CHAPTER 10 - EMERGENCY LIGHTING AND SIGNPOSTING

10.1 General

Emergency lighting and signposting of escape routes are required to ensure that these facilities can be safely and quickly used by guests who must evacuate an hotel/guesthouse in an emergency. Emergency lighting and signposting should be provided :

(i) in all stairways, corridors and other parts of escape routes including external elements;
(ii) in all areas of public assembly, e.g restaurants, dining rooms, function halls, bars and lounges.

Emergency lighting should be sufficient in intensity and duration to provide illumination to facilitate evacuation of the building in an emergency should all or some critical subcircuits of the normal lighting fail. Emergency lighting is normally supplied from one of three sources :

(a) self-contained luminaires,
(b) central battery systems, or
(c) central generator systems

Reliable hand lamps should be issued to responsible staff members in all premises who should keep them in good condition and ready for use in evacuations and emergencies.

10.2 Design, Installation and Comm-issioning

A reliable emergency lighting system is a basic requirement to facilitate safe and speedy use of escape routes in the event of an emergency during periods of darkness. The reliability of the system is dependent on it being designed, installed, commissioned and maintained in accordance with recommended standards. All new emergency lighting systems should comply with I.S. 3217 : 1989 : Code of Practice for Emergency Lighting. Existing systems should be appraised against this standard for adequacy, irrespective of standard in use at the time of their installation. Defective or inadequate installations should be repaired/ upgraded to the new standard.

10.2.1 Design of Emergency Lighting Installations

The following are recommended as general design guidelines for emergency lighting in hotels/guesthouses, but Section 10 of I.S. 3217 : 1989 or BS 5266: Part 1 : 1988 : should be consulted for more detailed information on design procedures:

(i) the response time of the emergency lighting system should not exceed five seconds from failure of the normal lighting;
(ii) the horizontal illuminance at a level 1.2 m above the floor on the centre line of a clearly defined escape route should not be less than 0.5 lux although higher levels may be required on complex routes, or in particular circumstances;
(iii) in large open areas where exit routes are not clearly defined the horizontal illuminance should not be less than 1.0 lux;
(iv) light coloured walls and ceilings can contribute significantly (up to 60%) to the level of emergency lighting at floor level;
(v) uniformity of levels of emergency lighting is desirable and variation should not exceed 2% from the recommended level at any point;
(vi) care should be taken to minimise glare or dazzling of people moving along an escape route, mainly due to use of too few units of too high intensity;

(vii) mirrors or other highly reflective surfaces should not be positioned so as to cause confusion on escape routes in the event of an emergency.

10.2.2 Emergency lighting luminaires should generally be positioned as follows:

(i) to illuminate escape routes and final exits from premises clearly. EXIT signs should be illuminated, and should contribute to the overall level of illuminance;
(ii) to ensure exterior areas of final exits are lit to at least the same level as the area immediately inside the exit, to enable people to move away from the exit to places of safety; public lighting on thoroughfares may help to fulfill this need;
(iii) near each intersection of corridors;
(iv) near each change of direction;
(v) near each stairway so that each flight receives direct light;
(vi) near any other change of floor level which may constitute a hazard.
(vii) to illuminate fire alarm call points, fire safety instructions and fire fighting equipment;
(viii) in plant, switch and control rooms;
(ix) within passenger lift cars;
(x) in public toilet areas;
(xi) as required so as to ensure that the lighting of the escape route complies with the recommendations for the minimum illuminance of 0.5 lux, and to ensure a uniformity ratio of 40 : 1 along the central line of the escape route is not exceeded.

10.2.3 Commissioning

On completion of a new installation, the entire system should be tested thoroughly and, on resolution of any problems that may arise at this stage, a completion certificate in accordance with Appendix C of I.S. 3217 : 1989 should be given by the installer to the owner or occupier of the premises, together with records of the entire installation and written instructions on the operation, testing and maintenance of the system.

10.3 Routine Testing and Maintenance

Emergency lighting systems should be tested on a regular basis in accordance with I.S. 3217 or BS 5266 to ensure continued proper functioning. Circuits should be fitted with test facilities, and be properly identified and labelled. The test information should be recorded along with details of routine checks, defects and alterations in the Fire Safety Register.

