Code of Practice

Fire Industry Association

NFCC
National Fire
Chiefs Council

Code of Practice for the Provision of Premises Information Boxes in Residential Buildings

Code of Practice for the Provision of Premises Information Boxes in Residential Buildings

FIRE INDUSTRY ASSOCIATION FOREWORD

As the largest fire protection trade association in the UK with about 1,000 members, the Fire Industry Association (FIA) continues to promote, improve and perfect fire protection methods, devices, services and apparatus. We welcome the opportunity to work with the National Fire Chiefs Council (NFCC) on this guidance around premise information boxes. By bringing cross industry experts together in a collaborative manner, the FIA can create far-reaching guidance incorporating expertise from all aspects from those who provide fire safety.

In the quickly shifting grounds of new legislation, new regulators and the recommendations of the Grenfell Tower inquiry, there is a need for guidance to promote best practice to ensure consistency of application and regulation; especially in keeping resident's safe in high rise residential buildings. Equally, the principles could be applied to a range of other premises where there would be a need for the provision of emergency response plans and to ensure the safety of occupants using dependable, readily available, concise and clearly presented information.

The need to ensure that information is available to the fire and rescue service in a consistent format to assist with the emergency response, especially taking into account those with mobility, cognitive or sensory impairments is crucial. This guide helps ensure that those most in need of support are fully considered in the decisions and plans for managing an incident. This is why the FIA are pleased to co-produce this code of practice.

Ian Moore

CEO

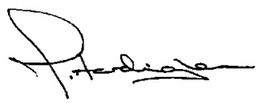
Fire Industry Association

NFCC FOREWORD

National Fire Chiefs Council (NFCC) welcome the opportunity to work with the Fire Industry Association on this piece of work around premise information boxes. Collaboration across industry allows for expertise from all aspects of those who provide fire safety to be considered and help formulate well rounded guidance that helps deliver on intended aims. There is a significant amount of change and reform underway to improve the entire building safety regime with new legislation on the way and the need to respond to the Dame Judith Hackitt Review and the Grenfell Tower recommendations. It is imperative during this period of transition that those with continued responsibility for building safety have access to clear guidance, delivered through effective collaboration across the sector. This will enable them to meet their responsibilities in a consistent manner and that those regulating those environments are able to assess compliance against an informed view of best practice.

There has recently and rightly been considerable focus on the safety of buildings in regards to how they have been constructed, the materials used and the competency of those involved in that process. These are without doubt hugely important factors but we must not lose sight that buildings contain not residences but homes. It is a basic ideal that people deserve to feel safe within their own homes, especially those with mobility, cognitive or sensory impairments. This is why we are pleased to see that this code of practice ensured specific focus on vulnerable people and their protection within the information provided in Emergency Response Packs. Ensuring that up to date vital information is readily available to firefighters in an emergency, ensures that those most in need of support are fully considered in the decisions and plan for managing an incident.

This guidance is an important step in addressing resident's safety in high rise residential buildings. Equally, the principles could be applied to a range of other premises where the provision of consistent, rapidly available, accurate and clearly presented information is integral to the emergency response plans and safety of occupants for that premises.



Mark Hardingham

Chair

National Fire Chiefs Council

ACKNOWLEDGEMENTS

This code of practice was produced thanks to the support, experience and expertise of representatives of the following organisations:

Fire Industry Association (FIA)

National Fire Chiefs Council (NFCC)

Police Crime Prevention Initiatives – Secured by Design

London Fire Brigade (LFB) / East Sussex Fire & Rescue Service

Gerda Security Products Ltd

CS Todd & Associates

National Social Housing Fire Strategy Group (NSHFSG)

Ensure Safety and Compliance

Fire Sector Federation

NOTE: *The authors of this Code of Practice are grateful to Gerda Security Products Ltd for their contribution of plans and drawings given as examples in the appendices of this document many of which have been taken or adapted from Gerda's own Emergency Response Pack guidance.*

INTRODUCTION

This code of practice has been prepared jointly by the Fire Industry Association (FIA) and the National Fire Chiefs Council (NFCC) with the assistance of the other organisations set out in the Acknowledgements section. The code of practice is intended to support new legislation and guidance proposed to be introduced by the Government in response to the recommendations in the Phase 1 report of the Grenfell Tower Inquiry. The report recommended that premises information boxes (PIBs) should be provided in all high-rise residential buildings. The report also recommended that the contents of PIBs should include various information that will be of value to firefighters during an emergency.

There were specific recommendations for owners and managers:

- to provide their local fire and rescue services with up-to-date plans in both paper and electronic form of every floor of the building identifying the location of key fire safety systems;
- to ensure that the building contains a premises information box, the contents of which must include a copy of the up-to-date floor plans and information about the nature of any lift intended for use by the fire and rescue services.

Whilst the main focus of this code of practice is to offer best practice guidance to meet the specific recommendations (as seen above) the FIA have also taken the opportunity, in the absence of any existing guidance or legislation, to consider the provision of up-to-date information to aid the emergency evacuation or rescue of people with mobility, cognitive or sensory impairment by the fire and rescue service. This guidance and an associated explanation for reaching the guidance outcomes can be found in the appendices of this code of practice. It is subject to review as the legislative and policy position emerges.

PIBs have existed in a variety of forms for many years. They have been used extensively at transport hubs, shopping centres, sports stadia, premises with fire engineered solutions, etc. Their purpose is to provide a secure, readily accessible storage facility for information for firefighters that, traditionally, included building plans showing facilities, such as control equipment for smoke control systems, service shut-off controls, etc.

In this code of practice, the entire contents of a PIB are described as the Emergency Response Pack (ERP). The contents of the Emergency Response Pack, and the security of the PIB that contains it is produced for general needs blocks of flats and might be different from that applicable to other types of premises.

1. SCOPE

1.1 This code of practice provides recommendations for the provision of Premises Information Boxes (PIBs) and the Emergency Response Packs (ERPs) in high-rise residential buildings.

It is provided for responsible persons (RP) of high-rise residential buildings to assist them in providing and managing PIBs and ERPs. It also provides advice to FRSs in ensuring access and managing access systems. Building designers, Building Control Bodies and Building Safety Regulators will also find benefit from the guidance where a PIB is proposed for new buildings. The code of practice provides recommendations for the:

- location of the PIB;
- security against unauthorised access;
- signage;
- the Emergency Response Pack (ERP);
- maintenance of the PIB and ERP;
- exchange of information between stakeholders and definition of responsibilities.

This code of practice applies to the provision of PIBs and ERPs within the following types of premises:

- existing blocks of flats whose top storey floor height is 18m or more, or over six storeys (ground plus five upper storeys), whichever is the lower;
- existing blocks of flats whose top storey floor height is below 18m or under six storeys which have additional complexity i.e. layout, access, floor numbering, flat numbering, firefighting facilities, fire engineering etc;
- student accommodation designed like a block of flats, e.g. those adopting a stay put approach whose top storey floor height is 11m or more;
- new build blocks of flats whose top storey floor height is 11m or more.

