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Procedure 15.00

Fire Alarm Procedures Frenchay Campus Visitors Reception/Gatehouse

Gents Fire Screen - Grey monitor with key board and mouse located right hand side of desk

When a fire alarm is activated the fire screen will go red and the alarm will sound

Showing on the fire screen will be the address and location of the activation (Frenchay, St Matts, Bower Ashton, Glenside and Newlands)

On a Fire Alarm Activation you have 8 minutes to carry out the following actions **before you call** the emergency services.

Radio all Charlie Oscars, (Frenchay) and Alpha call signs giving location and block which activation has been activated.

If the activation is at one of the outer sites contact (Charlie Oscars at St Matts, Porters for Glenside or Porters/Charlie Oscars at Bower Ashton) by radio giving the location of the activation.

IF GATEHOUSE IS ALREADY AWARE THAT PREMISES UNOCCUPIED OR THERE IS NO ONE TRAINED TO CHECK – Gatehouse to ring 999

Example: Printing & Stationery Emersons Green.

You may receive communication by any building occupant via the internal 9999 telephone having relevant information which must be regarded as urgent and re-laid to the CSO's/Porters.

On any activation of the fire alarm, evacuation of occupants from the building will always occur. Also the sounders should not be silenced until 8 minutes have elapsed.

Information may be offered by another person – either given verbally to a member of Operations & Security staff or telephoned (9999) to the Gatehouse. With the exception of:

**Student Village Accommodation Managers and Reception Staff
Centre for Sport staff**

This information will always need to be verified by an Operations & Security person.

If a CSO reports back that the Fire alarm is a false alarm and can confirm no Fire, silence and reset the system (Frenchay only) **only** when the eight minutes have elapsed. The satellite sites will silence and reset locally, again only when the eight minutes have elapsed. Once reset, (from rear Gatehouse panel), confirm with the CSO's that the Gatehouse panel has returned to healthy.

If the CSO cannot confirm that the fire activation is a false alarm **after 8 mins** have elapsed or if a fire is confirmed, carry out the following actions,

Call the Fire & Rescue Service (FRS) Immediately.

Dial **999** from the **RED** phone.

You will be asked what service you require (**Fire & Rescue Service**)

Give details of the location from the fire screen (Site and location of activation)

For Frenchay fire alarm activations, Summon a CSO to await the FRS at the Gatehouse with the Security Vehicle to guide them to the fire and monitor the fire screen for any escalation of fire.

If after the FRS have been summoned information becomes available that the alarm activation is in fact a false alarm then the FRS should be contacted.

DO NOT silence or reset the fire panel until you are asked to by the CSO/Porter at the scene of the fire incident (after the all-clear from the fire chief).

The screen will show healthy after the reset.

Enter all details into the daily log sheet.

Fill out the Fire Activation Form.

Send the fire activation from to the Operations Manager in room 1E20.

Any problems with the fire system contact Simon Ho in the Estates department by e-mail 24/7 Simon.Ho@uwe.ac.uk

