

Dear Colleague,

Re: Weekly Fire Alarm Tests

As a user of University buildings you will no doubt be familiar with the Fire Evacuation Plan for the buildings that you access as part of your daily activities. All evacuation plans have been developed for specific buildings and differ in respect of fire alarms, assembly points and evacuation facilities. As part of that plan regular testing of the fire alarm is undertaken to ensure the fire alarms operate as designed. These tests are undertaken on a weekly basis, the date and time of which varies dependent upon the building.

UoM Maintenance staff test the alarm at a given time (identified on building Fire Action notice) to ensure that it operates correctly. Part of the test is to ensure that the alarm sounders operate within the building and achieve the required decibel level. Due to the size of some of our buildings this is extremely difficult to achieve within a short 30 second alarm test with limited staff numbers.

As a staff member you should be:

- Familiar with the date and time of test for the building
- Understand the different types of alarm for the building, Single Stage alarm (continuous tone), Two Stage alarm (intermittent and continuous tones dependent on location)
- Action to be taken on hearing different types of alarm
- Location of 'Assembly Point' for each building

Recently a fault was identified in one of our buildings in which the fire alarm sounders failed to operate as designed in a certain part of the building meaning the occupiers were unaware of the need to evacuate. Although the fault has been rectified it has highlighted a problem with our large buildings in that those undertaking the weekly test cannot possibly check sounders throughout the building without causing significant disruption to building users. If for any reason you do not hear the fire alarm during a weekly test or evacuation could I ask that you report the problem using the Directorate of Estates helpdesk facility on Staffnet completing all the fields including '*Request Type*' *Specialist – Fire Alarms*, providing a further detail in the '*Description*' field.

Your assistance with this matter would be greatly appreciated and will ensure that we maintain a safe environment for all.

If you need any further information and assistance please do not hesitate to call the estates fire team directly 275 7540/8480/2267.

Regards

Jeff Smith

University Fire Officer