1.2 However, the principles set out in this code of practice can be applied to other types of premises that are outside the scope of the code of practice.

1.3 This code of practice does not include recommendations for electronic storage and transfer of information to the Fire & Rescue Service (FRS).

1.4 This code of practice is not intended to be retrospectively applied to existing installations where that PIB installation is meeting the outcomes of this code of practice.

2. LOCATION OF THE PIB

2.1 The PIB needs to be sited at a location where the FRS can readily locate it and gain access to it. Therefore, it should be sited at the entrance at which the FRS are most likely to arrive when attending a call to the premises. This location needs to be determined in consultation with the FRS if not immediately obvious. Normally, there will be a need for only one PIB within any block of flats. However, in a large flat complex, with multiple entrances, any of which might be used for FRS access (e.g., according to the location of the fire), the need for more than one PIB cannot be discounted.

Likewise In simple estates consisting of a small number of low / medium rise simple purpose-built blocks of flats it may be sufficient to provide one PIB to serve several blocks at the FRS entrance to the estate.

2.2 The siting of the PIB should take into account the following:

- the accessibility of the PIB to the FRS. The Responsible Person must satisfy themselves that the Fire & Rescue Service have the appropriate means to access the PIB for the area where the PIB/s are to be sited;
- the need to locate the PIB in close proximity to other systems or equipment that will be used by FRS crews during a fire (e.g., evacuation alert control and indicating equipment and smoke control equipment, rising main inlets etc.);
- the ability of the PIB to be properly maintained ;
- ideally, the PIB should be located internally within the building. However, if fitted externally, it should be located, preferably, in a sheltered, well-lit area;
- if 24/7 staffing is provided, the PIB may be located within a room, such as a concierge room, provided the location of the room is such that it can be readily and quickly accessed by the FRS. In this case, directional signage may be necessary to assist the FRS (see Section 4).

2.3 The bottom edge of the PIB enclosure should be located at least 1.4 m above floor level to facilitate access by FRS crews wearing protective equipment. Where required due to risk of unauthorized access and vandalism it is permissible for the bottom edge of the PIB to be located at no more than 2.5m above floor level to facilitate FRS crew access by a short ladder.

2.4 The location of the PIB needs to be such that the box can be firmly bolted to the building structure in accordance with the manufacturer's instructions.

3. SECURITY OF THE PIB

3.1 It is imperative that appropriate care is taken to secure the PIB to prevent unauthorised access or vandalism. In this connection, the ERP includes sensitive personal information about people with mobility, cognitive and sensory impairments, and building systems which must be kept secure.

3.2 The highest level of security is required in general needs blocks of flats.

3.3 The RP is responsible for ensuring that the PIB manufacturer can demonstrate that the product meets all of the security specification recommendations in this section of the code of practice and that there are protocols and agreements in place with the relevant Fire and Rescue for the chosen PIB and access system.

3.4 The RP is responsible for ensuring that any personal information contained within the ERP shall comply with General Data Protection Regulation (GDPR) requirements. The PIB, therefore, must meet minimum security standards as defined in 3.6 (below) and it is imperative that there are appropriate key control and access protocols in place.

3.5 Responsible persons should have a key and/or code management policy in accordance with BS 7984-1:2016 Part 1: General recommendations for key holding and response services. The RP should note that the loss of any key, or compromise of any code, could result in a potential security breach. Therefore, they must have in place a system where they advise the PIB manufacturer immediately of any such breach.

3.6 The security of the PIB, and the information therein, relies on two separate matters:

- the physical security of the PIB, which includes the structure of the enclosure, the locking system, associated hardware and fixings and substrate type.
- management of the key or code system.

PIB Physical security

3.7 The security of PIBs falls into two basic categories based on the level of public access, namely:

Category A: PIBs mounted externally on a building or those installed in the common parts of a block of flats i.e., accessible to the public;

Category B: PIBs mounted internally in a secure area where the fire and rescue service has established a rapid access protocol or other alternative arrangements (e.g. where there is a 24-hour concierge service in operation and where there is controlled/restricted access, either manual or electronic access control).

3.8 PIBs that fall into Category A should be one of the following standards, namely:

- LPS 1175 Issue 7.2:2014 Security Rating 2+; or
- LPS 1175 Issue 8:2018 Security Rating A3+; or
- STS 205 Issue 5:2015 Resistance Class BR 2.

3.9 PIBs that fall into Category B are required to meet one of the following standards:

- LPS 1175 Issue 7.2:2014 Security Rating 1+; or
- LPS 1175 Issue 8:2018 Security Rating A1+ (SR1); or
- LPS 2081 Issue 1.1: 2016 Security Rating A: or
- STS 205 Issue 5:2015 Resistance Class BR 1; or
- STS 225 Issue 1:2021 Resistance Class BR1(S).

3.10 The method of fixing should be in accordance with those outlined within the manufacturer's installation instructions, which must provide specific guidance for the substrate to which the PIB should be fixed. If the PIB is to be fixed to a substrate that is not referenced within the manufacturer's installation instructions, then the installer should seek guidance from the manufacturer. Regardless, if the PIB is removed from the wall the Emergency Response Pack should remain inaccessible i.e., the PIB must form a complete enclosure.

PIB Key security and management protocols

3.11 A PIB can be unlocked using one of the following two methods, namely:

- a key system;
- a mechanically operated keypad.

The lock system should form part of the overall security enclosure test referenced with paragraphs 3.6 and 3.7 of this document.

3.12 The integrity of both the key, or the code for the keypad, are of paramount importance to ensure that the information contained within the PIB may be utilised by the FRS in the event of a critical incident. The loss of a key/keys within the stewardship of either the RP or FRS or the loss of the integrity of the keycode, can lead to information within a PIB being lost prior to the FRS arriving at the building and accessing the PIB.

3.13 Furthermore, because a FRS key (specifically) may also provide access to numerous PIBs within individual FRS areas and possibly neighbouring FRS areas, the loss of a key can be significant and result in a significant security breach. It is also important that keypad codes are managed by the RP to ensure that the code is changed when appropriate and a suitable protocol should be agreed with the FRS to ensure that any change of codes is effectively communicated to the FRS within a mutually agreed time period. Guidance such as BS7984 may assist in this regard.

3.14 The serious consequences of the loss of a key will be further compounded where the same key also operates Evacuation Alert Control and Indicating Equipment (EACIE) conforming to BS 8629:2019 or an Access Control Box (ACB) containing a firefighters' access switch. A breach in the security of both of these additional essential firefighting controls may seriously compromise the ability of the FRS to address an emergency incident, but the loss of a FRS key that will also release the access door to an ACB may also result in a substantial security breach for a significant number non-related buildings of buildings.

