

Reference Number: UHB 571 Version Number: 1	Date of Next Review: 01.06.2025 Previous Trust/LHB Reference Number:
Fire Safety Procedure – St David’s Hospital	
Introduction This procedure outlines the formal arrangements for fire safety at St David’s Hospital Aim <ul style="list-style-type: none"> • Protect life and ensure safety of patients, staff, visitors, and contractors during any fire-related emergency. • Minimize risk and harm by providing clear, actionable procedures for fire detection, response, and evacuation. • Ensure legal and regulatory compliance with fire safety legislation and healthcare standards. • Promote preparedness and coordination among hospital teams and emergency responders. • Safeguard hospital infrastructure and continuity of care by limiting fire damage and disruption. <p>This document supports IMS-06-01-CAV: Fire Safety Policy IMS-06-01-CAV: Fire Safety Management Arrangements</p>	
Objectives <ul style="list-style-type: none"> • Protect life and ensure safety during fire emergencies. • Define clear roles and actions for all staff groups. • Outline procedures for fire detection, response, and evacuation. • Ensure effective communication and coordination across teams. • Support compliance with fire safety regulations and standards. • Promote preparedness 	
Scope This procedure applies to all staff contractors and visitors within the premises.	
Equality and Health Impact Assessment	An Equality and Health Impact Assessment (EHIA) has been completed for the Fire Safety Policy and confirmed there is no adverse impact.
Documents to read alongside this Procedure	<i>IMS-06-01-CAV: Fire Safety Policy</i> <i>IMS-06-02-CAV: Fire Safety Management Arrangements</i>
Approved by	Fire Safety Group
Accountable Executive or Clinical Board Director	<i>Executive Director - People and Culture</i>
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Disclaimer
If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the [Governance Directorate](#).

Summary of reviews/amendments			
Version Number	Date of Review Approved	Date Published	Summary of Amendments
1	June 2025	28.11.2025	Replace Previous Procedure

FIRE SAFETY PROCEDURE – ST DAVID’S HOSPITAL

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ST DAVID’S HOSPITAL

FIRE SAFETY PROCEDURE

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These procedures consider the requirements of HTM FIRECODE, the University Health Board Fire Safety Policy, the Regulatory Reform (Fire Safety) Order 2005 and other relevant policies.

1. INTRODUCTION

Whatever your job, medical, nursing, technical, administrative, ancillary, you must understand the part you have to play in the fire-prevention and fire-fighting arrangements. The Regulatory Reform (Fire Safety) Order 2005, Health and Safety at Work Act 1974, and Fire code places a responsibility on management, and all staff to take care to avoid injury to themselves and others. You therefore have a legal as well as a moral responsibility to ensure that you are aware of the St David’s Hospital (SDH) fire safety procedures. You should initially read and understand all sections of the procedures, and thereafter regularly refresh your memory on steps you must take in an emergency in order to minimise loss of life and damage to property when a fire occurs.

2. APPLICABILITY.

SDH is a PFI hospital with four inpatient Gerontology wards and up to 100 beds. Other Departments include; ECAS - Elderly Care Assessment Service, Children’s Centre, CAMH Unit (Child & Adolescent Mental Health Unit), General outpatient departments (Physiotherapy, SALT, Occupational Therapy & Podiatry) Dental care and education.

3. FIRE ALARM SYSTEM.

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The fire alarm system consists of sounders in all areas with the exception of the Dental department where there is a flashing light system.

The fire alarm can be activated by one of the following methods:

- a. Manual - by operation of a Manual Call Point
- b. Automatic - by activation of
 - 1. A smoke detector
 - 2. A heat detector

The system gives continuous (evacuation) and intermittent (alert) alarms. A continuous sounding of the alarm indicates the incident is in your area and you are required to act. An intermittent sounding of the alarm indicates the incident is in an adjacent area - take no action except to close all doors and windows and await instructions. In areas where visual notification is provided the flashing red light indicates a continuous alarm and the amber light indicates an intermittent alarm.

The main fire alarm indicating panel is located in the Security Office near Reception and repeater panels are located in the wards. These panels provide information on the location and room number of the alarm activation and are, therefore, very useful for determining the location of the incident.

All passenger and equipment lifts are interfaced with the fire alarm system so that any lift in an area where the fire alarm has been activated will automatically return to a designated floor and remain there until the fire alarm and lift controls have been reset.

The fire alarm system will be tested weekly on a Tuesday at 0900.

During periods when the fire alarm system is out of commission through mechanical defect or for maintenance purposes, extra vigilance will be required from members of staff about all aspects of fire safety including strict supervision in patient care areas.

Should a fire occur in an area where the fire alarm has been isolated, every effort must be made to contact the University Hospital of Wales (UHW) switchboard by internal telephone using the emergency number 3333.

A FM Manger/Deputy will inform the UHW switchboard if it is known in advance when a fire zone is to be isolated. The UHW switchboard will inform the sections of the hospital affected and the FM Manager/Deputy will arrange to have notices displayed advising of actions to be taken.