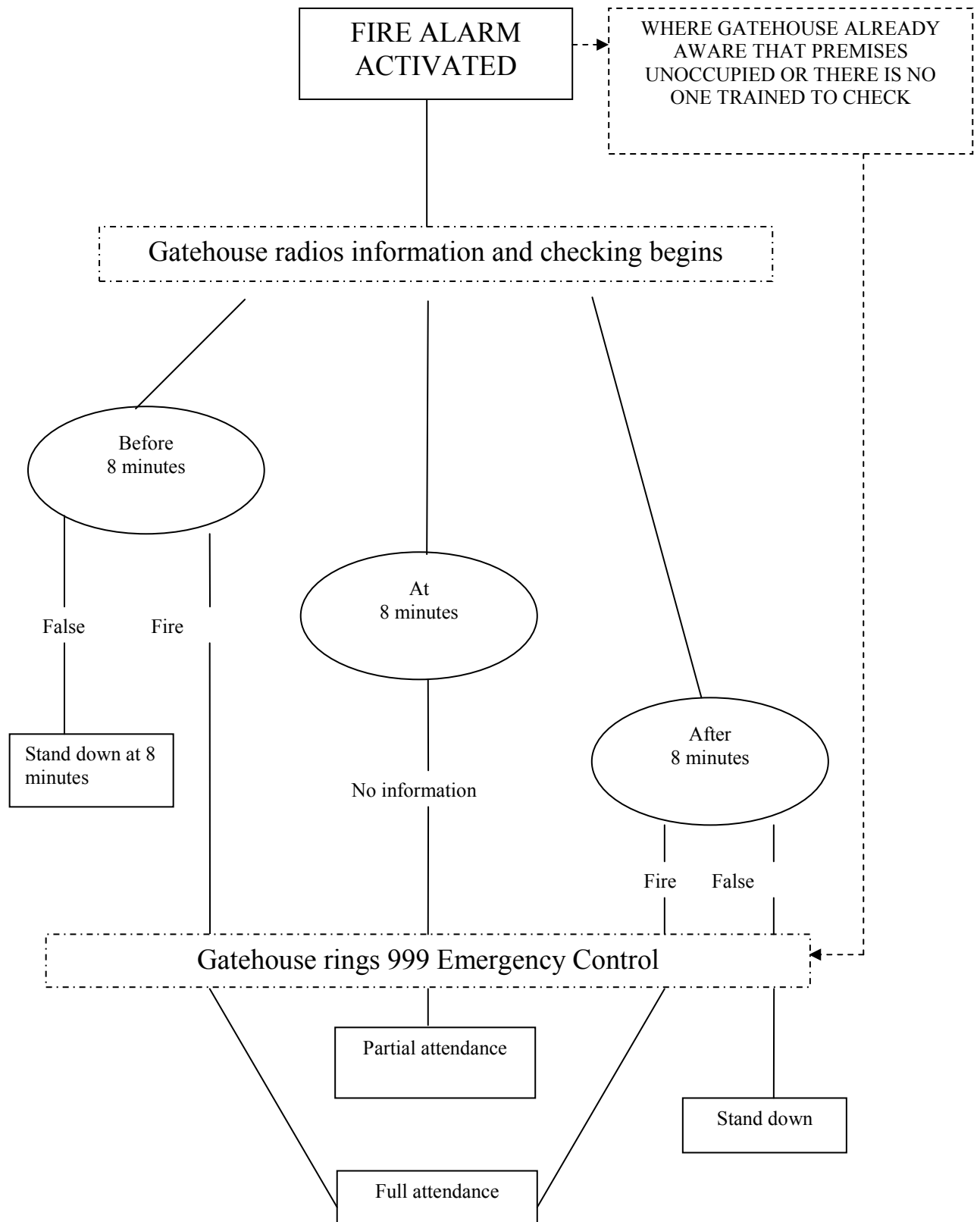
Out of hours contact the fire engineer direct – his number is in the emergency call-out file (page 27)

NB: The above applies to the Farmhouse, Gym and the ECC (Building 2). In addition, the CSO's will be aided by one of the Knighthawk staff from the NorthGate.

NB: The ECC now signals fire and faults to the gatehouse. Signal also goes to HP until the gatehouse link is operational. The CPA store is fully functional and stand-alone. Fire Alarm procedures apply.

On any activation of the fire alarm, evacuation of occupants from the building will always occur. Also, the sounders will not be silenced until 8 minutes have elapsed.

FIRE CHECKING PROCEDURE - FLOWCHART



FIRE ALARM SYSTEM NEW VILLAGE

Location - Large grey ADT fire panel behind the desk on the wall.

If you hear an intermittent bleeping sound coming from the panel this is a **WARNING**

Look at the panel in the information box and this will give you location of the activation,

Inform the relevant November call sign/pavillion staff of the warning, by radio.

The pavillion staff will investigate to find out the cause and then confirm the situation.

Once the all-clear is confirmed the pavillion staff will attempt to silence and reset locally. Once reset, a global reset is to be made from the gatehouse panel.

If the fire panel goes into full fire activation i.e. a constant alarm sound with the red **FIRE** light on, the pavilion staff have 8 minutes to investigate.

On any activation of the fire alarm, evacuation of occupants from the building will always occur. Also, the sounders will not be silenced until 8 minutes have elapsed.

If a fire is confirmed the following actions **must** be taken:

Using the **RED** phone,

Dial 999 and ask for the FRS,

Give details of the location from the fire screen (Site and location of activation)

Contact all CHARLIE OSCARS and ALPHA call signs giving the location of the fire activation, by radio. (Summon a CSO to await the FRS at the Gatehouse with the Security Vehicle to guide them to the fire).

Inform pavilion staff (NOVEMBER call signs) and CSO's by radio that the FRS is on route.