Key security

3.15 It is the responsibility of the RP to select a suitably security certificated PIB with a locking system that is acceptable to the FRS that serves the building. The RP, by liaison with the relevant FRS, should ensure that the FRS holds sufficient keys to equip all relevant fire appliances (of that service and any other relevant neighbouring FRS who may provide mutual aid).

3.16 PIB key systems must be protected from being copied. Therefore, key operable PIB enclosures should only be openable with a 'key' which is protected from copying through the minimum of a registered International Patent with a feature which prevents three-dimensional rendering and/or a three-dimensional Trademark. The Patent and/or Trademark must apply to the key or key and cylinder combination. For electronic or electro-mechanical keys, a valid Patent is not required if the digital communication between the key and the cylinder is proven to meet the Advanced Encryption Standard 128 (AES 128) and contact based, ensuring a high degree of protection against copying or cloning. However, if the electronic cylinder incorporates a mechanical key mechanism, then this mechanical element must be protected by a patent and/or a three-dimensional Trademark as defined above.

3.17 The key system must be capable of providing a dedicated key for the FRS that will open all PIBs (and, where appropriate, other equipment such as EACIE or ACB) within a defined area; this will be defined by the FRS that operates within the geographical area. Designated fire and rescue keys should not display any identifying information e.g., manufacturer's name, company logo or details that will identify it to the FRS or a building.

3.18 Key systems must be capable of providing a suited system that allows the RP, or their agent, to access the PIB to update the ERP.

3.19 Fire and rescue keys shall be designated as equipment and each FRS shall have a specific protocol to ensure the long-term security of the key and the integrity of the locking system. This may include signing the key over from one watch commander to another or in areas where the fire and rescue service utilise higher numbers of on-call fire fighters a vehicle safe shall be installed in fire appliances and other vehicles (where applicable). A security protocol shall also include a management process for reporting lost or stolen keys and, in the event of such a security breach, a lock replacement or reprogramming policy to prevent the key being used to gain access to any or all PIBs, and other systems such as EACIE or ACB. The reporting procedure should include the FRS, RP, manufacturer and maintainer to ensure the concern is reported promptly and the PIB is returned to secure use as soon as reasonably practicable by the RP/maintainer.

3.20 The physical security of the lock cylinder should conform to the minimum requirements of BS EN 1303:2015 'Building Hardware – Cylinders for locks. Requirements and test methods' (for security and durability) classified as follows:

- Key related security – Grade 6 (Digit 7);
- Attack Resistance – Grade 2 (Digit 8);
- Durability – Grade 6, 100,000 cycles (Digit 2);
- Corrosion & Temperature Resistance – Grade C (Digit 6).

3.21 Any Electronic Key system to be used in lieu of the mechanical key & cylinder system must be of a contact-based technology with encrypted communication between key and cylinder via the contact connection (NOT Radio Frequency Identification (RFID)) and achieve a minimum-security rating for the mechanical security element (if incorporated) as defined above for mechanical security grading. The minimum level of encryption should be Advanced Encryption Standard 128 (AES 128), the standard for all communication between keys, locks and administration devices. Locks should not be powered, and any battery operation should be integral to the key, for easy user management.

3.22 In addition, the electronic or electro-mechanical cylinder should also be shown to comply with BS EN 15684:2012 'Building Hardware – Mechatronic Cylinders – Requirements and Test methods' and utilize a 'Key' for mechanically rotating the cylinder plug.

- Electronic Key Related Security – Grade F (Digit 6);
- Attack Resistance Grade 2 (Digit 8);
- Durability – Grade 6 (Digit 2);
- Corrosion & Temperature Resistance – Grade C or above to EN 1670.

Mechanically operated keypad security

3.23 It is the responsibility of the RP to select a PIB with a locking system in consultation with the FRS where the building or buildings are located to ensure that locking system can be supported by the FRS key management or code management protocols. For example, an FRS may not be able to support protocols for code type systems.

3.24 The RP should agree a specific protocol with the FRS to ensure the long-term security of the keypad code. This may include a single point of contact, such as a control room, to retain the keypad code for the each PIB within their operational area and agreed code storage and security protocols.

3.25 Each site should have a different code. Sites with multiple PIBs may have the same code to avoid confusion during an incident.

3.26 The RP, in conjunction with the FRS, should also agree a protocol to manage code updates. Codes should be changed at regular intervals, e.g., at least once a year, after an emergency incident, or if it is suspected that the code has been compromised and the security of the contents of the PIB may be at risk.

3.27 The physical security of the mechanically operated lock cylinder should conform to the minimum requirements of BS 8607: 2014+A1: 2016 'Mechanically operated push button locksets. Requirements and test methods' – Grade 5.

3.28 Wherever possible a third-party certification scheme should be adopted to demonstrate that the recommendations in Section 3 of this code of practice have been met.

4. SIGNAGE

4.1. A square or rectangular sign, bearing the words “PIB for Fire and Rescue Service Use Only” should be fixed to the door of the PIB enclosure (see Fig 1. below). The wording should comprise white Sans Serif text, on a red background, with a lower-case letter height of at least 10mm. The sign should incorporate the red flames pictogram specified for fire-fighting equipment in BS 5499-10. The sign should be of metal or traffolyte construction and should be fixed to the door of the cabinet by rivets, or by at least four security screws, or by a security adhesive.

Figure 1

4.2. Where a PIB is not clearly on view for FRS crews entering the premises (e.g., it is located in a secure room), a directional sign(s) should be prominently located to unambiguously direct FRS crews to the location of the PIB. The directional sign should comprise a white arrow on a red background in conjunction with the red flames pictogram specified for fire-fighting equipment in BS 5499-10 and bear the letters “PIB”.

4.3 It is not expected that signage on existing PIB installations be replaced. All new signage should follow this guidance.

5. EMERGENCY RESPONSE PACK (ERP)

5.1 The PIB is a facility for fire-fighters and the content should be restricted to information relevant for the FRS during an incident. Unnecessary and unclear information could delay the FRS response.

Building plans should be A3 size and be encapsulated or placed inside plastic wallets so that they can stand up to the rigors of use.

There should be two sets of all plans.

The Emergency Response Pack contains information that is required for the purpose of operational firefighting and rescue. Accordingly, the contents need to be “tailor made” for the building and residents in question, but should always comprise, as a minimum:

- a log book for the purpose of recording events that occur in respect of the PIB system including emergency use, system updates etc;
- an Off The Run’ notice containing details of any fire-fighting fixed installations not available for use and/or unresolved fire safety issues;
- a Summary of information useful to the Fire & Rescue Service on arrival at an incident;
- an Orientation plan, showing the location of the building in relation to surrounding buildings and other reference points (e.g. roads) and also water supplies;
- a building layout plan showing the internal layout, including up to date floor plans;
- a simple layout plan (if not provided in the Orientation plan) showing water supplies for firefighting including hydrants, emergency water supplies, wet riser supplies etc.;
- simple layout plans showing facilities of particular relevance to operational firefighting and rescue including relevant information regarding any lift(s) intended for use by the FRS;
- information on residents with mobility, cognitive or sensory impairment(s);
- significant fire safety issues – any compartmentation, external wall system or other fire safety issues which may affect fire behaviour in the premises;
- a description of the current evacuation strategy, e.g., stay put, simultaneous evacuation.