4. FIRE ACTION NOTICES

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Fire Action Notices detailing the action to be taken on discovering a fire and on hearing the fire alarm will be displayed throughout the site adjacent to manual fire alarm call points. The information contained in the notices identify the methods of:

- a. Raising the alarm.
- b. Informing the switch board by emergency number
- c. Controlling the fire.
- d. Evacuation procedure - assembly point.

It is the duty of all personnel to make themselves aware of the fire instructions that are contained in the Fire Action Notices in their particular area.

5. EMERGENCY TELEPHONE NUMBER. 3333

The emergency telephone number on site is **3333**. However, when this number is dialled the caller will be connected to the switchboard operator at the University Hospital of Wales. Give the operator full details of the location and type of incident, UHW will then contact the South Wales Fire Service (follow up actions in section 11)

6. PROCEDURE ON DISCOVERING A FIRE.

The presence of fire may be indicated by smells of burning, crackling and related fire noises, and smoke seepage etc. Therefore, any smell of burning etc. must be immediately investigated. The longer a fire remains undetected the greater the probability that it will become a major life-threatening event, causing severe damage and disruption to services.

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Basic instructions are:

RAISE THE ALARM	By breaking the glass on nearest fire alarm Manual Call Point. (MCP)
GIVE WARNINGS	To persons in the immediate area.
INFORM UHW SWITCH BOARD DIAL 3333	Give location of fire and relevant information concerning the incident i.e. <ul style="list-style-type: none"> • Location of fire, • Block number, • floor level, • room number
TRY AND CONTROL FIRE	By closing doors and windows and using fire extinguishers provided. BUT ONLY IF YOU HAVE BEEN TRAINED AND IT IS SAFE TO DO SO
EVACUATE BUILDING / AREA	Quickly and calmly using safest nearest exit. Do not use lifts Go to designated assembly point.

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7. PROCEDURE ON HEARING THE FIRE ALARM.

GENERAL AREAS (OFFICES, KITCHEN, ETC):

1. Continuous (evacuate) alarm.

- a. Close all windows and doors if safe to do so.
- b. Evacuate area at once and report to the assembly point shown on the fire notice.
- c. Staff should assist any patients or members of the public who are in the area to evacuate the area.
- d. Do not stop to collect personal belongings.
- e. Do not re-enter the area until told to do so by the Fire Officer.

2. Intermittent (alert) alarm.

- a. Close all windows and doors and await instructions.
- b. Be prepared to receive patients from adjacent areas.

b. IN-PATIENT AREAS - WARDS:

1. Continuous (evacuate) alarm.

- a. Check fire alarm panel to locate area of fire.
- b. Close all windows and doors if safe to do so.
- c. Prepare patients for evacuation but await instructions of senior person in charge or Fire Service Officer.
- d. Do not evacuate on an alarm only. Always check.
- e. If evacuation of a ward area is necessary, follow the procedures in sections 18/19 of this document.

2. Intermittent (alert) alarm.

- a. Close all windows and doors.
- b. Prepare patients for evacuation but await instructions from senior person in charge or Fire Service Officer.
- c. Be prepared to receive patients from adjacent areas.

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OUTPATIENT AREAS – DENTAL, DAY HOSPITAL, ETC.

1. Continuous (evacuate) alarm.
 - a. Close all windows and doors if safe to do so.
 - b. Evacuate area at once and report to the assembly point shown on the fire action notice.
 - c. Staff should assist any patients or members of the public who are in the area to evacuate the area.
 - d. Do not stop to collect personal belongings.
 - e. Do not re-enter the area until told to do so by the Fire Officer.

NOTE: PATIENTS UNDERGOING INVASIVE TREATMENT, OR WHO ARE SEDATED, MAY REMAIN IN THE AREA PROVIDED THERE IS NO DANGER FROM FIRE OR SMOKE. A MEMBER OF STAFF SHOULD REMAIN WITH THE PATIENT AND THE FIRE SERVICE/FIRE RESPONSE TEAM SHOULD BE INFORMED BY THE DEPARTMENT FIRE WARDEN.

8. RESPONSE TO A FIRE EMERGENCY

In co-ordinating a fire emergency various tasks need to be carried out to minimise the risks and disruption, and to respond effectively to a fire. Some aspects of the response can be arranged in advance others can only be dealt with at the time and will depend on the prevailing circumstances. There is a need to plan for two stages in a fire emergency:

Stage I - To deal with a fire contained within a single compartment,

Stage II – When fire spreads beyond a single compartment will demand greater resources to deal with the situation.

9. FIRE RESPONSE TEAM

A Fire Response Team has been established to investigate every operation of the fire alarm system. Members of the Fire Response Team are listed below: -

Fire Response Team (Office Hours)

- FM Manager/Deputy
- Site Point of Contact (Bleep Holder)
- Security Officer
- EQUANS fire alarm technician

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Fire Response Team (Outside of Office Hours)

- Site Point of Contact (Bleep Holder)
- Security Officer
- On call EQUANS fire alarm technician (who will be mobilised immediately following an emergency call by UHW Switchboard)

If the alert is to a minor incident or a false alarm the Fire Response Team will deal with the situation, otherwise the UHW switchboard is to be advised (by dialling 3333) to initiate Stage I or Stage II of this Procedure and to inform members of the Fire Co-ordinating Team

If the call is an obvious false alarm, the Security Officer has the authority to silence the alarm - however, the alarm must only be reset on the authority of the Fire Service following their investigation into the cause of the alarm.

