

## TEAM BRIEFING SHEET NO. 162

<b>DEPT:</b> Corporate Services	<b>DEPT MANAGER FOR QUESTIONS:</b> Health and Safety Manager	<b>TEAM:</b> Health and Safety
<b>DATE OF BRIEFING :</b> 19 <sup>th</sup> April 2017	<b>DATE AND METHOD OF ISSUE:</b> 20 April 2017 by email	<b>PRIORITY LEVEL:</b> 1= Circulation Vital in 2 days 2= Circulation Ideally in 1 week 3 = Circulation next available opportunity

*Please note the change to format. This recognises the practice of electronic circulation of Team briefs. This is a trial adjustment to respond to issues raised about communications*

1. *Departments must enter the name of the appropriate manager prior to circulation within their services to provide a contact for questions.*
2. *The information in the Brief must be circulated to the target audience (which may not be all employees) according to the priority above. This is a management responsibility and is not optional. An appropriate means of passing on the information should be adopted.*
3. *A reply must be sent to the source of the brief in each department to confirm that the information has been passed to employees as required.*

### HEADQUARTERS FIRE ALARM UNSERVICEABILITY

Currently the fire alarm system within the newer part of Headquarters is not working. A temporary air horn system is in place, with air horns located at the entrances to the stairs on the 1<sup>st</sup> and second floors and at the fire exits on the ground floor. It is hoped to have the fault rectified before Monday 24<sup>th</sup> April. Whilst the system is not working correctly the following procedure is to be followed in the event of a fire in Headquarters:

On discovering a fire, sound the nearest air horn and commence the evacuation of the building. Continue to sound the air horn as you go.

On hearing the air horn commence evacuation collecting and sounding any air horns that you pass. Continue to sound the air horn as you go.

On hearing the air horn a member of staff from room 176 is to proceed to the break glass point outside room 146 (Accountancy) and operate this point to sound the fire alarm in the older part of the building, they are then to proceed as normal to the Assembly Point.

On hearing the normal fire alarm in the older part of the building a member of staff from room 223a is to proceed to the Greyfriars St stairs and sound the air horn. They are to continue to sound the air horn as they proceed to their Assembly Point.

No fire drills will be called in Headquarters whilst the fire alarm system is faulty.

#### **Target Audience**

All HQ and  
HQ  
Annexe  
Staff

#### **Priority Level**

1