

FIRE INFORMATION

GENERAL FIRE SAFETY INFORMATION

Please contact the Fire Services and give them the name of your company, address, telephone number and nature of your business.

Kindly carry out an assessment of the need for fire-fighting equipment and arrange for it to be installed. Where appropriate, information on alterations to structural or internal layout should be given to local authority building control and the Management Office.

All Fire-fighting equipment needs to be checked and serviced annually and ensure that all staff are familiar with how it works.

Appoint and train Fire Marshal/Safety Officer for the building ensuring that they have appropriate deputies and a fire evacuation plan is in place.

Appoint key holders for the premises and advise the Research Park Office of their telephone numbers. Key holders should live within reasonable travelling distance of the premises and be available to attend the premises in the event of an emergency. Changes in the key holders should be notified immediately.

Ensure that a permanent record is kept by the telephone or switchboard of the name, address, telephone number and exact location of the premises.

No part of any staircase, landing or corridor should be used for storage. They must be kept clear at all times.

FIRE SAFETY ARRANGEMENTS for STAFF

By Law all companies must provide their own fire safety instruction and training to all their employees.

All employees must receive written instructions (on joining and annually thereafter) which includes the following:

- What to do if you discover or suspect a fire
- What to do when the fire alarm sounds
- Details of the positions of all exit routes and their protective measures (fire doors and other exits)
- Details of the premises evacuation plan
- The position of their Assembly Point
- The positions of all fire points which will include:
 - Break glass fire alarm call points
 - Firefighting equipment
 - Fire action notices

In addition to the above all companies must have an evacuation plan which includes arrangements for any disabled staff or visitors.

One named person and appropriate deputies in each company should receive training to be responsible for all safety arrangements and for ensuring that the premises are evacuated in an emergency. It is important that all employees know the name of the person/s that are responsible for safety.

ANNUAL EVACUATION DRILL

Once a year an evacuation drill will be carried out by the Management Office for managed buildings. Written records are kept of the time it takes to evacuate and any problems experienced with the evacuation drill.

FIRE RISK ASSESSMENT

The Surrey Research Park Office will carry out a landlord's Fire Risk Assessment on all common areas in managed buildings. It is the responsibility of each tenant to carry out a Fire Risk Assessment on their demised area.

FIRE ALARM SYSTEM & TESTS

The landlord has installed, services, tests and maintains a fire alarm system in all the managed buildings.

Fire alarms in the managed buildings are tested every Monday morning (except Bank Holidays). Any problems must be reported to the Estates Officer as soon as possible.

The fire alarm systems consist of a series of interlinked break-glass call points and smoke detectors throughout the buildings. All fire alarm sounders will activate when the glass in any one of the alarm points is broken or a smoke detector is activated. The fire alarm control panel will indicate the location of the incident.

On activation of the fire alarm system, an automatic telephone link connects to a Central Monitoring Station who calls the Fire Service.

However, all occupiers should include in their instructions to employees to call to the Fire Services dialling 999 in the event of a fire.

If the activation is from an automatic detector during the day, the Fire Services may require confirmation of a fire before proceeding to the incident.

The alarm control panel will show where the alarm has been activated and the Fire Services will check those premises. Once the premises have been declared safe the control panel can be reset by the Research Park Representative.

REPORT PROBLEMS & FIRE HAZARDS

To report problems or for assistance please contact the Property Management Office.

Nick Beesly – Estates Manager

Peter Staples – Operations Manger

Telephone: 01483 579693

E-mail: srp@surrey.ac.uk

After hours: 07809 340185