NB: Following declaration of a stage 1 or stage 2 incident, it is essential that members of the Fire Response Team route all communications/updates via the UHW switchboard by dialling 3333.

10. FIRE CO-ORDINATING TEAM.

In a Stage 1 or Stage II emergency greater resources are required to deal with the situation. A Fire Co-ordinating Team has been established to direct and control activities in a Stage 1 and Stage 2 fire emergency. The composition of the team will be:

Security Officer
Deputy Fire Safety Manager
Maintenance Manager
Senior Fire Safety Adviser/Fire Safety Advisor
Public Relations Officer (if a major fire)

11. ACTION BY UHW SWITCHBOARD (See Appendix B for Action Card)

Notification of a fire emergency will come either by way of the automatic fire alarm system, the internal telephone system or by report from St David’s Hospital Reception Desk, or Automatic Monitoring. Upon receipt of notification:

If notification is by member of staff using the emergency number 3333:

- check with the caller if the fire alarm has been activated, IF NOT b) inform caller: - fire alarm must be activated.

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- b. Telephone the Fire Service via 999 giving them the exact known location of the incident as indicated by the fire alarm panel or person reporting the alarm and any other information which is available at the time.
- c. Inform the members of the Fire Response Team as per action card (appendix
- d. If a Stage I or Stage II fire is reported, inform members of the Fire Co-ordinating Team.
- e. Keep the Fire Co-ordinating Team aware of any new information.
- f. If a fire evacuation is necessary in a ward, phone other wards at St Davids to arrange nursing staff to assist with the evacuation of patients.
- g. In the event of a serious fire involving property or life, inform UHB senior management and UHB Board members as per agreed escalation procedures.

12. ACTION BY FM MANAGER/DEPUTY

- a. The FM Manager/Deputy will proceed to the site of the incident and take control of the incident until the arrival of the Fire Service/ Trust Fire Safety Adviser.
- b. If the incident is minor in nature or a false alarm, he/she will deal with the situation helped by other member of the Fire Response Team. Otherwise, he/she will initiate Stage I or II if necessary, by contacting UHW Switchboard via telephone number 3333
- c. The FM Manager/Deputy will keep the UHW switchboard informed of the situation via the above number.
- d. Once relieved by the Trust Fire Safety Adviser the FM Manager/Deputy will report to the Control Centre.

13. ACTION BY HOSPITAL SITE POINT OF CONTACT (SEE Appendix C for Action Card)

- a. The Site Point of Contact will proceed to the site of the incident and assist the FM Manager/Deputy
- b. He/she will provide the necessary clinical advice and co-ordinate the safe evacuation of patients if considered necessary.
- c. Once relieved by the UHB Fire Service/ Fire Safety Adviser the Site Point of Contact will report to the area where the evacuees have assembled.
- d. If there is no evacuation, the Site Point of Contact will report to the on-site Control Centre

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14. ACTION BY ELECTRICIAN/FIRE ALARM TECHNICIAN.

- a. The electrician will be contacted for every fire alarm activation in accordance with UHW Switchboard Action card
- b. Electrician will attend scene of fire.
- c. Give all assistance necessary, particularly advising on dangers associated with electrical installations, medical and industrial gases, and engineering services.
- d. Consider the need to turn off power supplies, medical and other gas sources after consultation with the Officer in Charge of the Fire Service or Deputy Fire Safety Manager.

15. ACTION BY SECURITY OFFICER.

- a. On activation of a fire alarm, Check the fire alarm indicator panel and if the alarm has occurred in an area which is unoccupied, inform UHW Switch immediately by dialling 3333.
- b. The Security Officer will proceed to the main entrance to meet the fire service and guide them to the scene.
- c. The Security Officer will control access to the building until informed by the fire service that it is safe to allow personnel to re-enter the building.
- d. If the incident is a confirmed false alarm, the Security Officer has the authority to silence the fire alarm. However, the system must only be re-set by the EQUANS Fire Alarm Technician attending the incident, on the authority of the fire service (needs to be consistent with earlier section re res-set)
- e. Pass on any further updates about the incident to UHW Switchboard via telephone number 3333

16. ACTION BY PORTERING STAFF

Porter activities are only carried out between the hours of 7am to 8pm Mon - Sun. Outside of this, there is no porter service available. Within this time, there is a max of 2 porters on duty, normally 1 porter due to the contract and activities undertaken as part of the contract.

- a. If it is necessary to evacuate patients, all available porters will be instructed to report to the scene to assist.
- b. Ensure that staff / visitors are not trapped in lifts.