The detail and examples of plans which cover the above components of the ERP is contained in the Appendices of this guide.

6. MAINTENANCE OF THE PIB AND THE ERP

6.1 The RP should ensure that the PIB is regularly inspected and maintained by a competent person, to ensure that FRSs are not hindered by any mechanical faults when attending an incident. The PIB should be checked to ensure operation and that any defects are actioned in suitable timescales The RP should ensure that the competent maintainer and/or the person with responsibility for updating and checking the ERP has access to the PIB or alternatively arranges access by a professional keyholding service that conforms to BS 7984-1:2016 Part 1: General recommendations for keyholding and response services.

6.2 Maintenance instructions given by the supplier / manufacturer should be followed. Periodically (at the frequency recommended by the manufacturer, but, at least, annually), the PIB housing, locks, seals and fixings should be inspected for damage or degradation.

6.3 It is vital that the RP, or their agent, ensures that a competent person checks and updates the PIB & ERP on a regular basis. It is recommended that this process of review should include:

Post Incident Checks

- After any incident where the PIB contents are used the RP must ensure the contents are complete and available for use.

Monthly Checks

- Physical checking of the PIB contents – are plans and information sheets still present and protected in plastic wallets or properly laminated.
- Data checking – to check the contents against any known changes that have taken place, including any changes in terms of residents' mobility, cognitive or sensory impairments.
- The PIB housing, locks, seals and fixings should be inspected for damage or degradation.

Annual Checks

(and / or where there have been changes in circumstances through physical works, occupation, processes or usage.)

- Review ERP information for adequacy in scope and detail, as well as accuracy.

It is anticipated that confirmation of these checks being carried out and the quality assurance of these checks will be reviewed in line with any other fire safety system maintenance records.

7. EXCHANGE OF INFORMATION AND DEFINITION OF RESPONSIBILITIES

It is important that the PIB and ERP requirements and its specific use within the building, is ascertained as accurately as possible by consultation between the RP and other interested parties, such as the enforcing authority or fire insurer.

The RP for the PIB and ERP, or an appointed representative, should ensure that there is consultation at or prior to the PIB and ERP design stage with all relevant stakeholders.

It is essential that there also be relevant consultation between the RP and the local Fire & Rescue Service. The extent to which such a consultation is necessary may be minimal for simple premises and more extensive for more complex buildings or buildings which employ complex evacuation procedures and/or fire safety systems.

If the building is under the control of more than one occupant then any new PIB or ERP should be subject to co-operation and co-ordination between all the building occupiers (not intended to include individual flat occupiers).

All new PIBs should be registered with the local FRS in accordance with their notification procedures in addition to any significant changes to the PIB, its location or the ERP.

The Responsible Person should ensure that the Fire & Rescue Service is notified of any significant change to the operation of the building. (Update significant issues information). Significant changes include:

- significant fire safety issues – any compartmentation, external wall system or other fire safety issues which may affect fire behaviour in the premises.;
- fire-fighting fixed installations including lifts not available for use;
- change to the evacuation strategy.

8. VARIATIONS OF RECOMMENDATIONS

This document is a Code of Practice and, as such, its contents take the form of recommendations, rather than requirements. The recommendations are primarily based on recognised good practice in the design, installation, commissioning and maintenance of PIBs and ERPs.

In certain circumstances, variations from the recommendations may be necessary in order to achieve the overall aims of the PIB and ERP concept. It does not, however, imply that the designer or installer can ignore the recommendations of this Code of Practice. Variations always need to be the subject of specific agreement amongst all interested parties and need to be clearly identified in all relevant system documentation.

9. GLOSSARY

This glossary sets out definitions to assist readers in understanding some of the technical terms used in this guide. In some cases, the definitions relate specifically to this guide and may, therefore, differ, to some degree, from more generically applicable definitions. The definitions are not exhaustive and more precise definitions may be available in other guidance.

Approved Document B	Guidance issued by the Government in support of the fire safety aspects of the Building Regulations.
Competent person	A person with enough knowledge, skills, experience and behaviours to enable them properly to assist in undertaking the fire safety measures recommended in this Guide.
Emergency Response Pack (ERP)	A package of information containing plans and building information and residents, of importance to the fire and rescue service on attendance at a block of flats in the event of fire or other emergency.
Evacuation Alert System (EAS)	System, conforming to BS8629:2019, intended for installation in a building containing flats or maisonettes to enable the fire and rescue service to initiate an evacuation alert signal by means of evacuation alert devices within the flats or maisonettes, using manual controls incorporated within the EAS control and indicating equipment.
Firefighters' lift	Lift, conforming to BS EN 81-72, which has protection, controls and signals which enable it to be used under the exclusive control of firefighters.
Fire-fighting lift	A lift which has protection, controls and signals which enable it to be used under the exclusive control of firefighters, but that are less stringent than those of a firefighters' lift.
Fire-fighting shaft	A fire-resisting enclosure containing a fire-fighting stair, fire mains, fire-fighting lobbies and, if provided, a fire-fighting lift.
Fire main	Water supply pipe installed in a block of flats for fire-fighting purposes, fitted with landing valves at specific points. The main may be 'dry', in which case it is fitted with inlet connections at fire and rescue service access level, so that it can be charged with water from pumping appliances. In tall blocks, the main is 'wet' and is permanently charged with water from a pressurised supply.

Firemen's lift	Lift installed before fire-fighting lift standards were made available, incorporating only simple means to recall the lift to a designated floor, with no complex lift controls or protection measures for fire and rescue service use.
Fire resistance	The ability of a component or construction of a building to satisfy, for a stated period of time, some or all of the appropriate criteria of relevant fire test standards.
General needs block of flats	A block of flats intended for occupation by members of the general public and not those of a specific demographic or impairment vulnerability.
Means of escape	A route(s) provided to ensure safe egress from the premises or other locations to a place of total safety.
Premises Information Box (PIB)	A secure enclosure for the storage of the ERP which is accessible to the FRS and RP. It contains plans and building information of importance to the fire and rescue service on attendance at a block of flats in the event of fire or other emergency.
Protected route	An escape route that is adequately protected from the rest of the building by fire-resisting construction.
Simultaneous evacuation	Procedure in which all parts of a block of flats are evacuated following the giving of a common alarm of fire.
'Stay put'	An evacuation strategy based on the principle that only the residents of the flat of fire origin need to escape initially, while other residents may remain in their own flats.
Responsible Person	The person who has control of the premises (as occupier or otherwise) as per the Regulatory Reform (Fire Safety) Order 2005.

10. BIBLIOGRAPHY

Legislation

The Regulatory Reform (Fire Safety) Order 2005.

