



## Fire procedure for Rope Walk House

<b>Fire Alarm</b>	<b>Intermittent    Single Tone</b> <b>Continuous     Two Tone</b>	Tested on <b>Thursday</b> mornings
<b>Raising the Alarm</b>	<p>The System is automatic with a detector in each room</p> <p>If you locate a fire or smell smoke and the alarm is not sounding you must raise the alarm by breaking the glass of the nearest fire alarm call point</p>	<p style="text-align: center;"><b>Break Glass</b></p> 
<b>Passing on Information</b>	<p>Exact details of the fire <b>MUST</b> be reported to the QMC Switchboard, giving details of the location and nature of the fire.</p> <p>This is very important if a false alarm has been triggered or a smell of smoke/fire is present. It ensures an accurate Trust and Fire Service attendance</p>	<p style="text-align: center;"><b>Dial 2222</b></p> 
<b>Hearing the Alarm</b>	<p>The fire alarm is a two-stage system that will give a two warning systems and a precise location on the fire panel.</p> <p>The fire panel is located at the main entrance of Rope Walk house, and accessed by the building manager or Bronze command.</p> <p><b>Intermittent</b> – Single Tone – Stay where you are</p> <p><b>Continuous</b> – Two Tone – Alarm triggered in your zone, await instruction from fire warden or if fire detected follow evacuation procedure.</p>	

## Evacuation Procedure



Upon hearing the alarm or you are instructed to leave by the fire team, you should leave the building immediately by the nearest exit and meet at the designated meeting place opposite the main entrance on the Rope Walk on the other side of the road.

Do not re-enter the building until instructed to by a Fire Warden

Do not use the lift



## Refuge Areas

### For individuals requiring assistance

If you are unable to leave the building using the stairs there is a refuge area adjacent to the lifts.

Please inform a member of staff if you have limited mobility they will let the fire warden on reception know that you are in the building.

A fire warden will notify NUHT bronze command who will then notify the fire and rescue service who will then safely move the individual out of the building.

## Fire Fighting

**If in doubt get out!**

Only tackle the fire if it is safe to do so, and you have been trained