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17. ACTION BY ALL STAFF

- a. All staff must read and understand the fire action notices.
- b. As the UHW switchboard operator will be busy with fire communications personnel are not to ring the operator for information.
- c. If evacuation is necessary, the guidelines detailed in sections 18/19 of these procedures are to be followed. Following evacuation, all personnel are to assemble at the designated evacuation/assembly points and report to the Fire Warden who will take a roll call, if practicable, to ensure that all persons are accounted for.
- d. The precise circumstances of a fire incident may cause slight deviations from the above procedure. Should this be the case, the Deputy Fire Safety Manager must convey clear and precise instructions to the staff involved.

18. ACTION BY NURSING STAFF IN CLINICAL AREAS.

- a. On discovering a fire, activate the fire alarm and inform the UHW switchboard operator of the location by dialling 3333.
- b. If assistance is required, make the request immediately, clearly and concisely.
- c. Close all doors to contain the spread of fire and smoke.
- d. DO NOT PUT PATIENTS OR STAFF AT RISK TO DEAL WITH A FIRE. DO NOT TACKLE THE FIRE UNLESS IT IS SAFE TO DO SO.
- e. If the fire is not in your area, stand by to evacuate or receive patients from other areas. Do not leave your patients unless instructed to do so by those in charge of the incident.

19. FIRE WARDENS

- a. Fire Wardens will be appointed, by agreement, in all Wards and Departments.
- b. In ward areas, a named Ward Fire Warden be appointed to carry out the general duties. In the event of fire, the senior nurse on duty will also assume fire warden status in order to co-ordinate actions.
- c. In non-ward areas the Fire Wardens will be named individuals who will be appointed by, and be responsible to the Head of the Department.

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- d. Fire Wardens will be made aware of the precise area that they will be expected to cover and of the extent of their responsibilities within their area.
- e. Deputy Fire Wardens will also be appointed to undertake these responsibilities in the absence of the Fire Warden.

19.1 General duties:

The responsibilities of the fire wardens in relation to the maintenance of fire precautions will be:

- a. to liaise with the Fire Safety Adviser regarding fire hazards or apparent deficiencies in the firefighting equipment;
- b. to act as a point of contact in the ward/department on matters relating to fire precautions and to report apparent problems to the Fire Safety Adviser and Head of Department;
- c. to check that all corridors, exits and escape routes are kept available and free from rubbish and obstructions;
- d. to check fire notices, fire alarms, and firefighting equipment are unobstructed;
- e. To ensure that all users are aware of the need for all non-essential power supplies to be unplugged when vacating a room, and that doors and windows are shut and locked where appropriate.
- f. When the fire alarm is activated to ensure that all fire doors are closed and/or automatic doors are free to close.

19.2 In the event of fire:

- a. To wear Fire Warden identification:
- b. To ensure that any necessary evacuation is carried out in accordance with the planned procedure e.g. arrange to inform UHW switchboard on 3333:
- c. Ensure as far as is reasonably possible that the ward/department is clear of patients, staff, and visitors and all persons are accounted for. This includes ensuring that staff / visitors are not trapped in lifts.
- d. If appropriate ensure that roll call of patients, staff, and visitors is taken at the assembly point as accurately as possible:
- e. Report to the Fire Co-ordinating Team or Fire Service Officer, and if persons are thought to be missing or trapped, give last known location and any other helpful information.

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20. STAGE I FIRE EMERGENCY

The Fire Co-ordinating Team will direct and co-ordinate activities in the following areas:

At the site of the fire;

At the area where the evacuees have assembled;

At the Control Centre

The Fire Response Team will remain at the site of the fire under the direction of the FM Manager/Site Point of Contact or UHB Fire Safety Adviser, who will act as co-ordinator responsible for the following functions: -

- a. make an assessment of the situation and give the following information to UHW switchboard:
 - location and spread of fire
 - severity of conditions
 - which escape routes are in use
 - whether assistance is required
- b. maintain close liaison with the manager responsible and engineering staff;
- c. maintain communication with UHW switchboard and relay information;
- d. liaise with Fire Service on arrival and brief them of the situation;
- e. ensure that all people are out of the affected area in line with the evacuation policy; and
- f. Secure the area and prevent personnel returning.

20.1 AREA WHERE EVACUEES HAVE ASSEMBLED.

The Site Point of Contact will attend the area where the evacuees from the site of the fire have assembled once relieved by a UHB Fire Safety Adviser. At the assembly point, he/she will be responsible for the following functions: -

- a. control of the evacuees;
- b. Inform UHW switchboard of exact location of the evacuation point;
- c. Decide whether further evacuation is necessary and inform the switchboard operator of your decision;

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- d. the attendance of the on-call doctor to assess the medical condition and treatment of patients evacuated if necessary.
- e. Request assistance from UHW switchboard if necessary;
- f. Organise relocation of patients, ensuring that essential details concerning the patient accompany them;
- g. Request UHW switchboard for assistance with relocation if necessary;
- h. Account for all people involved; and
- i. Inform UHW switchboard of equipment, drugs or medical assistance required.

20.2 CONTROL CENTRE (EQUANS STAFF ROOM NEAR TO RECEPTION).

It is anticipated that the EQUANS staff room near to Reception will provide the best location for the ‘Control Centre’ due to its location, size and proximity of telephones and hospital information. However, access to the room will be strictly controlled and limited to members of the Fire Response and Co-ordinating Teams. Access to the adjacent Security Office will be further restricted, due to the sensitive nature of information held there.