British Standards

BS 9991: 2015. Fire safety in the design, management and use of residential buildings. Code of practice.

BS 9999: 2017. Fire safety in the design, management and use of buildings. Code of practice.

National Fire Chiefs Council (NFCC) publications

Simultaneous Evacuation Guidance. Guidance to support a temporary change to a simultaneous evacuation strategy in purpose-built blocks of flats. Third edition. 1 October 2020. NFCC.

Other Guidance

Secured by Design Homes 2019. Version 2. Published by Secured by Design. March 2019.

APPENDIX A

1.1 Emergency Response Pack

The emergency response pack should provide relevant information to assist the FRS in an incident. It is expected to include:

SECTION	ITEM	DESCRIPTION
1.1	Log book	A log book for the purpose of recording events that occur in respect of the PIB system including emergency use, system updates etc.
1.2	Off The Run	An 'Off The Run' notice containing details of any fire-fighting fixed installations not available for use and/or unresolved fire safety issues.
1.3	Orientation Plan	An orientation plan, showing the location of the building in relation to surrounding buildings and water supplies for firefighting including hydrants, emergency water supplies, wet riser supplies etc.
1.4	Fire & Rescue Service on Arrival Information	Summary of information useful to the Fire & Rescue Service on arrival at an incident.
1.5	Building layout plans	A building layout plan showing the internal layout, including up to date floor plans.
1.6	Fire-fighting facilities /controls location plan	Simple layout plans showing facilities of particular relevance to operational firefighting.
1.7	Personal Rescue Emergency Plans	Personal rescue emergency plans (PREPs) for residents with mobility, cognitive or sensory impairments or those who require assistance in an evacuation situation.
1.8	Significant fire safety issues	List and description of any compartmentation, external wall system or other fire safety issues which may affect fire behaviour in the premises.
1.9	Description of current fire evacuation strategy	A description of the current fire strategy e.g., stay put, simultaneous evacuation.

1.2 Log Book

A log book is kept in the PIB for the purpose of recording events that occur in respect of the PIB system including emergency use, system updates etc.

The following information should be recorded in the log book:

a) date and time of all access to the PIB by F&RS or RP (regardless of whether accessed as a result of an inspection, update, maintenance or operational use etc.);

b) the name and contact details of the Responsible Person;

c) brief details of last maintenance of PIB or update to ERP.

PREMISES INFORMATION BOX ACCESS & REVIEW LOG BOOK					
Date	**Time**	**Name of Person Accessing PIB**	**Contact details**	**Organisation of person accessing PIB**	**Reason for access i.e., Maintenance, Review contents, operational incident.**

1.3 Off the Run Sheet

FIREFIGHTING EQUIPMENT OFF THE RUN (NOT AVAILABLE FOR USE)					
Equipment	**Available**	**Not Available**	**Reason**	**Date Of Defect**	**Defect Resolved**

1.4 Orientation Plan

A plan should be provided to enable firefighters to orientate themselves with the building and its location in relation to the surrounding streets, neighbouring or adjoining buildings and other features that might cause them operational problems such as adjacent rivers or railway lines. Where the amount of information is too much for a single plan information can be split across more than one plan. This information should include:

- the occupancy of the building – e.g., ground floor commercial, 1st to 17th residential,15th under refurbishment;
- the dimensions of the building – length, breadth, height;
- number of floors including ground and basements;
- streets giving access to the front, rear, and sides of the building;
- firefighter access location – e.g., podium level;
- fire appliance access to the front, back, and sides of the building;
- weight restrictions for fire engines and/or rescue ladders;
- nearest water supplies including hydrant, alternative hydrant and emergency water supplies including the distance in metres from the premises;
- premises Information Box location.

The orientation of the premises should show the “footprint” or ground floor of the buildings on an A3 size plan. Although absolute precision is not necessary, the drawing must be approximately to scale.

It should be immediately obvious to anyone looking at this simple plan of the building, as to where the access roads are and where to find the main entrance and alternative ways into and out of the building.

The plan should clearly show:

- the address of the premises;
- the name of the author, responsible for agreeing the accuracy of the plan;
- the plan should be dated;
- a key that includes all the symbols used on the plan and their meaning.

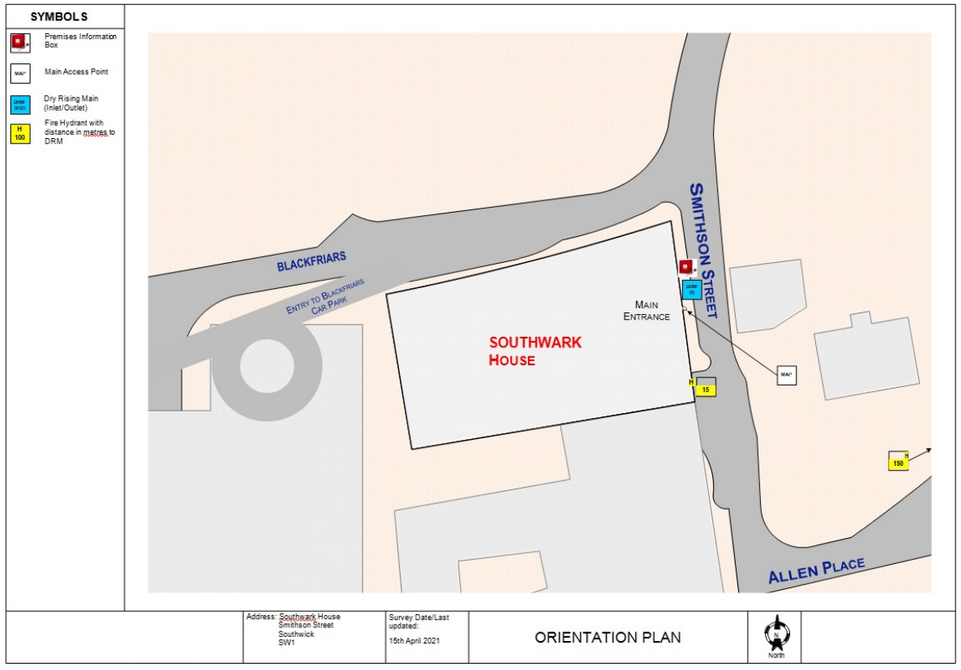
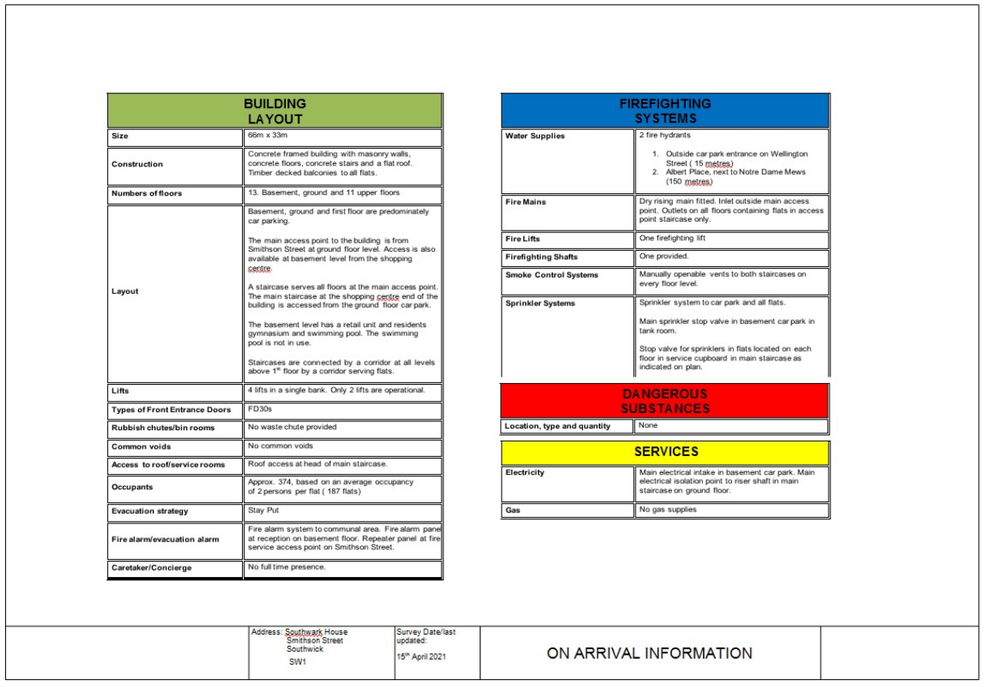


