

HOSPITAL RADIO PERTH

FIRE SAFETY

ONE DEFINITIONS

In this document:

The term “the Organisation” will refer to Hospital Radio Perth

The term “the Committee” will refer to the managing committee of Hospital Radio Perth.

The term “the Trust” will refer to the current management trust of Perth Royal Infirmary.

The term “Member” will refer to any full, associate or probationary member of Hospital Radio Perth.

The term “Visitor” will refer to any person within the organisation’s premises who is not a Member of the Organisation and includes hospital staff, patients and contractors.

TWO FIRE PROCEDURES AT THE STUDIO PREMISES

It is the duty of all members to make themselves familiar with the Fire Procedures and Evacuation arrangements for the Organisation’s premises.

Members should:

- a) Know where all fire alarm break-glass points are located.
- b) Know all of the escape routes.
- c) Know where the assembly point is.
- d) Keep all emergency exits, inside and outside; clear at all times and report to a Committee member any that become obstructed.
- e) Keep all fire fighting equipment unobstructed and get to know how this equipment works.
- f) Remember, Hospital Radio Perth operates a NO SMOKING policy within the premises.
- g) Fire doors should not be left ajar and remember to close windows and doors behind you in the event of a fire alert.
- h) Report the use or accidental discharge of fire fighting equipment to a Committee Member immediately.
- i) Note details of the incident in the station diary; and
- j) Report any observations on fire safety to a Committee member.

THREE FIRE FIGHTING EQUIPMENT

All members must be aware of the different types of fire fighting equipment provided in the Organisation’s premises. The fire fighting equipment should be used on small fires only if you feel competent to do so.

There are two types of fire extinguisher within the studio premises. Both are affixed to the wall in the lobby immediately inside the entrance door.

Carbon Dioxide:

This unit is for use with flammable liquids and live electrical equipment. *IT MUST NOT BE USED ON FIRES INVOLVING WOOD, PAPER, TEXTILES OR FLAMABLE METALS.*

Foam Spray:

This unit is for use on fires involving wood, paper, textiles and flammable liquids. *IT MUST NOT BE USED ON FIRES INVOLVING LIVE ELECTRICAL EQUIPMENT OR FLAMABLE METALS.*

In addition there is a fire blanket situated on the wall of the kitchen. This should be used for smothering and extinguishing small fires. Do NOT remove the blanket from the effected area for at least 30 minutes.

Users must adhere to all instructions displayed on the appliance and report any use, damage or misuse of any fire fighting equipment to a Committee Member as soon as possible.

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FOUR PROCEDURES TO BE ADOPTED IN THE EVENT OF FIRE AT THE STUDIO PREMISES

On discovering a fire:

- a) Activate the fire alarm system in use at the location, e.g. by breaking the nearest break-glass to sound the alarm.
- b) In the unlikely event of the fire alarm not sounding after you have broken a break-glass, dial 2222 on the hospital internal line and advise the exchange of the location of the fire.
- c) In the event that there is no alarm system, call the Fire Brigade by dialling 999.
- d) Move everyone present away from the fire.
- e) Members may tackle the fire ONLY IF IT IS SAFE TO DO SO.
- f) Close all doors and windows to stop the spread of fire and smoke.
- g) On evacuation, do not re-enter the area or building until told that you may do so by the senior Fire Brigade officer or senior member of site staff.

On hearing the fire alarm:

- a) All members and visitors should proceed to the assembly point and await instructions from the person in charge of the location or a member of the emergency services.
- b) Ensure the safe evacuation of all persons – check each room if it is safe to do so.
- c) Assist with the evacuation of the disabled.
- d) When proceeding to assembly areas, in order to avoid accidents, members must exercise care when crossing any access road.
- e) Roads must be kept clear for the arrival of the Fire Brigade.
- f) Assemble at the prescribed assembly point.
- g) Muster all persons present with the Hospital Radio Perth team and ensure that all are accounted for.

Following any such fire alarm:

- a) Notify a member of the Committee as soon as possible.
- b) Ensure that an entry is made in the Station Diary.

FIVE FIRE PROCEDURES AT OUTSIDE BROADCASTS OR WHILST ON LOCATION

All members must make themselves familiar with the Fire Procedures and Evacuation arrangements at any outside broadcast or any location where the Organisation may be involved.

Members should:

- a) Find out where all fire alarm break-glass points are located or establish if another method is used to raise the alarm.
- b) Find out all of the escape routes.
- c) Find out where the assembly point is.
- d) Find out where fire-fighting equipment is located, types of fire fighting appliances and how to use them.
- e) Report fire safety problems or observations to the proprietor of the premises, the senior person present or to a Committee Member.
- f) Take due regard of any local instructions or requests by the proprietor or occupier of the premises with regard to fire safety.

SIX OUTSIDE BROADCAST AND ON LOCATION FIRE FIGHTING EQUIPMENT

Each location will feature differing fire fighting equipment. In an effort to increase fire safety, the Organisation has provided a portable Carbon Dioxide fire extinguisher which will be stored in the outside broadcast equipment cupboard. This unit is for use with flammable liquids and live electrical equipment. This must be taken to all outside broadcasts and whilst on location and must be readily available for use near to the principal electrical equipment.

Users must adhere to all instructions displayed on the appliance and report any use, damage or misuse of the portable fire fighting equipment to a Committee Member as soon as possible.

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SEVEN **PROCEDURES TO BE ADOPTED IN THE EVENT OF FIRE AT AN OUTSIDE BROADCAST OR WHILST ON LOCATION**

On discovering a fire:

- a) Activate the fire alarm system in use at the location, e.g. by breaking the nearest break-glass to sound the alarm.
- b) In the event that there is no alarm system, call the Fire Brigade by dialling 999.
- c) Move everyone present away from the fire.
- d) Members may tackle the fire **ONLY IF IT IS SAFE TO DO SO**.
- e) Close all doors and windows to stop spread of fire and smoke.
- f) On evacuation, do not re-enter the area or building until told that you may do so by the Senior Fire Brigade Officer or senior member of site staff.

On hearing the fire alarm:

- a) All members and visitors should proceed to the assembly point and await instructions from the person in charge of the location or a member of the emergency services.
- b) Ensure the safe evacuation of all persons.
- c) Assist with the evacuation of the disabled.
- d) Roads must be kept clear for the arrival of the Fire Brigade.
- e) Assemble at the prescribed assembly point.
- f) Muster all persons present with the Hospital Radio Perth team and ensure that all are accounted for.

Following any such fire alarm:

- a) Notify a member of the Committee as soon as possible.

EIGHT **FIRE DRILLS**

The Organisation may, from time to time, conduct fire drills to reinforce Members' knowledge of fire procedures.

NINE **MAINTENANCE**

The studio fire alarm system and fire fighting equipment will be maintained and tested by the Trust.

TEN **FIRE SAFETY ADVICE AND GUIDANCE**

The Organisation and its members will at all times accept any advice, guidance or instructions issued or provided by the Fire Brigade or Trust Fire Officer and will attend any fire safety lecture for Perth Royal Infirmary as required by the Trust.