A suitable alternative or additional room would be the Physiotherapy staff room, which is located to the left of the main reception doors

The Deputy Fire Safety Manager (DFSM), FM Manager and Site Point of Contact (if no evacuation necessary) will report to the Control Centre, where they will be responsible for the following functions:

- a. Liaise with the Fire Response Team at the site of the fire and request the following information:
 - location and spread of fire
 - severity of conditions
 - which escape routes are in use
 - whether assistance is required
- b. Consider the need to turn off power supplies, medical and other gas sources;
- c. Decide on assistance required according to information received from the site of the fire;
- d. Communicate with sources of help and direct as required;

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- e. Send medical help to where evacuees have assembled
- f. Restrict access to visitors to the hospital;
- g. Decide on relocation of patients in conjunction with a senior member of the nursing staff and arrange transport if necessary;
- h. organise staff who will clean up and following consultation with the Fire Service and Police, direct them to carry out their task;
- i. Give information as appropriate to the Chief Executive, Press etc.;
- j. Inform appropriate persons and organisations when the emergency is over.

21. STAGE II MAJOR FIRE EMERGENCY PROCEDURE

The Major Fire Emergency Procedure will be activated when a fire is not contained within one fire compartment or ward or on the decision of the Deputy Fire Safety Manager or Officer in Charge of the Fire Service. The UHW switchboard operator is to be advised of the stage II fire immediately. It will be the responsibility of the UHW switchboard operator to contact key personnel and update them with whatever information is available at the time.

21.1 FIRE CO-ORDINATING TEAM.

If the full Fire Co-ordinating Team detailed in Stage I are not in attendance the absentees or deputies are to be informed of the development. The team is to be enhanced by the following personnel:

- UHB Medical co-ordinator
- UHB Public Relations Officer
- UHB Senior Fire Safety Adviser

21.2 MAJOR FIRE EMERGENCY CENTRE.

The Fire Co-ordinating Team will establish the Major Fire Emergency Centre in the Control Centre (EQUANS staff room near to Reception). Personnel staffing the Centre will be:

- UHB Fire Safety Manager
- UHB Medical Co-ordinator

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- Facilities Manager (FM)
- UHB Public Relations Officer
- UHB Health & Safety Adviser
- Representatives from the Fire Service, Ambulance Service and Police.

21.3 FORWARD CONTROL POINT.

A Forward Control Point will be established in a safe and convenient area close to the location of the fire and will be staffed by the following personnel:

- UHB Senior Fire Safety Adviser
- EQUANS Security Officer
- EQUANS Electrician

Members of this control will keep in constant communication with the "Major Fire Emergency Centre" providing regular situation reports and channelling requests for assistance or equipment through to the Centre. They will also give advice and assistance to the firefighting team and personnel involved in evacuation as necessary.

21.4 CONTROL OF INCIDENT

The Senior Officer of the Fire Service in attendance will assume and retain responsibility for the overall control of the incident but will be advised by the Deputy Fire Safety Manager and Medical Co-ordinator for action that will need to be taken.

22. EVACUATION

The following factors need to be considered before commencing evacuation. The degree of evacuation would be determined by assessing either individual, or a combination of these factors. In non-patient areas, evacuation is immediate irrespective of the situation. In ward areas, evacuation is not required unless there is a confirmed fire that will directly or indirectly affect that area.

Factors governing evacuation: -

- Severity of the fire: can it be extinguished immediately and safely without further assistance and using the equipment provided?
- Smoke travel within the building: the department may be affected by smoke from an incident in another area.

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- Construction of the building: on this site, this mainly applies to fire protective measures, i.e. doors and exit routes, being correctly maintained.
- Distance to be travelled: this is divided into two distinctive sectors:
- Initial distance to an adjoining separate compartment protected by fire doors and construction.
- Ultimate distance – to the external of the building.
- Type of patient involved: the degree of mobility of the patients in any given area will determine the initial evacuation coupled with the necessary assistance immediately available.

PHASES OF EVACUATION

For General Areas such as Outpatients, offices etc. there is only one phase of evacuation TOTAL direct to the designated assembly point. This should be achieved by leaving the area involved by the nearest safe exit route and proceeding to the assembly point where the Fire Warden(s) will take a roll call.

For ward (In Patient) areas there are two phases of evacuation.

22.1 Phase 1

Evacuation in Phase 1 is achieved by the principle of Progressive Horizontal Evacuation (PHE), i.e. by moving patients horizontally into separated fire compartments.

22.2 Phase 2

Phase 2 will be implemented when it is deemed necessary to move patients beyond Phase 1 a decision that will normally be made by the Fire Service Officer in charge, it is at this point that the emergency may be classed as MAJOR. This decision can only be made by the officer in charge of the emergency services or deputy fire safety manager in attendance. The decision is determined by the following factors:

- The initial estimate of casualties or patient movement suggests that the normal resources are likely to be inadequate.
- The fire or the products of the fire are likely to spread beyond the original compartment.
- The risk to life is considered too great to rely on normal protective measures.

