

Fire Evacuation Procedure for

This procedure applies to the following premises

Valley View
Woburn House
Jubilee Court
Alder House
Victoria House

From March 1st 2009

The Housing Needs Manager will ensure that:

All Housing Needs Officers attend Fire Wardens training at least once every three years.

Doors to flats and any internal windows and partitions provide 30 minutes fire protection to the occupants when closed.

Detection and alarm systems operate effectively and must signal to central control in the event of fire, **irrespective of whether there are staff on or off site.**

Effective means are in place to ensure that fire can be detected, alarms given, help summoned and residents protected in the event of fire.

Information must be provided for the fire brigade:

- The location of the fire panel.
- The flat numbers of any tenants who would be unable to either detect the alarm or effect their own escape easily without assistance. This should be kept adjacent to the panel.

The Housing Needs Officers will ensure

Each tenant will be given:-

A copy of the procedure

A copy of the fire information sign which will be laminated.

An explanation from their Warden / Housing Needs Officer to ensure they understand the fire procedure.

All Wardens attend fire warden training either on commencement of their duties and every three years. Training to be arranged through the **Health and Safety Officer.**

All Warden Personnel are able to operate and reset any fire panels in Group Dwellings they will work in.

Fire Books which are held in each Group Dwelling are completed to monitor faults, maintenance and servicing of fire fighting systems, alarm systems and emergency lighting.

An evacuation point is designated for each scheme, should the building need to be evacuated.

The co-ordination of alternative accommodation if required.

The Resident Warden and Mobile Warden

The Warden/Mobile Warden will check the panel to identify the location of the fire. They will check the location to ascertain if there is evidence of a real fire.

If the fire is very small (e.g. waste bin) the warden should consider fighting it using the appliances provided and their training – but not to put themselves at risk.

If the fire is larger than this (heavy smoke) the warden should contain it using fire doors and move those nearest to the fire away from it.

If there is no fire they should contact the Central Control. 01246 240201

The Mobile Wardens will be on site within 15 minutes, where practicable. This does depend on the location of the Warden summoned and the location of the site.

The first Warden on site will take charge until the arrival of the Fire Brigade

Central Control

All fire alarms when activated will alert Central Control regardless of whether the Warden is on or off site.

Central Control will assume there is a fire (unless the Warden informs them that there is not) and will contact the Fire Brigade to attend.

Central Control will contact the Mobile Wardens to attend if during normal working hours and the Mobile Warden on duty out of hours.

If the Warden instructs Central Control that there is no fire, they will contact the Fire Brigade again and inform them that it is a false alarm.

Line management Responsibilities for the Sheltered Housing Schemes are:

Lisa Evans:-07896759520

Valley View, Hillstown – 01246 823319

Resident Warden:- Helen Kirk

Angela Smith:- 07818647816

Housing Needs Officers

Rob Farnsworth - Housing Needs Officer

Woburn House, Blackwell - 01773

812477

Resident Warden - Cheryl Slater

07795302066

Jubilee Court, Pinxton – 01773 860610

Resident Warden - Michael Palmer

(Deputy - Pat Bacon) 01773 860610

Marion Cooper - Housing Needs Officer

Alder House, Shirebrook 07796 300354

Resident Warden - Karina Hill – 01623

742442

Ashbourne Court, Shirebrook – 01623

742181

Post vacant

Hazel Shaw - Housing Needs Officer

Victoria House, Creswell – 01909

721809

Resident Warden - Julia Kinnell

07818096940

Parkfields, Clowne – 01246 811777

Resident Warden Jackie Gravener

(Deputy - Irene Harrison)



IF THE FIRE IS IN YOUR FLAT

- Leave your flat, closing doors on the way out.
- Sound the alarm using the nearest break glass in the corridor or staircase (Central Control or the Warden will call the Fire Brigade)

IF YOU HEAR THE ALARM AND THE FIRE IS NOT IN YOUR FLAT

- Stay in the flat you are in, closing the front door.
- This will protect you until the fire brigade arrive
- Wait for further instructions from the fire brigade or the warden

IF YOU HEAR THE ALARM AND YOU ARE NOT IN A FLAT - leave the building and go to the assembly point which is at



Do not use Lifts

Do not return to the building until you are told it is safe to do so

