

PARKHEAD HUB - FIRE EVACUATION PROCEDURE / FIRE WARDEN DUTIES

The fire alarm system in this building is a L1 system with multi-criteria detection throughout. Which is linked to an alarm receiving centre, who will contact the fire service for all automatic fire alarm activations” Should the alarm go off Scottish Fire & Rescue Services will attend. A 999 back up call should always be made, providing as much information as possible.

Business Support Team/ Caretaker/ Estates will support the process across the site to ensure compliance. The information below describes the procedure and instructions which must be followed by everyone within our site should there be a Fire Alarm Activation:

- Fire alarm activation occurs (alarm continuously sounds).
- Full evacuation of all personnel/patients/visitors to the Fire Assembly Point.
- All departments MUST report their areas have been fully checked and no signs of fire have been identified to the Fire Warden as they evacuate the site.
- For external users this will include the clearance of the facilities being used by the Group/ Organisation.
- The open staircase should not be used for evacuation from the upper floors. Fire wardens should be directing people to the enclosed staircases, where their evacuation will be safer.
- The Duty Holder(s) will then review the Fire Alarm Panel and establish the location of the activation, this will then be discussed with fire warden from this area who reported there were no signs of smoke or fire and will then require to be checked.
- Once SFR attend and give the go ahead the Duty Holder(s) can silence and reset the fire alarm panel.
- After the Fire Alarm is reset, (and deemed safe), all personnel may re-enter the building, staff first then patients and visitors.
- If the fire alarm panel does not reset, the Duty Holder(s) must urgently request through Estates who will arrange for the system to be checked and arrange for a fire alarm engineer attends site as soon as possible to resolve. The location of activation must be monitored until the engineer arrives on site to resolve the fire panel issues.
- The Duty Holder(s) shall inform the building manager and the fire alarm engineers of all events and must complete a datix report to ensure the activation and all necessary actions are recorded.

FIRE ALARM PANEL INFORMATION

- The Fire Alarm Panel is situated on the on the right hand wall at the main entrance to the site. There is a Fire Alarm Zone Plan located next to the panel. This appropriate process will be followed by the Duty Holder to reset the system and as appropriate link with the supplier if issues.

[To reset Fire Alarm Panel: To be provided at handover](#)

COVER ARRANGEMENTS OUTWITH OFFICE WORKING HOURS (8.30am – 5pm)

- DCL, our new security provider, have agreed to respond to all Fire Alarm Activations which occur between the hours of **6pm – 8am Monday to Friday and 24 hours Saturday & Sunday.**

- In the event of an activation outwith the opening times of the Community Reception a Caretaker will be onsite to respond with the support of other colleagues within the site (Duty holders) and must take all of the actions as described above including resetting the Fire Alarm Panel.
- Temporary Waiting Spaces with Communication Units (these are call points which allow staff/visitor to communicate with the main reception either via main reception or via the unit at the front door in the event of an evacuation) are located as follows on all floors.

Temporary Waiting Spaces with Communication Units are located in:

- **Stairwell 2 / Stairwell 3 / Stairwell 4 & Stairwell 5**

The site also had 2 evacuation lifts which will be used in the event of an activation. Operating procedure will be provided at handover.

Department info below including details of Duty Holders and the areas to be checked in the event of a Fire / Fire Alarm Activation / Site Evacuation:

Departments Duty Holders/deputy - Areas to be Checked	Departments Duty Holders/deputy - Areas to be Checked
Community reception	Waiting area, all toilets, baby change and feeding rooms & changing places
Café	All café areas
Library	All library areas
Community clinical rooms ground floor	Treatment room, Phlebotomy staff and all community services to check all rooms and toilets in the area
Physio	All rooms, meeting rooms, waiting area and toilets in the area
Podiatry	All rooms, meeting rooms, waiting area and toilets in the area
Forge Medical Practice	All rooms, meeting rooms, waiting area and toilets in the area
McKenzie Burns Medical Practice	All rooms, meeting rooms, waiting area and toilets in the area
Meadowpark Medical Practice	All rooms, meeting rooms, waiting area and toilets in the area
Pharmacy	All rooms, waiting room and toilets in the area
Staff agile space	All rooms, meeting rooms and toilets in the area
Sandyford	All rooms, meeting rooms, waiting area and toilets in the area
Dental	All rooms, meeting rooms, waiting area and toilets in the area
Acute Services	All rooms, meeting rooms, waiting area and toilets in the area
ADRS	All rooms, meeting rooms, waiting area and toilets in the area
Children's Services	All rooms, meeting rooms, waiting area and toilets in the area
Adult Services including PCMHT/OPMH Team/Psychotherapy/ Justice Services	All rooms, meeting rooms, waiting area and toilets in the area
CAMHS	All rooms, meeting rooms, waiting area and toilets in the area

