

DARTMOUTH DENTAL PRACTICE

24 Victoria Road
Dartmouth
Devon

Marian Roberts BDS (Sheffield) GDC 61688
Aleksander Srokosz BDS (Plymouth) GDC 258317

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| Date | Changes made to this document |
|---------------------------|--|
| Friday, 3 May 2019 | Inclusion of reference to PEEP |
| Thu, 31 Jan 2019 | KR/LW – Change header to include AS, change review date, change font colour and size, added name of Fire Safety Officer. Added taking of iPad to check day list once evacuated |
| Thursday, 1 December 2016 | Fire control point changed to Westwater Court |
| Wed, 14 May 2014 | Steve Pepperell added to header |
| Tue, 3 Jul 2012 | Establishment of this procedure |

In The Event Of Fire - Building Evacuation

Fire Control Point

The fire control point is the **CAR PARK** or outside **WESTWATER COURT** (formerly Tozers the printers). This is where the Fire Safety Officer (Marian Roberts or a substitute in her absence) and staff members should congregate when the fire alarm has been raised. The Fire Safety Officer is responsible for taking full control of the situation. All employees must obey any directive given - it's in their interest.

Staff Instructions

All staff will:-

- on hearing the alarm (which will be either a vocal instruction or the sound of a smoke/fire alarm), immediately leave the premises by the nearest exit - assisting patients to vacate the building.
- Dentally is our practice management software this includes an up-to-the-minute status of where patients are in the process of their treatment (arrived and waiting, in surgery, completed and left the building). We use the portable iPad version for patients as well as contractors who are in the building. The Fire Safety Office will ensure they take an iPad with them on evacuating the building. If possible evacuate with iPad kept next to front door to check day list once safe to ensure we know who was in the building at any point in time. This list can be viewed on any smartphone as it is NOT dependent on having access to the computer system in the building - it is cloud based.
- PEEP
- Go to the **assembly point** as indicated in this procedure. The assembly point is normally the **car park** but if this is in danger then the Fire Safety Officer will nominate an alternative.
- on **NO ACCOUNT** return to the building to collect personal belongings from the staff room or any other part of the building.
- Await the arrival of the fire safety officer who will check all are present.

The Fire Safety Officer will instruct all staff that no one is to return to the building until he/she has given explicit permission that the building is safe to return to. The Fire Safety Officer will liaise with the local Fire Brigade Officer in charge before allowing staff to return to the building.

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| Useful Contacts and Telephone Numbers | |
|---|------------------------------|
| Dart Fire Protection Ltd | 01803 862416 07976 648898 |
| Fire Brigade | 999 |
| Keith Roberts | 07973 690923 |
| Marian Roberts | 01803 835418 07968 844896 |
| Paul Dickin - Secured Zone (Contractor for alarm system) | 07927 933714 |