10.4 Sign-posting of Escape Routes

10.4.1 Clear, legible signs are required to ensure that guests who are not familiar with a building can follow escape routes from any point within an hotel/gueshouse to a place of safey. All signs should be uniform in colour and format and comply with I.S. 413 : 1989 : Safety Colours and Safety Signs (see Fig 10.1). An EXIT sign should be placed over each door which forms part of an escape route in addition to directional signs where direct sight of the exit door does not exist. Where possible, all signs should be at right angles to the direction of escape. These signs should be illuminated during the hours of darkness by either the normal or emergency lighting.

Emergency exit to the left

(a) Person proceeding towards open door, with directional arrow.

OR

(b) Open door, with directional arrow

NOTE: The mirror images of these signs should be used to denote Emergency Exit to the right.

Figure 10.1

10.4.2 Alternative 'EXIT" or 'EMERGENCY EXIT" signs

Signs which are different from those indicated above may have been used to indicate exit and escape routes in some premises heretofore, and where such signs conform with following specifications they are considered satisfactory :

(i) Signs placed above exit

The style, size and spacing of the lettering of the word EXIT in exit and emergency exit should be in accordance with the requirements of Appendix B of I.S. 413: 1989.

(ii) Signs indicating exit to left or to right.

The style, size and spacing of the lettering of the words EXIT or EMERGENCY EXIT as appropriate should comply with the requirements specified above. In conjunction with the wording a directional arrow should be used, conforming to the design of arrow shown in Figure 10.2 or in Figures 10.1 (a) or (b). However, the colour of the arrow should be green with the background in white, in order to match the colour scheme of the lettering and background. The arrow should be of a size such that the direction which it is intended to indicate is immediately apparent when it is seen from the maximum viewing distance for which the accompanying exit or emergency exit sign has been designed. The distance between the sign and the nearest part of the arrow should be not greater than 150 mm, and should preferably lie between 25 mm and 50 mm.

ARROW

General indication of direction to ..... (may be used in conjunction with other signs, e.g. 10.3.1)

Figure 10.2

CHAPTER 11 - MANAGEMENT OF FIRE SAFETY

11.1 General

As outlined in Section 1.1, persons in control, ie owners/managers of hotels/guesthouses have a legal responsibility to take reasonable measures to prevent the occurrence of fires and to protect the lives and safety of guests/patrons and staff in the event of fire occurring in their premises. The fire precautions contained in the earlier chapters can be completely negated if management and staff are unaware of the significance of the precautions, of their own role with regard to fire prevention, and of the appropriate action to take in the event of fire. The aim of this chapter is to provide standardised procedures for the development and implementation of a 'Fire Safety Programme'. This should be an integral part of the day-to-day management and operation of an hotel/guesthouse. A fire safety programme incorporating arrangements for the following should be prepared for each individual premises :

(i) prevention of outbreaks of fire, through the establishment of day-to-day fire prevention practices,
(ii) instruction, training and exercising of management and staff on all matters relating to fire safety,
(iii) emergency procedures and fire and evacuation drills,
(iv) provision of fire safety instructions to the public/guests,
(v) maintenance of fire protection equipment,
(vi) maintenance of the building and its fittings and services,
(vii) maintenance of escape routes,
(viii) liason with the fire authority and assisting the fire brigade, and
(ix) keeping of fire safety records.

A fire safety programme will be effective only if it is implemented in total, and is monitored on a day-to-day basis. For this reason it is important that responsible person is designated as a "Fire Safety Manager" for drawing up, implementing and overseeing the fire safety programme. The Fire Safety Manager should be of adequate status within the organisation, and have authority to effectively discharge his/her responsibility. It may be necessary in some situations relating to larger premises to establish an 'executive fire safety group' to co- ordinate the work of different parties who have an input to fire safety.
At its simplest, the fire safety programme will consist of a brief statement outlining the persons responsible for fire safety and arrangements made to execute the requirements of sections (i) to (ix) above. A fire safety programme may need to be extended to incorporate fire safety requirements from other parts of this guide. Most of the areas covered in this chapter are matters of good house-keeping. They can generally be implemented without significant cost implication and will result in immediate improvement in fire safety standards in a premises.

11.2 Fire Prevention

Day-to-day fire prevention measures are a key element in the fire safety management of hotels/guesthouses. This work involves the identification and elimination of potential fire hazards both inside and outside the building, and the establishment of good house-keeping practices, periodic inspections and the diligent application of safety rules. The following fire prevention measures are recommended for adoption in the day-to-day running of premises.