Monitor the fire panel for any escalation of fires.

DO NOT SILENCE OR RESET – the panel is to be reset (after the all-clear from the fire chief) in the relevant block before a global reset from the Gatehouse panel.

The CSO/November call-sign will confirm when silencing and resetting.

Once confirmation of the reset from the block, a global reset is to be carried out from the Gatehouse panel.

The panel will show healthy.

Enter all details into the daily log sheet.

Any problems with the fire system contact Simon Ho Estates Department by e-mail 24 / 7 Simon.Ho@uwe.ac.uk

Out of hours contact the fire engineer direct - his number is in the emergency call out file (page 27)

NB: A full fire activation can be caused as a result of an initial “smoke alarm” warning not being cleared after the eight minutes have elapsed. Do not call the FRS if confirmation has been made that they are not required.

FIRE ALARM SYSTEM CARROLL COURT

Location - Grey EMS fire panel on the wall to the left of Student Village panel.

When the fire alarm is activated, the red fire light and sounders will come on.

The activation location will show on the small screen on the fire panel.

On a Fire Alarm Activation you have 8 minutes to carry out the following actions before you call the emergency services.

Inform all CSO's, Alpha's and November 5 of activation and location via radio. (Inform CSO's and November 5 out-of-hours).

If a CSO, Alpha or November 5 report back that the fire alarm is a false alarm and can confirm no fire, silence and reset the system (no need to wait for eight minutes)

To silence and reset the system press the "SILENCE" button twice followed by the "RESET" button twice on the EMS fire panel.

If a Fire is confirmed at any time call the Emergency Services immediately. If the investigating CSO cannot confirm that the fire activation is a false alarm carry out the following actions **after 8 mins** have elapsed;

Dial **999** from the **RED** phone.

You will be asked what service you require (FRS)

Give details of the location from the EMS fire screen (Site and location of activation)

Summon a CSO to await the FRS at the Gatehouse with the Security Vehicle to guide them to the fire and monitor the fire screen for any escalation of fire.

DO NOT silence or reset the fire panel until you are asked to by the CSO (after the all-clear from the fire chief) at the scene of the fire incident.

The screen will show healthy after the reset. (Press the "SILENCE ALARM" button twice followed by the "RESET" button twice).

Enter all details into the daily log sheet.

Fill out the Fire Incident Report Form.

Send the fire activation from to the Operations Manager in room 1E20.

Any problems with the fire system contact Simon Ho in the Estates department by e-mail 24/7 Simon.Ho@uwe.ac.uk

Out of hours contact the fire engineer direct - number is in the emergency call-out file (page 27)

**NB : Any fire activation in a “loft space” the FRS are to be contacted immediately.
“An indicator beneath a detector in an above-ceiling space must not be investigated due to the risks of falls and confined spaces.”**

FIRE ALARM SYSTEMS FOR PRINTING & STATIONARY SERVICES AND BRISTOL BUSINESS PARK

Introduction

There are a number of University occupied premises that are linked to an *Alarm Receiving Centre*. This means that on activation of the fire alarm at these premises the signal is received by a remotely monitored call-centre - **SECURIGUARD**. (Telephone number: 01752 204 911; Password FLAGPOLE)

Premises:

- **Emersons Green - Printing & Stationary Services**
- **Bristol Business Park –**
 - **Building 435 – Wallscourt**
 - **Building 640 – Botetourt**
 - **Building 650**

On activation of the fire alarm the SECURIGUARD call-centre will contact the Gatehouse via the emergency line (0117 3289999)

The Gatehouse must then in all cases call the FRS as there is no-one trained to undertake fire checking at these premises.

Post activation, the Frenchay Operations & Security Team will visit the premises to follow-up accordingly and to ensure completion of a *Fire Incident Report*

SECURIGUARD must be called prior to any Fire Alarm testing and again after the testing is complete.

FIRE CHECKING PROCEDURE

Aim:

To determine with confidence the cause of an automatic fire alarm activation. Then to use this information to either summon the FRS or to wind-down/deescalate the alarm and evacuation condition in a controlled manner

Method:

Utilize trained staff to visit the scene of the apparent alarm origin and by direct observation or information determine the cause

Risks:

1. Individuals involved in the checking will be doing this in a building that may be on fire. The duties of the Checker(s) will cause them to closely approach the fire. As a consequence the Checker(s) may be harmed or killed by the fire or products of combustion.
2. An error in determination may result in re-admission of occupants into a building on fire.
3. A delay in summoning the FRS may cause a delay in rescue of trapped persons or in extinguishing a fire to result in an increased possibility of injury to persons and increased extent of damage to property.
4. In the longer term the response of building occupants may be dulled by experience of handling of evacuations and perception of urgency.

