

Appendix IIIA

FIRE EMERGENCY PLAN

Shirley House

Fire Safety Housekeeping

Fire doors are designed to prevent the spread of fire and poisonous smoke, and to provide people with protected routes to safety or safe haven in the event of fire. **DO NOT WEDGE FIRE DOORS OPEN**, or store combustible materials in corridors or on stairs.

Users of the premises **must familiarise** themselves with the location of all **fire exits, fire alarm push-buttons, fire extinguishers** and the **Fire Assembly Point**.

DISCOVERING A FIRE – WHAT YOU MUST DO

- **RAISE THE ALARM** – Shout ‘**FIRE, FIRE, FIRE!**’ and operate the nearest fire alarm push-button to warn everyone in the building that there is a fire.
- **IF YOU SUSPECT A FIRE, SOUND THE ALARM.** Do not search for the seat of the fire. Only the Fire Brigade should do that – particularly where this involves opening doors when the fire is suspected to be behind them. If there is smoke on the landing or in the hall etc. then you have already found the fire and it is time to **RAISE THE ALARM!**
- **CALL THE FIRE BRIGADE**
DO NOT DELAY in summoning the Fire Brigade. Call from a place of safety. Dial 999 and inform them of the location of the fire. The address is **SHIRLEY HOUSE, 31 PSALTER LANE, SHEFFIELD S11 8YL.**
Telephone is located in the Church Office. If this is closed or inaccessible and a mobile phone is not available, alert the Caretaker.
- **ATTEMPT TO FIGHT THE FIRE (if safe to do)**
Prompt use of an appropriate fire extinguisher can prevent a major incident. If you encounter a fire then only use a fire extinguisher if it safe to do so, and if you know how to use one. **Leave as soon as the extinguisher has emptied or the fire is getting bigger!**

REMEMBER:

- **SOUND THE ALARM**
- **CALL THE FIRE BRIGADE**
- **ENSURE YOU HAVE A SAFE ESCAPE ROUTE**
- **USE THE CORRECT TYPE OF EXTINGUISHER**

EVACUATION PROCEDURE ON HEARING THE ALARM

- **Leave the building immediately, do not wait to be told and do not attempt to collect personal belongings**
- **If possible** switch off electrical and gas appliances.
- Close all doors and windows behind you if time permits and only when you can do so safely
- **Move swiftly but calmly to the nearest Fire Exit**, (look for the 'Running-Man' signs)
- If you find **fire or smoke** blocking your route then go a different way
- **Do not** use the lift
- If it is not possible for anyone to leave the building via the stairs, they should stay in the fire refuge at the top of the stairs and await rescue.
- **Do not** block exits
- Move away from the building and keep entrances clear for the Fire Brigade
- **Go to the Fire Assembly Point** (Grass in front of building) and wait for instruction from a responsible person (e.g. Caretaker, Group Leader, Person discovering fire)
- **Do not go back into the building** until you are told to do so by the responsible person or the Fire Brigade Officer in-Charge.

Helping Elderly People, Children and Visitors unfamiliar with building, for example concert attendees:

- **Adults** in charge of children or responsible for elderly people **must** escort them from the building
- **Do** Escort visitors and members of the public unfamiliar with the building
- **Do** assist anyone with mobility difficulties
- If there are disabled or injured people or others who are unable to leave the building then tell the Fire Brigade exactly where they are (floor, room number or stairwell).
- Elderly and frail people can be escorted into Southcroft where there is a lounge area and seating. Ensure that the responsible person knows they are safe.

Fire Assembly Point

The fire assembly point for Shirley House is situated on the grass area opposite the front entrance. **Keep** the car park clear for emergency vehicles

April 2025