11.2 (i) Rubbish and Waste

Combustible rubbish and waste materials such as waste-paper, wrappings etc are frequently the fuel involved in starting fires, and proper arrangements should be made for collection and removal of waste at regular intervals. Pending removal, rubbish and waste should be stored in suitable containers at a

designated location, away from sources of ignition. Staff should be made aware of the importance of keeping all areas of the premises clean and tidy. In particular, rubbish and waste must not be stored or permitted to accumulate in stairways or escape routes.

11.2 (ii) Smoking

Smoking and careless disposal of smokers' materials is one of the more common causes of accidental fires. A study of hotel fires indicates that 40% of hotel bedroom fires over a two year period were caused by smokers' materials. Where practicable, smoking should be restricted to approved areas, and large "No Smoking" signs should be displayed in areas where smoking is forbidden. Smoking should be prohibited in stores, plant rooms and other areas not normally occupied. In areas where smoking is permitted a plentiful supply of suitable ashtrays should be provided. Ashtrays with an inner and outer rim separated by a bowl enables a cigarette to rest on the inner rim and to continue burning with less danger of it falling onto the surrounding surface. If the cigarette is left or forgotten the remaining portion will fall into the outer bowl. Ashtray designs with safety features are illustrated in Section 8.6 of this guide. Ashtrays should be emptied frequently into metal bins, with smouldering material being first extinguished. The introduction of "No Smoking" guest bedrooms is beneficial to fire safety, and should be encouraged where practicable.

11.2 (iii) Electrical Installations and Appliances

Inspection and testing of the electrical installation and appliances in hotels/guesthouses is dealt with in Section 6.2 of this guide. Staff should be trained to use electrical equipment correctly and safely, and to report defective electrical equipment to the Fire Safety Manager. Defective items should not be used until repairs have been carried out by a competent person. Circuits should be switched off when not in use. Where appropriate, guests should be advised as to the correct use of electrical appliances provided in their bedrooms and to unplug electrical appliances at night.

11.2 (iv) Kitchens

Kitchen fires present particular problems in catering establishments. Cookers, extract fans, fume extraction hoods, filter ducts and machinery need to be regularly cleaned of oil, grease and dust. Equipment should be serviced regularly. Gas, oil and electrical cut off switches and valves should be provided in clearly marked and accessible areas away from the equipment which they serve. Kitchen staff should be instructed on how to prevent fires occurring in oil and fats by :

- taking care not to over heat,
- not leaving cooking operations unattended,
- changing oil as recommended,
- not over filling cooking pans, and
- not leaving combustible materials (e.g. towels, napkins etc) over stoves.

Staff should also be familiar with the location and correct use of available first-aid fire fighting equipment in kitchens.

11.2 (v) Laundries

Many larger hotels have their own laundry facilities, and these also pose particular fire hazards. There are three major sources of fires associated with laundries:

(a) spontaneous combustion of compacted linen which has been tumble dried. This problem can be prevented in a number of ways. Ideally tumble driers should have automatic cooling at the end of the drying cycle, and this is especially important where laundry work is programmed to avail of night-

rate electricity charges. Linen should not be overdried and tumble driers should be unloaded immediately after use and left empty. Operators should separate and fold tumble dried material as soon as practical, but in any case it should be loosened to dissipate heat on being taken from the machine.

(b) solvents which are highly flammable are sometimes used for spot cleaning in laundries. Only small quantities needed for immediate use should be kept in the laundry. The main bulk of this type of liquid and general cleaning solvents should be stored in the open air or in specially designed stores. Containers for solvents should be kept closed to prevent the vapours leaking. Smoking should be prohibited in laundries and signs to this effect should be displayed.

(c) fluff or lint which is extremely flammable can accumulate in laundries. A programme should be instituted to remove build-up of such materials, especially from hot areas such as electric motors, and other hidden locations.

11.2 (vi) Renovation and Maintenance Work

The nature of any proposed work by builders, decorators and maintenance staff in or around a premises should be considered by the Fire Safety Manager, and should be supervised by a competent person to ensure that safe systems of work are followed. Corridors, doorways and escape routes should not be blocked. If work involves the use of hot-processes, consideration should be given to the need for a permit system to ensure that proper safety precautions are implemented. Access by members of the public to areas of work should be restricted. Where work involves removing or switching off fire protection facilities, alternative arrangements to maintain the level of safety should be made. Hazardous equipment and materials should be removed from the building at the end of each working day, and a final check should be made to ensure that no fire danger exists after work finishes.

