extinguishers - Portable extinguishers are regularly inspected, maintained and recharged in accordance with the appropriate standards. A Certificate of compliance will be kept in the statutory checks file.

The emergency lighting is visibly checked on a monthly basis. Thereafter it is checked by our registered electrical provider who ensures that the system is maintained and operating as required. A record of these checks is retained in the statutory checks file.

Fire Doors - Fire doors are held open by electro-magnetic devices connected to the fire detection and alarm system. Automatic door closers are provided for those residents who prefer to have their bedroom door open. Fire doors must never be held open by wedging or propping. The fire alarm is tested weekly to ensure it is fully operational.

* 1. **Escape Routes**

The emergency exits are checked twice daily to ensure they are free from clutter and not obstructed in any manner. This check is logged and maintained in the statutory checks folder.

* 1. **Signs & Notices**

The main Health & Safety Notice board is located in the upstairs staff area. This notice board contains important safety and fire notices. There are two emergency files, one is located at the main reception area outside the nurses office and the second is located in the Caroline Suite Lounge – these are to be used in the event of a fire/evacuation.

* 1. **Liaison with Fire Authority & Fire Brigade**

The local fire authority are consulted with on a periodic basis to ensure they are familiar with St. Attracta’s Residence and its layout. Their advice is sought in relation to fire prevention and measures taken at the home.

* 1. **Evacuation Plan**

The evacuation of the building or a compartment only occurs when the nurse in charge makes this decision. This decision is based on the perceived danger to the residents and staff. This decision should only be taken after an assessment of the severity of the situation.

The sequence of evacuation should take place as follows:

* Ambulant residents those who require on a member of staff to guide or direct them
* Semi ambulant residents, requiring minimum assistance
* Non ambulant residents who have to be physically moved or carried

There are different types of evacuation.

Total evacuation is where all occupants of a building simultaneously evacuate upon hearing the alarm. This is appropriate for buildings where it may be expected due to building size and/or capability of residents that all people inside are able to (and will) evacuate quickly to a place of safety outside the building

Progressive evacuation is evacuation in a controlled sequence, with those within the building at the greatest risk being evacuated directly to another part of the building through a fire door or doors into another compartment within the building. The initial movement from one compartment to another is typically horizontal within the building, if the premises layout allows it.

A progressive evacuation strategy will typically be the only realistic evacuation strategy within St. Attracta’s due to the difficulty in moving residents and potentially extended evacuation times.

* 1. **Flammable Materials**

St. Attracta’s Residence endeavours to purchase only materials and furnishings which have adequate fire retardency properties and have low levels of toxicity when on fire.

* 1. **Relocation of Residents**

In the event of an evacuation and that St. Attracta’s Residence will not be habitable for the immediate future an agreement has been made with three partner homes to accommodate the residents. In the event this should occur the transportation of these residents will be organised with the assistance of the emergency services and where possible for ambulant residents local taxi companies. McCann’s Taxi Company and Moran’s are both familiar with the home and have supplied the required paperwork to provide this service.

Staff of St. Attracta’s Home will be allocated to the partner home to attend to the residents and to maintain follow on to the resident’s medications and medical records. Assistance will be sought from residents GPs and the local pharmacy.

* 1. **Incident Reporting & Risk Assessment**

The person in charge will ensure that any incident of fire (regardless how small) is recorded, investigated and if required reported. Should this investigation result in any significant findings these will be communicated to all staff. If required risk assessments will be amended.

The hazard of fire at St. Attracta’s Residence will be risk assessed per relevant area. Any controls will be communicated as part of the fire training to staff.

* 1. **Training in Fire Safety**

New staff are given training on commencing employment on fire safety and evacuation. All staff will attend a refresher on fire training at least annually. This may take the form of a practical session or theoretical. A record of all such training given will be maintained.

All staff receive training covering the following aspects:

* Fire prevention duties
* Emergency procedures & fire evacuation drills
* The layout of the building including escape routes
* Location of fire alarm call points, first aid & firefighting equipment
* Arrangements for the evacuation of residents
* Arrangements for calling the fire brigade and the ambulance service.
* Fire control techniques, fire blankets & extinguishers
* Closing doors and windows to inhibit fire growth and spread
* Shutting off electricity and gas supplies where appropriate
* The role of Fire doors and the importance of not wedging or propping them open.
* Emergency Procedures including Fire and evacuation drills
* Maintenance of Fire protection equipment
* Maintenance of the building and its fixtures and services
* Maintenance of Escape routes
* Liaison with fire authority and assisting fire brigade
* Maintaining a fire safety register (known as statutory checks file)
* Provision and maintenance of fire safety signs and notices.
* How to extinguish a fire if a residents clothes catch fire.
* Raising the alarm
* Investigating automatic alarms
* Fighting the fire using firefighting equipment if it safe to do so
* Reporting to a designated location
* Accounting for each person on the premises
* Fire evacuation drills take place as part of overall fire training. It is expected that all staff attend at least one session of fire training annually. The drill does not require all residents to be actually evacuated but moreso a simulation of the evacuation and using staff to pose as residents to demonstrate effect. Some residents will be included in the training when available.
* Following evacuation the success of each drill is evaluated and consideration given to improvements, this includes measuring the time the drill took.
1. **Alternative Accommodation**

In the event that an emergency occurs and full evacuation is required and St. Attracta’s Home is not habitable alternative accommodation should be sought at:

* Abbeybreaffy Home, 094-9025029
* Claremont Home Claremorris, 094- 93 73111
* Ave Maria Home Tooreen, 094-96 39999
1. **Alternative Catering**

In the event of an emergency which affects the running of the kitchen and provision of catering services an alternative external supplier has been identified who could provide the required service for an interim period:

Call Nicholson Catering, Phone Marie on 087-981 6792.

1. **Alternative Laundry Services**

In the event of an emergency which affects the running of the laundry an alternative external supplier has been identified who could provide the required service:

Call Noel Roache, Laundry Company, Westport, 087-676 1715

1. **SECURITY DOOR LOCKS**

All the buildings external doors are locked down during the day in Part Guard Mode. At night time it is put onto Full Guard. The only time the full door alarm is knocked off is during a fire drill to test the doors. At all other times either part guard or full guard is on.

There are only a small number of doors which can be opened without setting off an alarm. All doors leading to an enclosed area e.g. secure gardens the code is 1111. Codes may be adjusted periodically. These doors are accessible using a key code. The following is a list of the doors and the code for each:

* Front entrance – no code but accessed when access given by staff member inside
* Staff entrance – Code 2479
* Smoking area (Clew bay Suite) – No code needed, push bar
* Left hand doors off dining room – No code needed, push bar
* Sunflower Suite exit doors - No code needed
* Right hand doors off dining room – Code 1111
* Exit door left hand side of Laundry corridor – Code 1111
* Garden gate locks - 1111

**The external security door locks are set by two panels.**

The first panel for the older part of the building is located in the storage room opposite Room 31 on corridor 3 just inside the door.

* To set this in part guard mode press 02468
* To unset this press 01234
* For full guard press 01234

The second panel is located under the CCTV screens in the new reception area.

* To set this in part guard mode press 0#71111
* To unset this press 1111
* For full guard press 1111

The third panel which covers the Sunflower Suite is located in the first store room on the left after you enter the Sunflower Suite.

* To set this in part guard mode press 0#71111
* To unset this press 1111
* For full guard press 1111