

FEEP Fire Escape and Evacuation Plan

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Document Control

Scope

Olea Care Group understands that ensuring the health and safety of our service users, staff and visitors is critical to our success. We are committed to preventing accidents and work-related ill health, assessing and controlling the risks that arise from our work activities, and providing a safe and healthy working and learning environment.


This document outlines the fire escape and evacuation procedures for Fernlea to ensure the above commitments can be met and should be read in conjunction with the Fire Safety Plan (FSP).

Responsibilities

It is the responsibility of the general manager to ensure:

- This plan is reviewed and kept up to date
- Adequate staff are on duty to carry out the evacuation plan
- Staff are effectively trained on the evacuation plan and in their roles and responsibilities

Reviewed

<i>Owner:</i>	<i>Signed:</i>	<i>Date:</i>
L Claffey (General Manager)		<i>21/01/2025</i>
<i>Reviewed and Approved By:</i>	<i>Signed:</i>	<i>Date:</i>
G Claffey (Director)		<i>21/01/2025</i>
Date of issue:	<i>21/01/2025</i>	Date of next review:
		<i>21/01/2027</i>

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Actions to take on hearing the alarm (All staff)

The sound of the fire alarm is a warning siren

The assembly point is located at the fire alarm panel in reception at the front entrance

In the event of a fire:

- If the fire is detected by the automatic detectors this will trigger the fire alarm
- If the fire is detected by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by activating the nearest call point.

Actions to take on hearing the alarm (All Staff)

- In the event of a fire, it is the duty of all concerned to prevent injury or loss of life.
- For this purpose, you should make certain that you are familiar with all the means of escape in case of fire from the premises. As there may be an opportunity in the event of a fire, for you to attack the fire with the nearest extinguisher, you must be familiar with how to use the firefighting equipment.
- **Do not** panic and do not run
- **Do not** use the lift
- Ensure that anything you are doing, or anyone you are dealing with, is made safe.
- Make your way to the assembly point as quickly as possible.
- Whilst making your way to the meeting point, ensure that
 - all doors which you pass through are closed
 - all residents that you pass are reassured and in a safe area, such as a bedroom or lounge
 - you observe for the suspect fire or other dangerous situations
- When assembled at the meeting point be prepared to inform the person in charge of any relevant information.
- Follow any instructions issued by the person in charge
- When all staff are assembled at the meeting point, the PIC will call the roll, gather relevant information, and formulate a plan of evacuation.
- The person in charge or authorised deputy will report to the fire officer upon arrival.

Actions to take on hearing the alarm (Person in charge)

The sound of the fire alarm is a warning siren

The assembly point is located at the fire alarm panel in reception at the front entrance

Actions to take on hearing the alarm (Person in charge)

- In the event of a fire, it is the duty of all concerned to prevent injury or loss of life.
- For this purpose, you should make certain that you are familiar with all the means of escape in case of fire from the premises. As there may be an opportunity in the event of a fire, for you to attack the fire with the nearest extinguisher, you must be familiar with how to use the firefighting equipment.
- Do not panic and do not run
- Do not use the lift
- Make your way to the assembly point as quickly as possible.
- Quickly evaluate the situation. If you suspect a fire or are in any doubts phone 999 and request the attendance of the fire service immediately, stating clearly
 - ▶ Your name
 - ▶ The name of the building and address
Fernlea 20 Torkington Road Hazel Grove Stockport SK7 4RQ
 - ▶ Our phone number is 0161 947 0874
 - ▶ Verify that the operator has the correct information
- Carry out roll call of staff, visitors and contractors. When all staff members are accounted for you may silence the alarm sounders. **Do not reset the fire alarm panel.**
- Gather the necessary information to formulate an effective evacuation strategy from the fire alarm panel and observations from staff.
- Delegate members of staff to carry out the following tasks:
 - collection of visitors book from the reception area
 - collection of the fire grab bag from the reception area
 - investigation of area where the fire is suspected – always in pairs
 - commencement of evacuation of 'at risk' residents to identified safe areas considering the personal emergency evacuation plans (PEEPS) which are summarised in the fire folder
- Ensure Fernbees day nursery has evacuated all children to the meeting point
- Report and liaise with the fire service on arrival

Evacuation planning

Escape routes

Our building has been designed with a number of escape routes as follows:

The corridors and staircases leading to these escape routes form part of the route and must be always kept clear of obstructions. The routes are segregated into safe zones by the use of fire doors that will automatically close when the fire alarm is triggered.

