

Fire Safety

Some Reminders for Security Staff

Security staff will have an integral part to play in the fire safety of buildings and sites, along with the site tenants, users, and occupiers. The overall responsibility for fire safety is the landlords or building owners.

Security staff are the guardians of a sites common areas, and as reminder these are actions that you can take to ensure the fire safety of the site that you work at:

- Ensure that you are familiar with the fire plans and instructions contained within the Assignment Instructions. Know what is expected of you and your role should the fire alarm sound. Tenants and occupiers will expect security personnel to 'take the lead' in the case of a fire evacuation or emergency.
- Ensure that contractors and visitors to site are aware of fire protocols.
- Know how to raise the alarm.
- Know where the site evacuation point is located.
- When carrying out patrols ensure that you look out for, and report, obstructions to fire escape routes and fire doors.
- Look out for damage to fire doors, and doors where automatic closures do not operate correctly. Ensure that fire doors close flush, ensuring that the door makes an effective seal if fire should occur. Damage to doors will be more likely to be found in high traffic areas, such as loading bays. Superficial scratches and scrapes will not impact on the operation of a fire door but look out for and report any damage that might impact on the integrity of fire doors.
- Check that fire extinguishers are where they should be, and that they are not being used as door stops.
- Become familiar with the buildings escape routes.
- Know the types of fire extinguishers that are available, where they are located and the type of fire that different extinguishers are to be used for.
- Make sure you understand the operation of the fire panel.
- Know who to contact should faults with fire detection equipment are identified.
- Do not put yourself or others at risk should the alarm sound, evacuation is the best course of action.

When carrying out building patrols if you see an issue raise it - don't assume that somebody else will report an issue of fire safety.

Ensure that you have completed the 'My Pathway' fire safety training.