11.2 (vii) Hazardous Substances

Flammable liquids, and other potentially hazardous substances which are needed in kitchens, laundries, garages and stores should be limited to quantities required for immediate use, handled with extreme care and stored in suitably labelled containers in designated storage areas away from sources of ignition.

11.2 (viii) Fire Resisting Doorsets

Fire resisting doorsets are a critical part of the fire defence system in hotels/guesthouses . Staff should be made aware of the vital role which such doors play, and of the importance of not propping or wedging them open. In situations where it is necessary for operational reasons to hold open such doors, this should be done with electro-magnetic devices linked to an automatic alarm system, as discussed in Section 5.5. Appropriate "Fire Door-Keep Shut" signs should be displayed on each fire resisting doorset.

11.2 (ix) Arson

Basic steps should be taken to limit the opportunity presented to potential arsonists. Security arrangements are required to prevent access to premises by vandals, and by intruders in search of valuables. Use of closed circuit television to monitor entrances or circulation spaces is beneficial to fire safety as well as security. Other fire precautions such as removal of rubbish will deprive the potential arsonist of ready fuel and care should be taken that flammable substances are kept safely locked away.

11.2(x) Electric Blankets

These are a common souce of ignition in fires involving bedding. Where used they should comply with the following requirements :

(i) operate through an extra low-voltage transformer and a three-amp fuse

(ii) be manufactured to BS 3456 : Section A4 : 1971 : Electrically heated blankets.

(iii) be tested by a competent person every twelve months
(iv) to avoid damage to the heating element when in use should not be folded or placed under insulators such as pillows because of danger of overheating.
(v) when not in use, they should either be rolled loosely, or stored flat, but not folded.
(vi) be cleaned in accordance with manufacturers instructions.
(vii) should be used in the intended mode of operation, as an under or over-blanket.

11.3 Management and Staff Training

For a Fire Safety Programme to be effective, both management and staff should be familiar with the parts of the fire safety programme in which they have a role to play. Comprehensive instructions and training on the relevant areas should be given to persons involved.

11.3 (i) Management Training

The fire safety manager should be alert to possible fire dangers and of how to control them, and should attend available training courses on this subject. The fire safety manager should also ensure that instruction and training is given to management and all other members of staff, and should keep a record of the relevant training undertaken. In larger hotel groups, it may be convenient that group fire prevention officers undertake training work.

11.3 (ii) Staff Training

Staff should receive instruction and training in an hotel's fire precautions and should be given a written copy of individual duties and responsibilities. Staff to whom specific duties have been assigned should be given appropriate instruction and training in those duties. Staff should receive training and instruction in relation to the following :

- the fire prevention measures in Section 11.2 (i)
- the fire and evacuation procedures devised for the premises
- the layout of the building including escape routes
- the location of fire alarm call points and fire fighting equipment
- arrangements for evacuation of guests
- arrangements for assisting the fire brigade
- fire control techniques including:

  (a) use of first aid fire fighting equipment,
  (b) safe procedure for entering a room where a fire may exist to prevent "flashover",
  (c) closing doors to inhibit fire growth and spread, and
  (d) where appropriate, shutting off electricity and fuel supplies.

11.4 Emergency Procedures and Fire and Evacuat-ion Drills

If a fire or an emergency situation occurs on a premises it is imperative that management and staff are able to respond properly by calling the fire brigade, evacuating the premises and controlling the incident, if possible, until the arrival of fire brigade. Accordingly, a predetermined plan outlining the procedures to be adopted for such an event should be prepared and arrangements made for its implementation. The predetermined plan can be broken down into a number of sections:

- a procedure for raising the alarm
- a procedure for calling the fire brigade
- an evacuation procedure geared to the degree of mobility of guests (including the disabled)
- a procedure for fighting the fire using first-aid fire fighting equipment if it is safe for personnel to do so, and does not cause fire and smoke spread
- a procedure for reporting to a pre-determined assembly point and informing a designated person/s of the situation

- a procedure for accounting for each person on the premises (Hotel Register) and
- a procedure for assisting the fire brigade on their arrival.

To assess the effectiveness of a predetermined plan and preparatory training, drills which simulate fire and emergency situations should be carried out on a regular basis. These drills are known as fire and evacuation drills. They can generally be organised for times which cause minimum disruption to the operation of the premises, but care should be taken that all relevant staff are involved. The objectives of drills are:

- to familiarise staff with their roles,
- to test the availability and effectiveness of staff,
- to test arrangements for an emergency situation,
- to identify shortcomings.

