Main Building
Fire Alarm Corridor Crawl Void Aspiration System
'Fire Check' Policy

ECD-HS-PO-467-12-15

Issue Status:

Issue No.	Date Issued	Comments
1.	14/08/2013	DRAFT
2.	15/08/2013	UPDATED FOLLOWING MEETING (15/08/13)
3.	19/08/2013	UPDATED TO INCORPORATE EMAIL COMMENTS (16/08/13)
4.	24/09/2013	ACCESS OF DUCTS BY SECURITY PERSONEL REMOVED, FIRE BRIGADE TO BE CALLED, AMENDMENT AS PER D. WHITE & M. SUTTON AGREEMENT (24/09/13)
5.	10/12/2015	UPDATED TO REMOVE TEXT REFERING TO THE installation of the system and removal of A Vickers from the document. Removal of the word "interim" from the title
6.	24/11/2016	Reviewed – no changes made

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Introduction:

An 'Aspiration' fire alarm detection system has been installed within the Main Building corridor ceiling crawl voids to provide detection of the space.

Due to the difficulties in accessing the space to positively confirm a fire, the following policy has been produced to detail a practical means of positively confirming a fire/ calling fire brigade.

The 'Aspiration System' will alert to the Winmag and operate as per any other fire alarm device i.e. sound alarms within the area of activation and start the 4 minute 'evacuation' timer.

Procedure:-

1. Fire alarm activates on Winmag controller in the Security control room And sounders (2 stage evacuation) commences.
2. Deploy a minimum of two patrol officers to attend the location of the activation and carry out an investigation
3. Security Control to inform David White in the Health & Safety Unit.

4. Once at the scene of the activation check the stairwell, corridor and all rooms off the corridor for signs of fire, including use of an infra-red thermometer.

5. If fire is detected via sight or smell then raise the fire alarm by operating two manual call points (one in each corridor) and radio the control room to call the fire brigade.

6. If no fire is located then proceed to the corner riser cupboard as indicated by the fire alarm label indicated on the Winmag panel. Enter the riser cupboard and identify the automatic smoke detection pipework system valve & panel via the labels.

7. Close the valve, wait 20 seconds, open the vale, reset the 'Aspiration System' via the key switch on the panel.

A1. If alarm re-triggers then attempt above, **item 7**, once more.

A2. If alarm re-triggers then raise the fire alarm by operating two manual call points (one in each corridor) and radio the control room to call the fire brigade.

B1. If alarm does not retrigger continue to patrol the area checking all areas as indicated in **item 4**.

B2. If no fire is located, after 20 minutes, proceed to normal duties and reset the alarm (Winmag).

NB – If there is no one available to attend and assess as above then full evacuation should be instigated via 2x call points/ as per standard protocol.

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NB – In the event that an activation of the aspiration system turns out to be a false alarm, a full investigation will be carried out by ECD and the Fire Officer to check the operating parameters of the system.

PROCEDURE ENDS

This Policy is to be reviewed every 12 months or when regulations and circumstances change.