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| **FIRE ALERT RECEIVED** | |
| Investigation procedure timings for the John Anderson Campus | The following procedure reflects the associated training package and is to be adopted for all buildings on the John Anderson campus as follows;  Academic buildings – At all times  Student Residences – 06.00 to midnight – all days  The alert will be attended by both Security Wardens and or Village office staff (hereafter referred to as ‘staff’)  *Out with these hours, the SFRS will be requested to attend all alerts* |
| Fire alert received at Security Control – Initial response | * Staff will be contacted by the Senior Warden via handheld radio and dispatched to the building in alert * Staff should be aware of the traffic on the public roads * Investigation to be carried out by 1 or more members of staff |
| Security Control should request the attendance of the SFRS in the following circumstances | * Staff unavailable to respond immediately to the alert * 2222 call have been received to advise of a fire * CCTV operator clearly identifies a fire   *Staff are still be dispatched to the building in alert as soon as possible* |
| Communication protocol | * Regular radio contact is to be maintained * If radio contact cannot be established (with a Warden/VOS inside the building) every **3 minutes**, Security Control are to request the attendance of the SFRS   *If the CCTV operator can see that the Staff in question, are not in a position of danger (e.g. radio blackspot), the SFRS should not be called. Security Control should simply continue to make contact via the radio* |
| Investigation en-route to the building in alert | * If there is evidence of a fire en-route or upon their arrival (e.g. smoke or confirmation from one of the occupants), Security Control are to be informed, who will request the attendance of the SFRS   *If there is no sign of fire or any cause for concern, staff will proceed to the fire panel.* |
| Investigation of the fire panel | * Staff should gather information from the fire panel to ascertain the location of the alert * If the fire panel indicates that a call point has been activated or two adjacent detectors have been activated, Security Control are to be informed, who will request the attendance of the SFRS   *If there is no sign of fire or any cause for concern, staff will proceed to investigate inside the building.* |
| Investigation of the alert inside the building | * Staff will proceed to investigate the nature of the alert, ensuring that radio contact is maintained with Security Control * Staff will utilise the protected zones, protected corridors and protected stair enclosures whilst carrying out the investigation * The evacuation lift may be used to assist the investigation in Livingstone Tower only. If it is decided that the emergency lift is to be used, the Security Wardens should ascend to the level, two levels below the level in alert and use the stairs for the remaining two levels (e.g. if the alert is on level 10, Security Wardens should ascend to level 8). |
| Void detection indicators | * Staff should not attempt to gain access to, or remove any ceiling tiles, in order to check detector heads within any voids. * If there is still no sign of fire or cause for concern, staff should attempt to silence and reset the system. |
| When **not** to enter rooms | * Biohazard (containment level 3) or Radioactive hazard warning sign on or adjacent to the door * ‘Laser on’ light illuminated   Security Wardens should seek advice form a member of the relevant department in which area of alert has occurred.  If there is still no sign of fire or cause for concern, the Security Wardens should attempt to silence and reset the system. |
| Confirmed ‘**FIRE**’ | * If at any time, there is cause to suspect a fire (e.g. smell or sight of smoke, heat behind a door, advice from a member of staff evacuating the building), all staff withdraw immediately to a safe place outside the building, whilst requesting the attendance of the SFRS * Security Wardens will still be available to affect any rescues using the evacuation lifts (if safe to do so). * Security Control will then request the attendance of the SFRS * Security Wardens will liaise with the SFRS upon their arrival and relay any relevant information |
| Confirmed ‘**FALSE ALARM’** | * If it is confirmed that the alert is a false alarm, Security Control are to be informed and steps taken to silence and then reset the fire panel. |
| Confirmed **‘FALSE ALARM’** having already requested the attendance of the SFRS | If the SFRS, once called, are no longer required:   * Staff are to inform Security Control that the SFRS is no longer required * The Controller should then contact the SFRS via 999 to advise that the incident is a “confirmed false alarm” and their attendance is no longer required * The SFRS will instruct a single appliance to attend (at normal road speed) and send all other appliances back to their respective stations   *Staff should not attempt to silence and reset the alarm until requested to do so by the SFRS* |
| Resetting the Fire Alarm Panel | * The fire panel should be silenced and then reset and the occupants allowed back into the building * If there is a fault with the fire alarm system, Estates Services or the Fire Alarm maintainer are to be contacted * If there is an obvious problem preventing the panel to be reset, the panel should be silenced and the occupants should be allowed back into the building. Any subsequent fire alert will activate the sounders as before * If there are any other issues, the Security Manager and or the Fire Safety Adviser are to be informed |
| Situations that are exempt from these procedures | * Electrical Sub stations * Hazardous Waste Store |

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| **INVESTIGATION PROTOCOLS** | |
| Investigation procedure | * Investigations will only be carried out by Staff who have been deemed competent on completion of the Investigation of Fire Alerts’ training package * Staff should always ensure that safe egress is available * If fire is suspected at any time, Staff must withdraw from danger immediately and request the attendance of the SFRS * Hand held radios must be available * Regular radio contact must be maintained – If lost for a period of **3 minutes**, Security Control must request the attendance of the SFRS |

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| **TRAINING** | |
| Suitable training for Staff | Initial training will be provided by the University Fire Safety Adviser, to all Staff and will be refreshed at regular intervals. The training will cover the following points;   * Security Control procedures * Investigation procedures * Radio contact protocol * Signs to look out for * Protected zones within buildings * Safe egress * Information for SFRS |