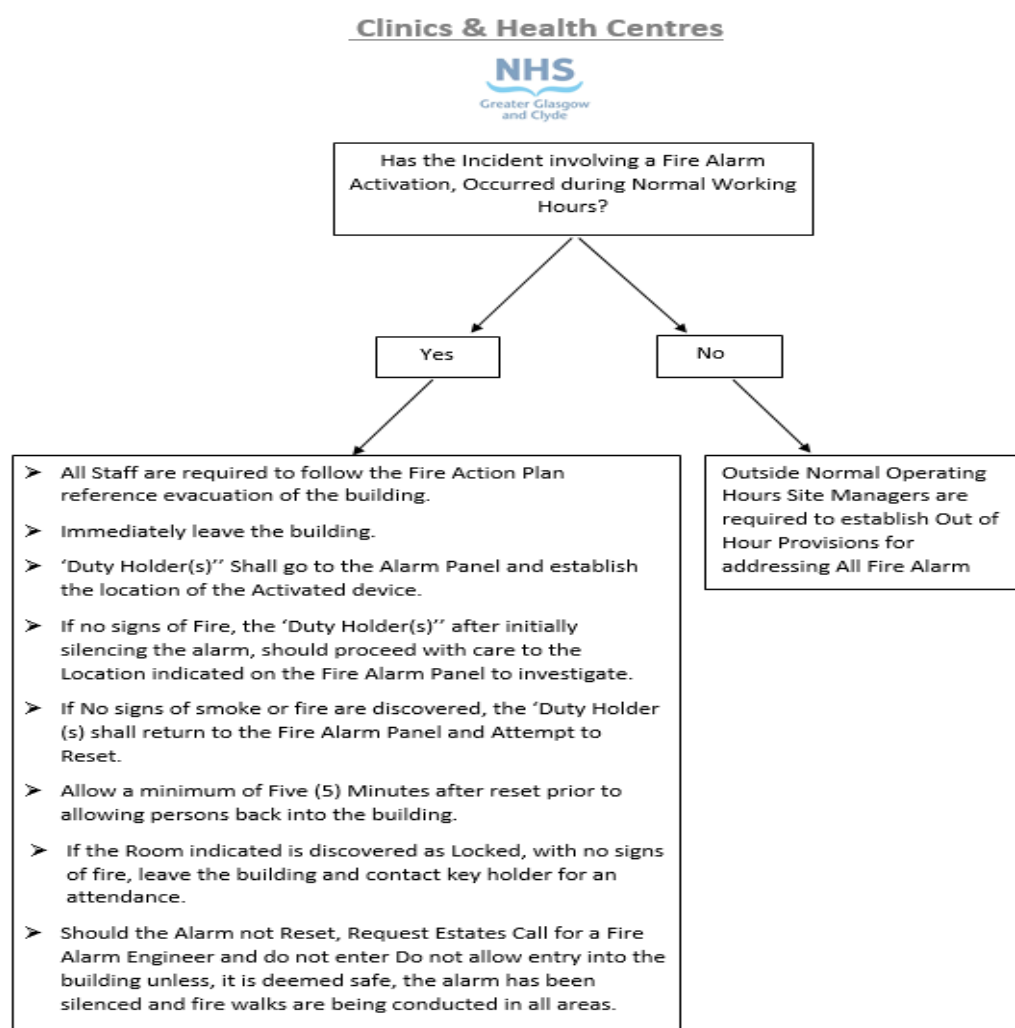
Rehab	All rooms, meeting rooms, waiting areas and toilets in the area
Health Improvement	All rooms, meeting rooms and toilets in the area
Learning & Development	All rooms, meeting rooms, seating area and toilets in the area
Parenting & Young Persons Team	All rooms, meeting rooms and toilets in the area
Planning Team	All rooms, meeting rooms and toilets in the area

All services including visiting services must make themselves aware of the content of this evacuation plan, the new role of all Duty Holders, the areas that should be checked when evacuating and the location of the site assembly point

Assembly Muster Points are located – one opposite the main entrance and the other located at the staff car park to the East side of the building – signage is displayed

The fire alarm is tested on Wednesday morning at 9am by onsite estates team; this is a short continuous sound. If you hear the fire alarm at any other time you must follow the procedure as described above.

Fire Alarm Activation - Emergency Call Making Flow Chart



Emergency Call Flow Chart

Version 01

Dated 01 July 2023

**Business Support Manager
North East Locality
March 2025**