Evacuation Safe Areas

Due to the various mobility and physical limitations of our service users, we are unable to evacuate residents to external areas. Our buildings have been designed to support horizontal evacuation with large areas close to escape routes that can be used as refuge/safe areas.

The person in charge should look at the most suitable safe areas (normally the furthest away from the identified area at risk).

The escape routes and designated safe areas are as follows:

Escape route	Possible safe areas
Front door in reception (will automatically open when the fire alarm is triggered)	<ul style="list-style-type: none"> • GF reception area • GF Main lounge
Ground floor rear lounge	<ul style="list-style-type: none"> • GF rear lounge
Restaurant	<ul style="list-style-type: none"> • GF floor restaurant
Rear staircase (near room 114 and 214)	<ul style="list-style-type: none"> • FF rear lounge • FF seating area
West side staircase (near room 102 and 202)	<ul style="list-style-type: none"> • GF Main Lounge
East side staircase (near kitchen)	<ul style="list-style-type: none"> • GF corridor to rooms 101 - 105 • FF corridors to rooms 201 - 205

Equipment needed to implement the emergency plan

Each service user will have a Personal Escape and Evacuation Plan (PEEPS) in place that will identify the specialist equipment required as part of their evacuation. This is summarised in the fire folder.

Escape chairs are provided at the top of each staircase. All staff have regular training on how to effectively use these chairs to transport residents between floors.

Key safety hazards

Gas supply shut off:	Main car park. Kitchen, Laundry and plant room automatically shut off when fire alarm is triggered.
Main electrical shut off:	Electrical cupboard on car park
Main water inlet:	Main car park
Oxygen cylinders:	See PEEPS summary

Fire Zones

The following table shows the fire zones displayed on the fire alarm panel. The system is addressable which means that the location of the triggered detector will show on the panel, however, a zone will also show which will provide a quick reference to the general location.

Zone	Floor	Location
1	1/2	Staircase (south side near room 112)
2	1	Rooms 110 – 117 & lounge 157
3	1	Rooms 106 – 109 & 118 – 121
4	1/2	Staircase (East side near room 102)
5	1	Rooms 101 - 105
6	1	Reception, lounge 160, clinic & comms hub
7	1	Kitchen, laundry & restaurant areas
8	1/2	Staircase (west side, near kitchen)
9	1	Restaurant entrance (ceiling void)
10 - 11	External	Cut Centre and Fernfit
12	External	Waste stores
14	2	Rooms 210 – 217 & lounge 256
15	2	Rooms 206 – 209 & 218 – 221
16	2	Rooms 201 – 205, 222 – 227 & lounge 250
17	2	Staff area & communications room
18	-	13p Lift (reception)
19	-	8p Lift (kitchen)
20 – 24	2	Loft space
25	2	Plant room
32	External	Fernbees nursery

Fighting fires

Extinguisher use

Fire extinguishers are situated throughout the premises.

The type of extinguisher has been selected depending on the likelihood of the type of fire in the area.

Staff members who are confident and have received training, and where it is deemed safe for them to do so, they should use the extinguisher to fight the fire