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The Senior Fire Service Officer will decide whether it is safe to use any lifts for the evacuation of bed bound patients, if not the staircases will have to be used, staff using one of the recognised safe methods of moving non-ambulant patients.

During this phase additional senior management would assemble to co-ordinate activities.

23. HELPERS IN A FIRE EMERGENCY EVACUATION

When the decision to evacuate a ward has been taken UHW switchboard is to be informed via 3333 and the operator will inform the remainder of the wards at St David’s Hospital where arrangements will be made to direct all available nursing staff to the affected ward. An assessment of the priority care needs of the patients on the unaffected wards should be made before releasing nurses to help with evacuation. In any event at least one member of the nursing staff for each half ward must remain.

If more than one ward needs to be evacuated, or the person in charge of the incident so decides, the UHW switchboard operator is to be requested to arrange for further assistance.

The Fire Response Team would initially attend the site of the fire; however, the ward sister or person in charge of the ward would initially arrange the evacuation of the ward with assistance from the FM Manager/Site Point of Contact.

Where possible/required assistance will be provided by site staff to assist in evacuation procedures

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APPENDIX A

FIRE ASSEMBLY POINTS

WHEN REQUIRED TO EVACUATE ALL NON-WARD AREAS WILL ASSEMBLE IN THE **MAIN CAR PARK**, WHICH IS SITUATED IMMEDIATELY OUTSIDE THE ENTRANCES TO THE TURNBULL DAY HOSPITAL AND THE CHILDRENS CENTRE.

OUTPATIENTS UNDERGOING INVASIVE TREATMENT, OR WHO ARE SEDATED, MAY REMAIN IN THE AREA PROVIDED THERE IS NO DANGER FROM FIRE OR SMOKE. A MEMBER OF STAFF SHOULD REMAIN WITH THE PATIENT AND THE FIRE SERVICE/FIRE RESPONSE TEAM SHOULD BE INFORMED BY THE DEPARTMENT FIRE WARDEN.

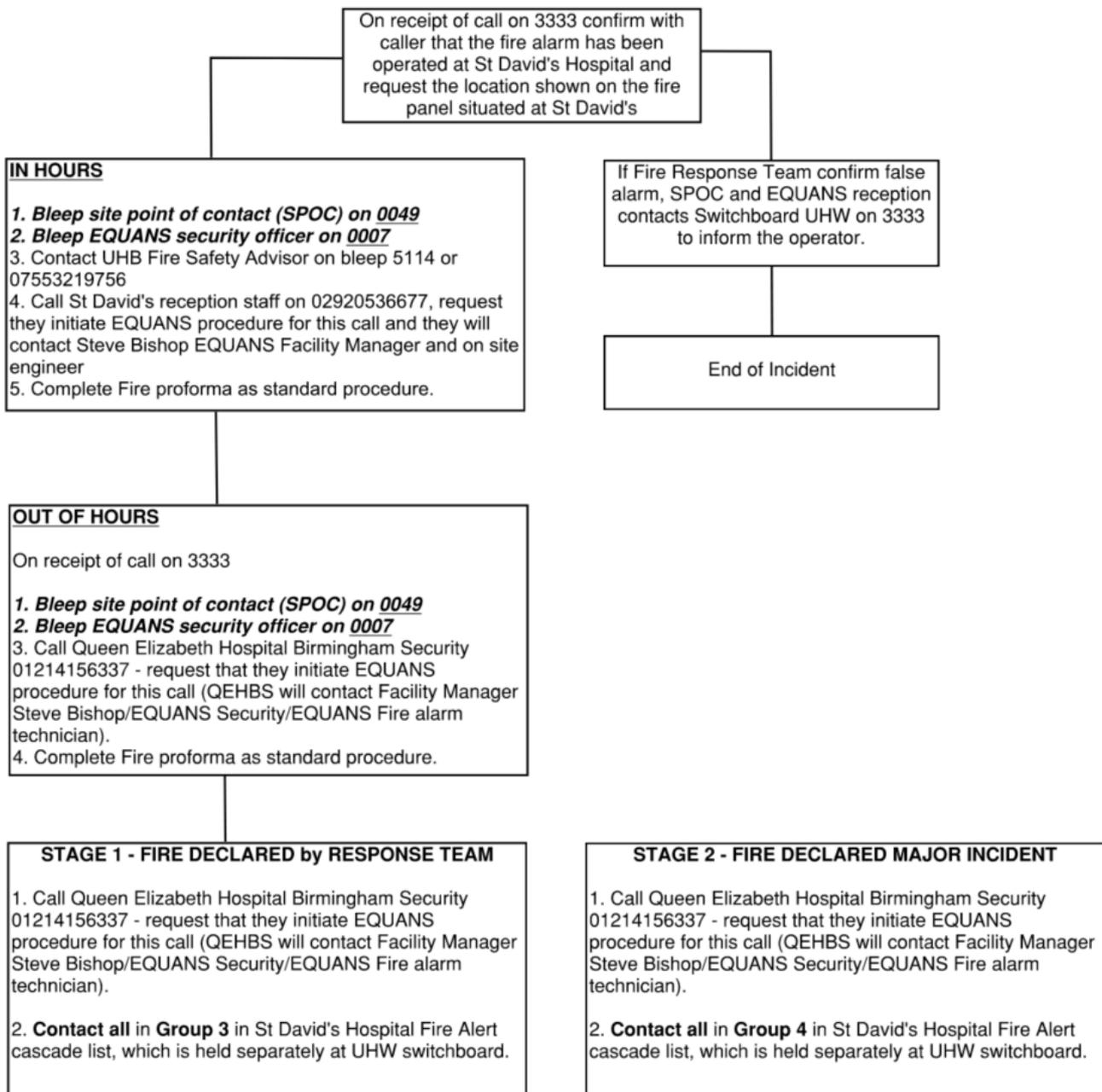
IN WARDS AREAS EVACUATION IS ONLY NECESSARY IF THERE IS IMMEDIATE DANGER FROM FIRE OR SMOKE. THE PRINCIPLE OF PROGRESSIVE HORIZONTAL EVACUATION WILL BE USED.