Figure 2 – Example of Orientation Plan

1.5 On Arrival Information



BUILDING LAYOUT	
Size	66m x 33m
Construction	Concrete framed building with masonry walls, concrete floors, concrete stairs and a flat roof. Timber decked balconies to all flats.
Numbers of floors	13. Basement, ground and 11 upper floors
Layout	Basement, ground and first floor are predominately car parking. The main access point to the building is from Smithson Street at ground floor level. Access is also available at basement level from the shopping centre. A staircase serves all floors at the main access point. The main staircase at the shopping centre end of the building is accessed from the ground floor car park. The basement level has a retail unit and residents gymnasium and swimming pool. The swimming pool is not in use. Staircases are connected by a corridor at all levels above 1st floor by a corridor serving flats.
Lifts	4 lifts in a single bank. Only 2 lifts are operational.
Types of Front Entrance Doors	FD30s
Rubbish chutes/bin rooms	No waste chute provided
Common voids	No common voids
Access to roof/service rooms	Roof access at head of main staircase.
Occupants	Approx. 374, based on an average occupancy of 2 persons per flat (187 flats)
Evacuation strategy	Stay Put
Fire alarm/evacuation alarm	Fire alarm system to communal area. Fire alarm panel at reception on basement floor. Repeater panel at fire service access point on Smithson Street.
Caretaker/Concierge	No full time presence.

FIREFIGHTING SYSTEMS	
Water Supplies	2 fire hydrants 1. Outside car park entrance on Wellington Street (15 metres) 2. Albert Place, next to Notre Dame Mews (150 metres)
Fire Mains	Dry rising main fitted. Inlet outside main access point. Outlets on all floors containing flats in access point staircase only.
Fire Lifts	One firefighting lift
Firefighting Shafts	One provided.
Smoke Control Systems	Manually operable vents to both staircases on every floor level.
Sprinkler Systems	Sprinkler system to car park and all flats. Main sprinkler stop valve in basement car park in tank room. Stop valve for sprinklers in flats located on each floor in service cupboard in main staircase as indicated on plan.

DANGEROUS SUBSTANCES	
Location, type and quantity	None

SERVICES	
Electricity	Main electrical intake in basement car park. Main electrical isolation point to riser shaft in main staircase on ground floor.
Gas	No gas supplies

Address: Southwark House Smithson Street Southwick SW1 | Survey Date/last updated: 15th April 2021 | ON ARRIVAL INFORMATION

Figure 3 – Example of basic information for firefighters on arrival at an incident

1.6 Building Layout Plans

A building layout plan (A3 size) should show the internal layout of the premises, and what each area is used for. The plan should be kept it clear and simple to understand. Complex architect type drawings are not suitable.

Vertical Plan

A vertical plan of the building provides additional information that is very valuable to the FRS in the event of an emergency.

It also provides information on the number of floors, the floor itself and the flat numbers on each floor.

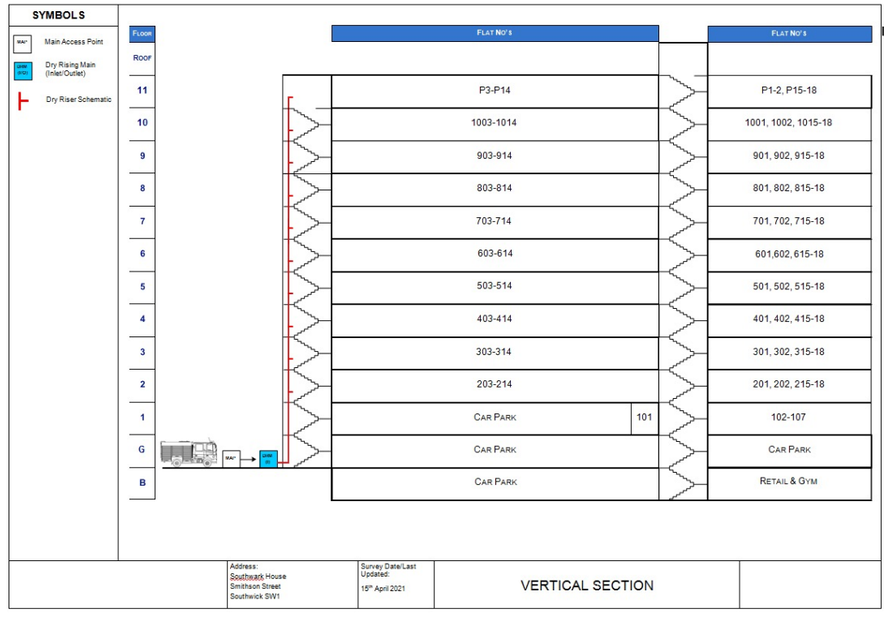


Figure 4 – Example schematic showing fire and rescue service access level and floor / flat numbers.