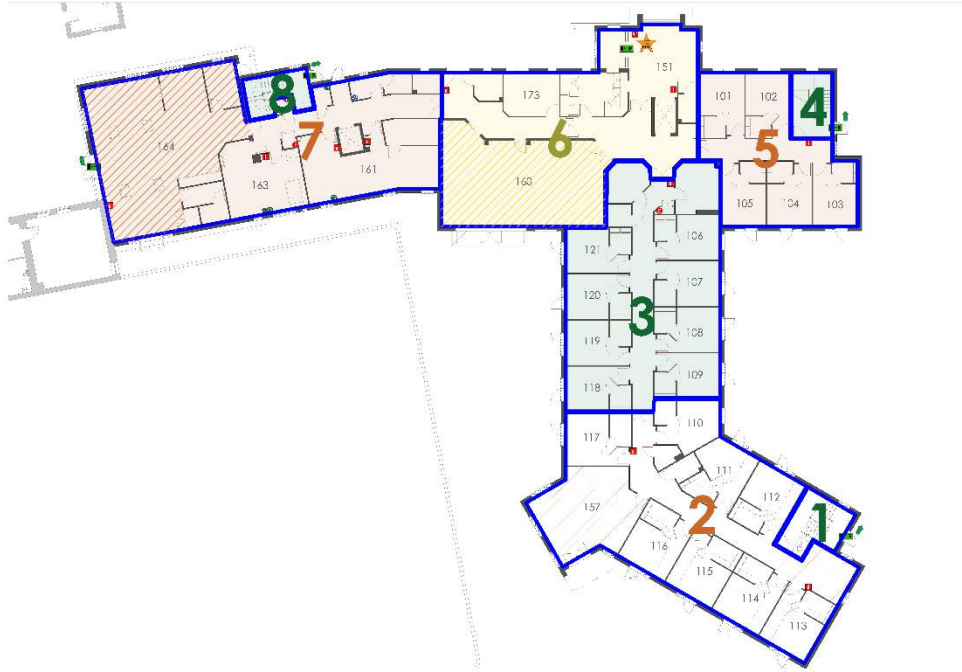
Personal safety must always take priority and, if in doubt, staff should not attempt to extinguish a fire.

Extinguisher types

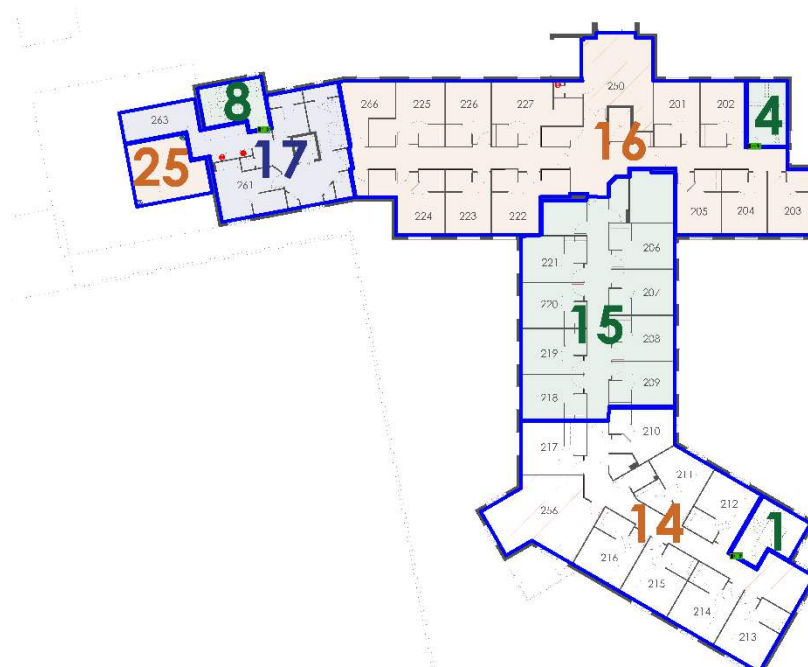
	Class A Combustible materials (e.g. paper & wood)	Class B Flammable liquids (e.g. paint & petrol)	Class C Flammable gases (e.g. butane and methane)	Class D Flammable metals (e.g. lithium & potassium)	Electrical Electrical equipment (e.g. computers and generators)	Class F Deep fat fryers
Water	✓	✗	✗	✗	✗	✗
Foam	✓	✓	✗	✗	✗	✗
Dry Powder	✓	✓	✓	✓	✓	✗
CO2	✗	✓	✗	✗	✓	✗
Fire Blanket	✓	✗	✗	✗	✗	✓

Fire Plans

The fire plans below are placed at a number of locations around the building and can be used to determine an evacuation strategy in the event of a fire. The plans show the fire zones



Floor 1 (Ground Floor)



Floor 2