

# FIRE EMERGENCY PLAN

St Richards Hospital  
Spitalfield  
**Theatre**  
Fire Alarm Sector 14  
Mar 22 (Review Mar 25)

---

Name of person producing plan

Job title:

Trust Fire Safety Officer

---

A fire during a surgical procedure is considered to be a high risk, therefore, surgical theatre environments are specifically designed to minimise this risk. The Trust have provided an infrastructure to prevent fire and smoke spread, an active fire detection system to give early warning of a fire and on-going staff fire training.

Consider evacuating to Chichester Treatment Centre Theatre or Day Surgery Theatre.

**Action to be taken by a person discovering a fire in an actual theatre:**

In a theatre environment a fire is not expected to develop quickly as there is minimal combustible materials in the theatre and all electrical and electronic equipment has been adequately serviced and tested.

In the unlikely event of an outbreak of fire in a surgical theatre, the person discovering the fire is to inform the surgical team immediately. All efforts should be made to isolate the equipment from its power source and remove it from the surgical theatre environment. Consideration should be taken to use a portable firefighting extinguisher.

**Fire Warning System:**

A full Category L1 fire alarm and automatic fire detection system has been installed incorporating manual call points which are 'Red Boxes' located on escape routes.

Each theatre is provided with an automatic fire detection device, this will activate upon detecting a fire/smoke. This will activate the fire alarm to sound continuous in this Zone, alerting all surgical staff within this zone to investigate the cause of the fire alarm activation.

Additionally, the fire alarm sounds in the hospital Switchboard which automatically alerts the 'In-house Fire Alert Team' to deploy to the Sector to investigate.

**\* Action to be taken by staff upon hearing a CONSTANT fire alarm tone: Surgical Areas.**

Upon hearing a constant fire alarm tone in a clinical/surgical area; all available staff are to investigate the 'Constant Sounding Fire Alarm' area for signs of fire.

**If a fire is discovered (not in a surgical theatre),** then a full evacuation of the immediate area should be undertaken, progressively evacuating all patients and staff from all areas. The patients in the immediate vicinity of the fire are to be evacuated first, closing doors and windows behind you as you evacuate. If any theatre are carrying out surgical procedures and are within the Constant Sounding Fire Alarm zone, then each theatre surgical team must be informed.

If the developing fire is within 2 fire doors of a surgical theatre, then the surgical team are to be informed to evacuate that patient to another theatre to continue with the surgical procedure.

If the developing fire is outside 2 fire doors of a surgical theatre, then the surgical team are to be informed of the progress of the fire and firefighting, and should be allowed to continue with their procedure, but should be

advised to be prepared to evacuate. It is important to update these theatre (take advice from the fire service).

**If a fire is discovered (in a surgical theatre),** all efforts should be made to isolate the equipment from its power source and remove it from the surgical theatre environment. Consideration should be taken to use a portable firefighting extinguisher.

Patients may have to be evacuated by the theatre team to another theatre to continue with the surgical procedure.

**Action to be taken by staff upon hearing a CONSTANT fire alarm tone: Non Clinical Areas.**

Upon hearing a constant fire alarm tone in a non clinical area, a full evacuation of the zone should be undertaken. All staff, visitors, patients and contractors to evacuate from the building, closing windows and fire doors on their way out. All occupants are to proceed to the Fire Assembly Point.

Fire Wardens are to carry out a clean sweep of the zone to ensure that all occupants have vacated the premises.

**Action to be taken by staff upon hearing an INTERMITTENT fire alarm tone: All Areas. (No immediate risk)**

Upon hearing an intermittent fire alarm tone in either clinical/surgical or non-clinical areas all staff including the Fire Wardens will investigate where a fire alarm is sounding Constantly.

Theatre and theatre teams are to be informed why the fire alarm is sounding.

The Clinical Site Manager (Red Hi Viz Jacket), will attend and investigate the cause of the fire alarm and inform theatre staff if there is any doubt for concern.

Fire Wardens to leave their own Intermittent Sounding area and proceed to investigate where the fire alarm is sounding constantly. They then return back to their own department and inform other staff if there is a fire (or not).

**Evacuation Procedures Surgical**

In the unlikely event that a fire occurs, always evacuate to another theatre in an area of the hospital where the fire alarm is not sounding or under the instructions of the fire service or Clinical Site Manager.

Consider evacuating to Chichester Treatment Centre Theatre or day Surgery Theatre.

**Evacuation Procedures Non Clinical**

All non clinical staff, visitors and patients to evacuate out of the building to the nearest fire assembly points.

**Key Escape Routes**

(how access can be gained, where they lead to, how they are protected from fire):

If safe to do so, proceed and evacuate to the main Theatre Department entrance ensuring that patients and staff are initially beyond 2 fire doors away from the fire or alternate exits via Recovery Suite or the exit towards ITU corridor. Proceed further if required or instructed to do so.

**Assembly Points:**

Clinical/Surgical staff and patients are to evacuate under instructions to a safe area within the hospital or the hospital street. This should initially be beyond 2 fire doors away from the fire.

Non clinical staff are to make themselves available to assist in patient evacuation.

**Duties and identities of**

All staff to assist with an immediate fire evacuation:

**employees with specific responsibilities:**

- Fire Wardens to carry out a 'Clean Sweep' of the area
- Clinical Site Manager (Red Hi Viz)
- Senior staff member to liaise with the Clinical Site Manager
- Porter Staff to attend and assist with evacuation
- Clinical staff from other departments to assist with evacuation
- Security staff to attend and direct the Fire Service to correct location
- Facilities/Maintenance to attend

**Arrangements for safe evacuation of persons identified as being especially at risk from fire.**

The following devices are available for evacuation purposes:

- Hospital beds
- Theatre Trolleys
- Wheelchairs
- Evac Chairs (Main Hospital if required)

**Fire fighting equipment provided:**

Stored pressure spray foam for class A & B fires  
Carbon dioxide for class B fires and fires involving live electrical appliances.

**Specific arrangements for high fire risk areas:**

Suitable fire compartmentation is available throughout the building to ensure that fire does not spread or develop if the fire doors are closed.

Permit to work required for contractors carrying out hot works anywhere within the department.

**Procedures for liaison with Fire Brigade on arrival:**

Fire Service to be met by Security and directed to the scene of the incident.

WSF&RS Fire Officer to liaise with the Clinical Site Manager or Fire Warden upon arrival.

**Training:**

All staff to undertake induction and annual fire refresher training.