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APPENDIX B

UHB SWITCHBOARD RESPONSE TO FIRE ALERT/ALARM ST DAVIDS HOSPITAL ACTION CARD

HOSPITAL ACTION CARD



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APPENDIX C

ST DAVIDS HOSPITAL SITE POINT OF CONTACT ACTION CARD

The role of the SPoC as part of the Fire Response Team

The Fire Response Team has been established to investigate every activation of the Fire Alarm System. **On sounding of the Initial Alarm:**

- NB** Initial notification of fire alarm activation may be via the bleep if the bleep holder is not in the immediate or adjacent area affected.
- Determine the location of the alarm by checking the nearest fire alarm panel. Proceed to the location specified where you will liaise with the other members of the Fire Response Team.
- Establish whether 3333 has been dialled. If necessary, dial 3333 to inform the UHW switchboard.
- If the alert is to a minor incident i.e. a small fire in a wastepaper bin or a false alarm the Fire Response Team will deal with the situation.
- Anything other than a minor incident becomes a Stage 1 or Stage 2 fire:
 - Stage 1 – a fire contained within a single compartment (i.e. ward)
 - Stage 2 – a fire which has spread beyond the one compartment
- Inform UHW Switchboard by dialling 3333 telling them to
- initiate Stage 1 or Stage 2 of the Fire Safety Procedure and to
- inform the Fire Coordinating Team.
- If a stage 2 fire is declared, inform UHW Switchboard to ‘activate the major fire emergency procedure’.
- If the call is an obvious false alarm the EQUANS Electrician or Security Officer has the authority to silence the alarm. However, the alarm must only be reset on the authority of the Fire Service following their investigation into the cause of the alarm. EQUANS staff will deal with this as part of their alarm response procedures.

The SPoC needs to:

Confirm who is the nurse in charge of the area where the alarm sounded. Find out what happened and maintain close liaison with them until the incident has been resolved.

- Co-ordinate liaison with the Fire Service on their arrival and ensure that they are briefed of the situation.
- Ensure that all people are out of the affected area in line with the evacuation policy. Co-ordinate the securing of the area and prevent personnel returning until advised it is safe to do so by the Fire Service.
- Contact the switchboard to inform them that the situation has been dealt with.

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APPENDIX D

ST DAVIDS FIRE SAFETY GROUP MEMBERSHIP

Title	Role	Contact
Head of Operations - Cardiff Locality	Site Responsible Person/DFSM	rhys.davies11@wales.nhs.uk
Deputy Head of Operations – Cardiff Locality	Deputy to Site Responsible Person/DFSM	lloyd.waygood@wales.nhs.uk
Operations Manager - Cardiff Locality	Operations Manager	maxine.gronow@wales.nhs.uk
Business and Administration Manager - Cardiff Locality	Business and Administration Manager	amy.osullivan@wales.nhs.uk
Head of Estates and Facilities - UHB	Head of Estates and Facilities	andrew.poole2@wales.nhs.uk
Assistant Head of Fire Safety - UHB	Assistant Head of Fire Safety	ryan.paxford@wales.nhs.uk
PFI Contracts Manager - UHB	PFI Contracts Manager	callum.jenkins@wales.nhs.uk
Equans Facility Manager	Equans Facility Manager	steve.bishop@equans.com
Equans Fire Safety Manager	Equans Fire Safety Manager	jim.murray1@equans.com
SPC Manager - Semperian	SPC Manager	nicole.robinson@semperian.co.uk

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How to Investigate Fire Alarm Activations

Investigating Fire Alarm Activations

Ensure your building is being evacuated in accordance with your alarm procedure, before doing anything else.

When you investigate, use your senses and if at any time you detect signs of a fire, retreat from the area and make sure Switchboard/Fire Service is alerted on **3333/999**.

