



## THE HAYES

### FIRE INFORMATION NOTICE FOR RESIDENTS AND VISITORS

**Be assured that all our staff receive regular Fire Safety Training, up to four times a year, as well as evacuation drills. The home always tests the fire alarm system weekly on a Sunday.**

**If you suspect or discover a Fire the alarm needs to be raised as soon as possible, this can be done initially by shouting and by breaking the glass on one of the red 'FIRE' boxes. These are situated on the walls by external doors which are all Fire Exits.**

**On hearing the alarm, which is a very loud electronic noise, all the automatically closing doors will bang shut after a delay of a couple of seconds, it is important that you remain calm which will assist the staff in a safe efficient evacuation of residents and visitors.**

**Whenever possible we would evacuate internally but this may not be possible due to the location of a fire, for this reason unless you feel that you are in immediate danger it would be better for you to wait to be directed to a safe evacuation route.**

**The priority for evacuating the building starts with the area at greatest risk where the system has been activated, followed by areas adjacent to it where necessary. In most cases the evacuation can be carried out internally between the different cottages.**

**The Hayes has recently had a sprinkler system installed which activates automatically in the area where a fire has been detected, thus minimising the risk of a fire spreading throughout the building.**

**Anyone not evacuated to a place of safety will have their whereabouts informed to the Fire Service on their arrival. The Duty Officer will use the Signing-In books as well as the Service User's Register to ensure that they have accounted for everyone.**