***Note:** Where buildings have access on several levels, these must be shown on an additional drawing, with the specific address for each access level.*

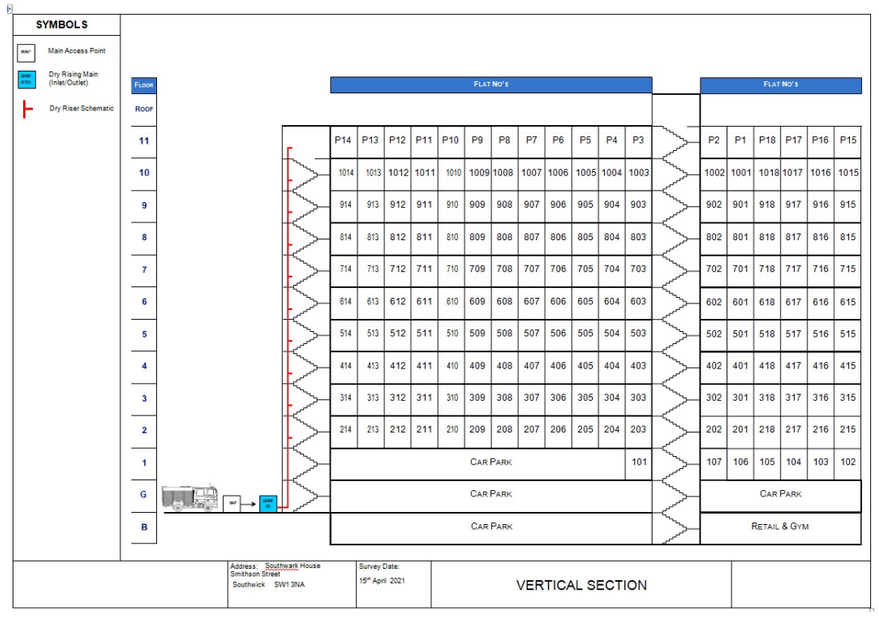


Figure 5 – Example schematic showing flat numbers for evacuation monitoring

***Note:** Floor numbering should be representative of the actual numbering at the premises.*

Scissor flat layout

As previously mentioned, some types of flat layouts are difficult to understand without a picture. This type, the 'scissor' flat, it can be very difficult to carry out firefighting activities in poor visibility. A section drawing can help show the arrangement.

Each different scissor flat layout needs to be included and show the flat numbers for which it applies.

In this example below, it provides the vertical perspective of a more complex flat, the 'scissor' flat which is invaluable for firefighter's situational awareness.

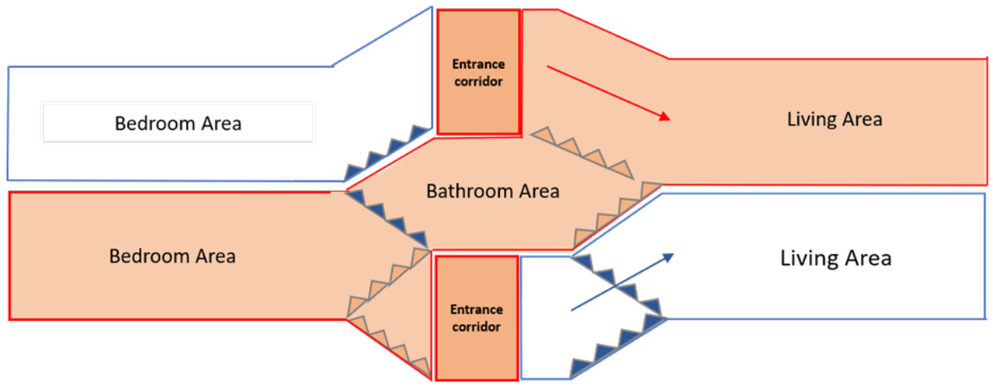


Figure 6 – Example vertical plan of scissor construction flat

Floor Plans

Each floor must have a separate floor plan even if the floors are identical in layout.

Floor plans are invaluable to the FRS crews when recording evacuation and rescue and the numbers of people who left each property.

This list is not exhaustive but the plan should include:

Floor layout	The plan should clearly illustrate the floor plan layout and identify the type of area or room (e.g., lobby, shaft etc.). As a minimum the protected means of escape and firefighting shaft should be clearly identifiable. Stairs should be labelled or numbered as they are provided (e.g. Stair 1, or East Stair).
Floor numbers	Each plan should identify the floor number as it is signed in the building.
Flat numbers	Each plan should identify the flat numbers as they are signed in the building.
Fire resisting compartmentation	The lines of fire resisting compartmentation that divide premises into fire compartments should be marked on the building's plans with distinctive line marking and/or colour. This guidance shows fire resisting compartments indicated by, 'red' lines.
Firefighting facilities	Facilities provided for use by the FRS should be identified, clearly showing their location.
Escape facilities	Facilities provided for escape should be identified, clearly showing their location.
Access	Where access is not readily recognisable from the building layout, routes of access should be identified (e.g., Access hatch to roof).
Fire protection systems	Key systems provided as part of the building fire strategy should be identified e.g., smoke control system panels, vents, sprinkler controls and pumps.
Hazards	Areas which could present a potential hazard in a fire should be clearly identified Hazard's boilers, oil storage tanks, any stores containing potentially hazardous materials such as chemicals, paint, solvents, or gas cylinders, underground car parks that may contain large numbers of cars and possibly residents' storage areas.
The firefighting shaft	Access to and location of the firefighting shaft including the, extent of fire-resisting enclosure.
Lifts	Type and floors serviced by lift and the lift standard i.e., Firemen's Lift, Fire-fighting lift, Firefighter' Lift etc. (See Glossary).
Location & Access to service rooms	Details of the access arrangements, (special keys and/or key codes, etc...)
Rising fire main	Type, Inlet and Outlets, pumps etc.
Main services intake	Type of service installed, (Gas/Electricity), Location of isolation points, (Building/Individual flats). Instructions on how to isolate each service.
Location of the Premises Information Box	The premises information box is an excellent orientation point as that is where the Incident Commander will be when accessing this information.
Stairs	Location, number and usage of – e.g., protected escape route.
Bin storage areas and the rubbish chutes	Location of every chute and bin storage area. Installation of any active and/or passive fire suppression systems if fitted. Details of access provision to all bin storage rooms.
Service risers	Types of utilities and services provided in risers.

