

INVESTIGATION OF FIRE ALERTS (SSOW)

WORK DESCRIPTION

This SSOW is for the task of investigating fire alerts, to ascertain if the SFRS is required to attend the incident. This SSOW is based on the associated Risk Assessment, the SOP and the 'Fire Alert Investigation' training, which is to be provided to all Security Wardens and Village Office staff. If it is decided that the SFRS is not required, the incident will be managed by University Staff.

PERSONS INVOLVED IN CARRYING OUT THIS WORK

Security Services and Village Office staff (hereafter referred to as 'staff').

HAZARDS INVOLVED

1. Busy roads
2. Biohazards, (Derogated Containment level 3), radioactive hazards and laser related hazards
3. Fire and the products of fire (heat and smoke)

SAFETY PRECAUTIONS

- Hi-Viz vest to be worn and care taken when crossing roads.
- Staff are to adhere to the radio protocol for this procedure (ensuring that there is communication with Security Control every 3 minutes).
- Rooms with the hazards noted above are clearly indicated with suitable signs. Staff are **not** to enter rooms with these hazard warning signs unless it is confirmed by a responsible person, that there is no hazard present.
- Staff are only to enter a building to investigate if there is no sign of a fire, or anything that may suggest that there may be a fire; as this would indicate that the SFRS is to be requested.
- Staff are **not** to proceed with the investigation if the fire panel indicates that a 'break glass' call point has been activated (unless it is confirmed that it is a false alarm) or two or more adjacent automatic detectors have activated.
- **If there is any sign of danger or cause for concern, staff are not to enter the building** (*exception being - unless it is deemed safe to use the evacuation lifts to assist with the evacuation of the occupants of the building*).

This SSOW is to be read in conjunction with the associated Risk Assessment and SOP