How to Investigate

- Investigate in pairs, where possible
- Have another member of staff at the alarm panel and remain in contact (mobile phone or short-range radio) or direct verbal communication if possible.
- Gather any information from staff, or the alarm panel, to indicate where your search should be
- When investigating look for smoke, listen for unusual crackling noises, is it unusually hot
- Before opening any doors, feel the door with the back of your hand as high up the door as you can reach to check for signs of heat.
- Remember you are looking for signs of a fire, not a fire itself
- At any time, you suspect or find a fire, get out and inform Switchboard/Fire Service on **3333/999** confirming a fire.

If No Fire Found (False Alarm)

- Do not reset the alarm as this will be done by the estates engineer who will attend.
- Confirm with switchboard that this was a false alarm, and you are waiting for the engineer to reset alarm.
- Allow people back into their work area.

Remember your safety is the most important thing that matters, and you are only checking fire alarms to see if the alarm that has activated, is caused by a real fire so that you can inform switchboard, to confirm an attendance is required.

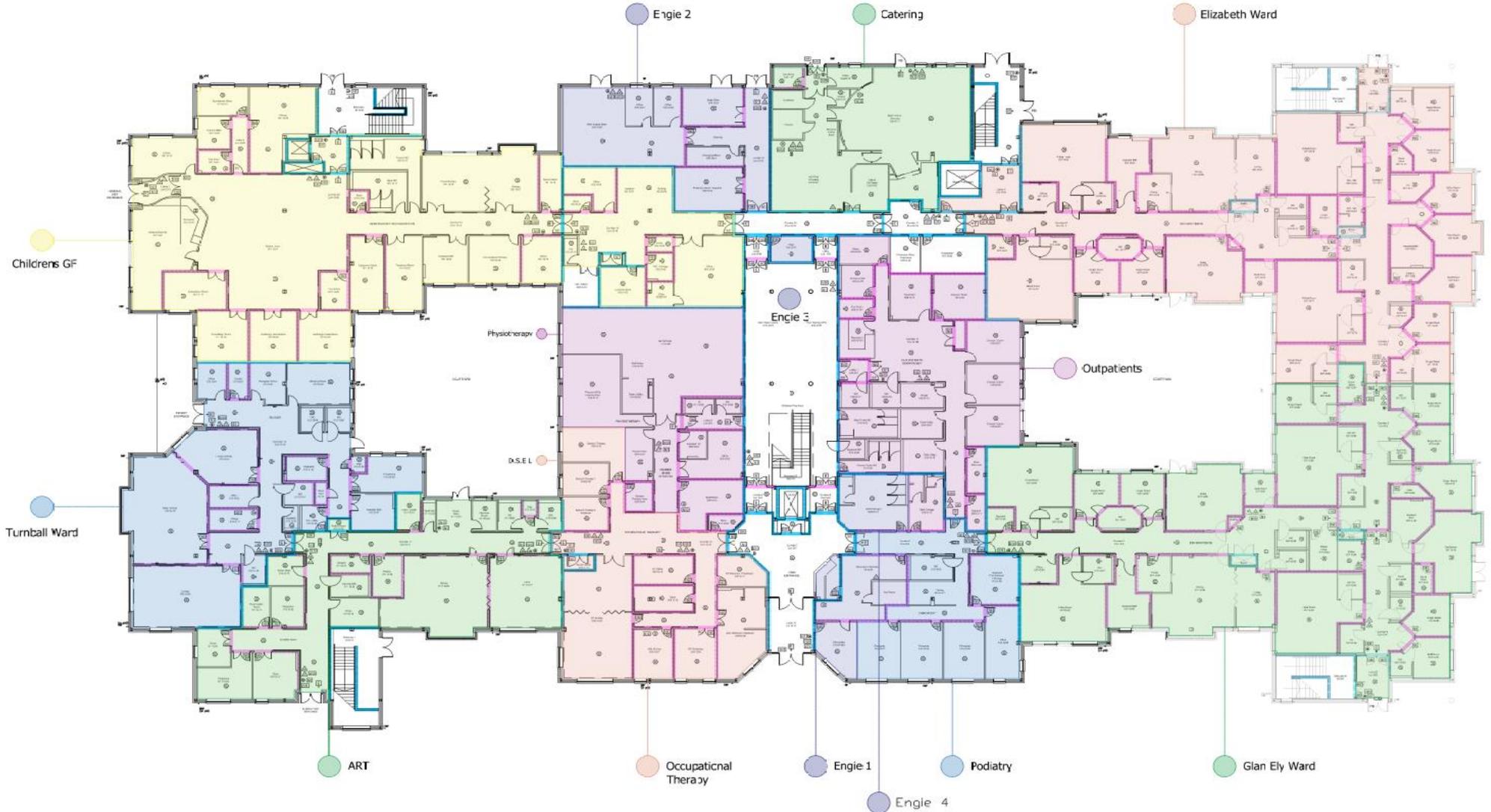
The key to reducing false alarms is prevention.

Everyone should be fire safety trained and working to safe practices.

If you need further training or guidance, then please contact the UHB Fire Safety Team.

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GROUND FLOOR PLAN – APPENDIX E



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FIRST FLOOR PLAN – APPENDIX E