Risk factors:

Layout of building (extent and complexity)
Time (day or night)
Occupancy (nature and numbers)
Activities being conducted (chemical, biological, machinery, construction)
Checker's competence (training and experience)
Checker's support (colleagues and equipment)
Nature of alarm system (information and devices)

Risk control:

A series of control measures are necessary to reduce the risk to that which is considered acceptable.

These measures will include a method of work with clear descriptions of decision-making criteria. These criteria will be the means by which the risk factors that make up the differing risk scenarios are controlled.

Training is crucial in awareness of the fire risk, other risks potentially encountered, knowledge of the procedure, the roles played by the different players, and the elements applicable to their individual roles.

GUIDANCE

Fire Alarm Activation

1. The primary purpose is to look for signs of fire or cause of alarm activation – and then to assess the risk status.
2. It is secondary to this that the building is checked for the presence of people, e.g. when an MCP is given as the cause of activation then searching a toilet would be inappropriate as an unexpected source of fire. ***The only searches that will be made of buildings will be of protected staircases looking for wheelchair users in refuge areas.***
 - If the fire alarm has been activated because a detector has ‘seen’ smoke then it is not a false alarm. If this smoke has been due to a minor cause then it is called an unwanted alarm.
 - The danger must be avoided of thinking that the objective of the check is merely the discovery of activation – the job is not done until the reason for the activation, and its status, has been assessed.
 - What is being sought is a “fire” that will be indicated by smoke, heat, light or smell.
 - Reasonable suspicion is sufficient – a fire must not be approached closely once suspicion is raised. If a further step may be felt to threaten personal safety then that would be a step too far.
 - There may be a type and amount of smoke that makes it unsafe to determine the apparent fire origin. In these circumstances then a fire must be assumed, contained and the **FRS** summoned.
3. There is no requirement to extinguish any fires found. A fire extinguisher must never be used unless the operator has been trained in its use and can employ that training.

Investigation

4. The priority of checking is high and exceeds operational requirements, however:
 - No-one checks alone unless they have a working radio with them.
 - No-one checks a building that they are not familiar with.
 - The information given of the fire activation by the Gatehouse must include location and activating device as given on the alarm system monitor.
 - Activation by a manual call point by necessity needs a longer search period – confirmation of discovery is given by broken glass and/or a telltale LED indicator.
 - A detector address should give a precise location of the apparent cause of activation that will be confirmed (if safe to do so) by the telltale LED indicator.
 - A detector however may be given the wrong address – be aware of this possibility
 - An indicator beneath a detector in an above-ceiling space must not be investigated due to the risks of falls and confined spaces.

5. Information may be offered by another person – either given verbally to a member of O&S staff or telephoned (9999) to the Gatehouse. With the exception of:
 - Student Village Accommodation Managers & Reception staff
 - Centre for Sport staff

this information will always need to be verified by a O&S person.

6. In some circumstances certain persons may be trusted sufficiently to delay action pending verification.
7. Communication by any building occupant having relevant information must be regarded as urgent needing the use of the internal 9999 telephone. (This action will be positively encouraged).

Action

8. The Gatehouse staff must regard the 8minute point as non-negotiable and always make the 999 call at that time explaining that a search is underway but confirmation is not available – or that a search has not been possible on this occasion.
9. If the FRS have been summoned and their attendance is expected then it will be the normal practice to await their arrival before silencing the alarm and re-entering the building.
10. The allocation of duties to support the attendance of the FRS such as barrier raising and escort duties will need to depend upon local circumstances. In some cases the assistance of other members of staff may need to be enlisted.
11. **On any activation of the fire alarm, evacuation of occupants from the building will always occur. Also, the sounders will not be silenced until 8 minutes have elapsed.**
12. Occupants will only be allowed to re-enter the building when the O&S staff are satisfied that there is not a fire situation. In the event of uncertainty, a further period of checking will be conducted with the help of others to probably include FRS fire-fighters. The further safeguards after the building has been re-entered will be the observations of returning occupants and the detection facility of the fire alarm system.