Drills should simulate realistic, worst-case situations. Fire and evacuation drills should be planned and organised in the following manner :

- the emergency action appropriate to the premises in the event of fire should be established.
- fire and evacuation drills should be held prior to the commencement of the season or at least every six months, simulating conditions in which one or more of the escape routes is obstructed by smoke.
- all permanent and temporary staff should be involved in fire and evacuation drills, including those on shift work.
- fire and evacuation drills should be repeated and carried out at varying times and on different days of the week so that part-time and shift work staff are included in such training.
- proper arrangements should be made for observing the performance during the drill, and a review should be held afterwards. Deficiencies should be noted and arrangements made to remedy problems encountered.

11.5 Fire Safety Instructions

The effective operation of a fire and evacuation plan in a real fire situation depends on the extent and quality of instructions given to staff and guests.

11.5 (i) Instructions to staff

To successfully deal with a fire incident, hotel staff should be familiar with the layout of the premises, capable of activating the alarm correctly, and using the available fire-fighting equipment. Individual instructions should be prepared for members of staff and issued to them. General fire precaution notices should be prepared and posted throughout staff areas.
Instructions issued to staff should cover the following specific areas, as well as more general fire prevention instructions :

- raise the alarm immediately on discovery of fire,
- call the fire brigade,
- evacuate the premises,
- report to an assembly point.

Special instructions are required for:

- switchboard staff or others who will receive calls notifying them of emergencies, and who must respond to fire alarms and also call the fire brigade.
- staff responsible for checking out alarms and evacuation of guests.
- those selected to meet the fire brigade on their arrival.
- persons responsible for taking a roll call at the assembly point.
- fire safety and security staff.
- fire fighting teams.

11.5 (ii) Instructions to guests

Precise instructions on the action to be taken by guests in the event of a fire should be prominently posted in each bedroom in the premises. These instructions should be in other languages where appropriate, and use internationally accepted symbols. The instructions should be accompanied by a simple floor plan showing schematically the location of the room in relation to the escape routes, stairways and/or exits. Particular attention should be drawn to the fact that lifts should not be used in the event of fire, except for lifts reserved for the disabled and which are specially protected from fire. A sample of the type of schematic drawing required together with the fire safety instructions is given in Appendix B.

11.6 Inspection and Maintenance of Fire Protection Equipment

The safety and protection of the public in the event of a fire will depend greatly on reliable functioning of fire protection equipment such as - fire detection and alarm systems, sprinkler systems, emergency lighting systems and fire extinguishing equipment. In existing buildings, a high degree of reliance is sometimes placed on such "active" fire precautions, and in consequence a very high level of responsibility rests with the management to ensure that such equipment is monitored and maintained to the highest standards.
To ensure correct functioning, all such equipment should be inspected on a regular basis by a designated member of staff. Details of inspection procedures for fire protection equipment are given in the chapters of this guide dealing with that equipment. If faults/deficiencies are discovered they should be noted and corrective action taken as well as, if appropriate, steps to prevent a recurrence. In addition to regular in-house inspections specified in the Fire Safety Register, [see Section 11.10] it is also necessary that equipment should be maintained and serviced at recommended intervals and a record kept of this work. Maintenance contracts should be arranged with competent companies or persons.

11.7 Maintenance of the Building and its Services

Hazardous situations may develop if the condition of the building itself deteriorates over time. This includes integrity of walls, doors or floors which are part of fire compartmentation or protection of escape routes. Fire resisting doorsets are especilly critical to life safety in hotels/guesthouses and should be regularly checked to ensure that they are in effective working order (see Section 5.5). A UK study has found that the common defects in fire resisting doorsets listed below contributed significantly to fatalities in hotel fires :

(a) dropped hinges allowing the door leaf to stick on the carpet in open position
(b) excessive gaps between the door leaf and frame due to poor fit and distortion
(c) friction spring closer (in which arm projects across face of door at mid-height) had lost its tension
(e) an overhead door closer incorrectly adjusted and had missing or damaged components
(f) a concealed chain and spring (set into the core of door at mid-height) had lost its tension or was incorrectly set
(g) double action door spring hinges allowed the door leaves to swing ajar up to 50 mm whenever nearby doors were opened

The fittings, equipment and services in the building can also cause or contribute to fire and arrangements should be made for regular checking of furnishings and fittings, electrical installation and appliances, gas-burning appliances, heating, kitchen and laundry equipment. A record of these checks, as well as deficiencies and remedial and maintenance work should be noted in the Fire Safety Register [see section 11.10].

