



FIRE SAFETY INSTRUCTION FOR SERVICE USERS - THE LAWNS

Be assured that all our staff receive regular Fire Safety Training up to four times a year, as well as evacuation drills twice a year, which you will also be involved in.

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 usually situated on the wall at the top and bottom of stair wells and by a Fire Exit.

On hearing the alarm, all the automatically closing doors will close after a delay of a couple of seconds, it is important that you remain calm which will assist the staff in 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 lifts must not be used in case of power failure.

The priority for evacuating the building starts with the area at greatest risk where the system has been activated. Then the area immediately above it, followed by adjacent areas where necessary. In most cases the evacuation can be carried out internally (without using the lifts).

At Night because most residents will be in bed, this evacuation is usually only carried out with the 'able bodied' Service Users, because to try and move the infirm would pose a risk to Staff and Service User's safety. Any Service User not evacuated, where possible will be moved to a place of safety, a room at least two Fire Doors away from the fire.

Anyone not evacuated to a place of safety will have their whereabouts informed to the Fire Service on their arrival. The Duty

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Officer will use the Signing-In books as well as the Service User's Register to ensure that they have accounted for everyone.