11.8 Maintenance of Escape Routes

In the event of a fire or other emergency, occupants should be able to evacuate the premises by routes safe from fire and smoke and free from obstruction. This can only be achieved if escape routes are unobstructed, if fire resisting doorsets are kept closed and exit doors are readily usable at all times while the premises is occupied. In order to maintain escape routes to the standard required, all

such facilities within the premises should be inspected on a regular basis by a designated member of staff. If an impediment is noticed in the areas of egress, then it should be removed immediately and steps taken to prevent a recurrence. It is recommended that prominent prohibitory signs should be erected at points where problems can occur in this regard, such as at the bottom of stairways.

Regular inspection of escape routes should ensure that :

- all escape routes are kept un-obstructed and immediately available for use
- escape routes are clearly indicated, signposted and adequately illuminated by the main and emergency lighting systems
- exit doors are capable of being readily opened at all times
- doors and gates across escape routes are secured in a manner that they can be easily and immediately opened by persons on the premises.
- curtains, drapes or hangings are not placed across or along an escape route in a manner which would impede or obstruct escape
- mirrors are not placed across or along an escape route or adjacent to an exit in such a way as to confuse the direction of escape
- floor coverings, rugs and mats are fixed or laid so that people will not slip or trip on them during an evacuation, and they are not used to prop open doors
- fire resisting doorsets along escape routes are kept closed at all times, unless where they are held open with electro-magnetic devices linked to the fire alarm system during the day and closed at night
- external areas at or near exits are kept free of vehicles, portable cabins, excavations and or other obstructions, so as to allow unimpeded escape to a place of safety
- doors, gates or traffic do not block escape from a concourse or yard to a place of safety in the open air.

11.9 Liaison with the Fire Authority and assisting the Fire Brigade

(a) Liaison with the Fire Authority

The local fire authority may be prepared to offer advice on matters relating to fire safety. The fire authority may also carry out inspections of selected buildings, and inform the owners/managers/occupiers of fire safety deficiencies noted. Seminars on hotel fire safety may be organised by fire authorities, and proprietors and managers should avail of these. Intended alterations or refurbishment in a premises should be brought to the fire authority's attention.

(b) Assisting the Fire Brigade

In order that rescue operations and fire fighting by the fire brigade can be carried out as effectively as possible, pre-planning should be done in advance of a real emergency. This pre-planning requires consultation between the management and the fire brigade with the aim of:

- identifying the areas which present particular risk
- ensuring that access and facilities are adequate, e.g. approach by fire brigade vehicles and equipment is not obstructed, and immediate use can be made of equipment such as hydrants, dry risers and foam inlets
- examining the layout of the building so that the fire brigade officers can work out plans of action for particular scenarios which they may face on being called to a fire
- arranging for people to assist the fire brigade on their arrival - certain staff should be delegated to meet the fire brigade, and brief them on the situation on their arrival.

(c) Plan of Premises

A plan of the hotel/guesthouse should be lodged with the fire authority which should indicate the location of :

- stairways and escape routes,
- fire protection facilities,
- first aid fire fighting equipment,
- gas and electricity supply shut-off points,
- where appropriate:

    (a) the control device for ventilation systems
    (b) the control panel for the automatic detection and alarm system.

This type of plan, which would normally be similar to that required to indicate escape routes to guests, should be of a suitable scale, and cover a floor or compartment per sheet.

11.10 Keep-ing of Fire Safety Records

The person responsible for the implementation and over-seeing of the fire safety programme in a premises should keep a Fire Safety Register as a complete record of all fire safety matters on the premises. This register should be kept on the premises at all times, be kept up to-date and should be available for inspection by authorised officers of the fire authority. A sample copy of the relevant pages of a Fire Safety Register is provided at Appendix G.
The following infomation should be recorded in a register :

- the name of the fire safety manager, and those nominated to deputise for him/her
- the details of specific fire duties that have been assigned to staff
- the details of instruction and training given to staff, and by whom
- the date of each fire and evacuation drill, the names of those taking part, and the type objective and results of exercises held
- the type, number and location of fire protection equipment in the premises, including water supplies, hydrants etc.
- the date of each inspection and test carried out on fire protection equipment and systems, along with brief comments on the results of the checks and actions taken (and by whom) to remedy defects
- the date of each inspection of the building itself, its fittings and services and the actions taken to remedy any defects found
- details of all fire incidents and false alarms that occur and the actions taken as a result.