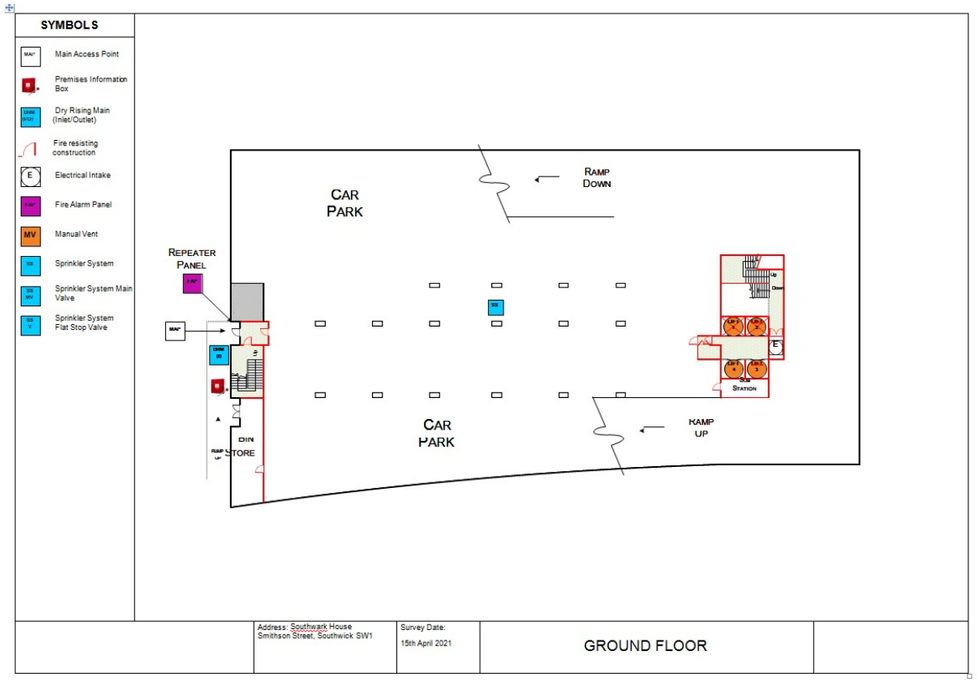


Figure 7 – Example plan showing car park floor layout

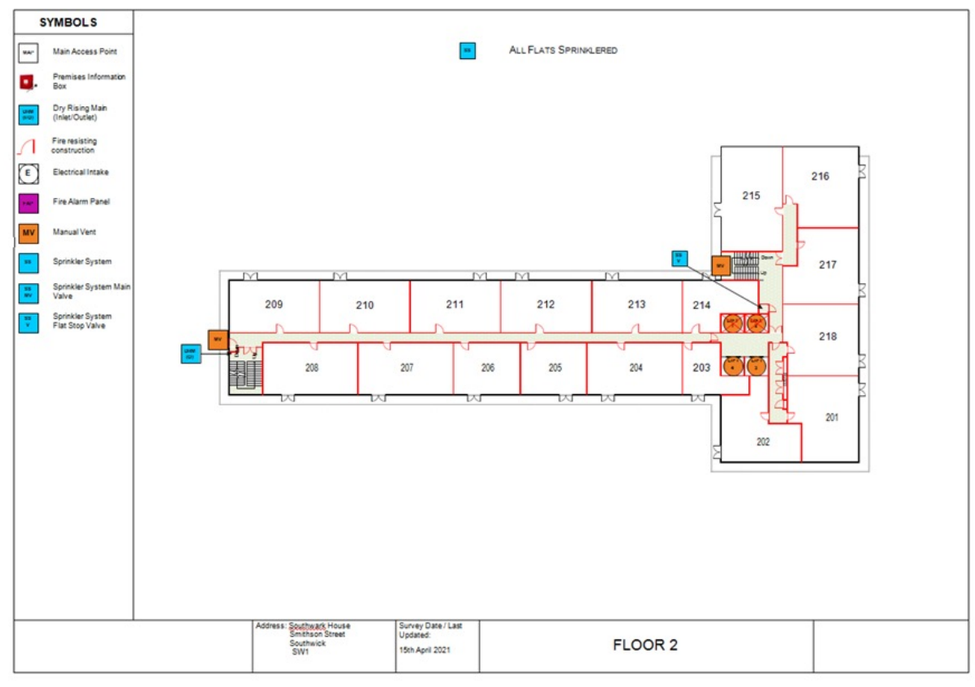


Figure 8 – Example plan showing residential floor layout

1.7 Firefighting facilities location plan

Ideally the firefighting facilities will be shown on the orientation plan, floor plans or vertical section plans but where the amount of information makes the plan too complicated consideration should be given to providing a separate plan showing firefighting facilities. This plan should identify the location of facilities provide for use by the fire service and include:

- Premises Information box (PIB);
- Fire main inlets;
- Fire hydrants ;
- Evacuation Alarm Control and Indicating Equipment panel (EACIE);
- Firefighting lift;
  - Numbers and locations;
  - The types installed. (Hydraulic/Pneumatic/Cable (would call this electric));
  - Design capabilities, (Firefighters lift/Evacuation lift);
  - Location and access arrangements of all lift motor rooms;
- Control rooms;
- Smoke outlets;
- Fire alarm panel;
- Sprinkler and/or suppression system controls;
  - Type of sprinkler system installed;
  - Amount of protection provided by the system;
  - Location of the main isolation valve;
  - Location of individual flats' isolation valves;
- Smoke control / ventilation system controls;
  - The type of system installed – natural or mechanical;
  - Is it manual or automatic?
  - Does it combine smoke control and environmental ventilation?
  - How it should be operated? (this may be provided separately in the form of a diagram or simple instruction);
  - The location of the control panel, if installed;
  - Instructions for the FRS to operate the system if required.

Include any firefighting equipment such as wet or dry rising mains, sprinklers, manual and/or automatic smoke extraction or ventilation systems, firefighting shafts and fire lifts. Refer to the symbols and definitions in Appendix B for a description of these features.

Note: *Do not include individual fire extinguishers – this is too much detail and in any event for operational and safety reasons the fire and rescue service will normally use their own equipment.*

1.8 Information on residents with mobility, cognitive or sensory impairment(s).

(This guidance is subject to review pending policy and legislative being produced to implement the Grenfell Tower Inquiry recommendations).

The Grenfell Inquiry Phase 1 recommendations highlighted the need for the whereabouts and information pertaining to people with mobility, cognitive and sensory impairment(s) to support the FRS in evacuation and rescue. Due to the sensitive nature of this information and the difficulties around keeping the information up to date this guidance advises that the minimum possible information is retained in the PIB to achieve this purpose. The minimum information should provide the FRS with the following:

- Identification of the location of those who may need rescue;
- Information on the level of resource needed to rescue the person(s).

For FRS purposes a simple list of flat numbers is needed with an indicator of:

- whether a person needs to be alerted that there is an incident taking place, and/or,
- whether a person requires assistance to evacuate or be rescued, and,
- whether any critical equipment needed to carry assist the evacuation or carry out a rescue.

To achieve this, the location of the resident requiring assistance should be recorded on a schematic drawing of the building with one of the following categories assigned to them:

Category 1 (Red)

Person requiring rescue or evacuation by 3 or more fire-fighters and/or additional equipment.

Examples could include (not an exhaustive list):

- a bariatric person;
- wheelchair user;
- someone who requires a stretcher;
- someone medical equipment with them.

The additional equipment and number of fire-fighters required should be recorded under the category along with contact details of any Telecare Company if the person uses such a service.

Category 2 (Amber)

Person requiring rescue or evacuation by 2 or less fire-fighters with no additional equipment required.

Examples could include (not an exhaustive list):

- a person with a mobility impairment but is not a wheelchair user;
- a person with a mobility impairment who walks using a mobility aid for example sticks or a walking frame;
- some who is blind or partially sighted;
- some people with a hearing impairment;
- some people with a cognitive impairment.

Although less likely in the case of Category 2 (Amber) residents, information should include contact details of any Telecare Company if the person uses such a service.

The adoption of this methodology gives an immediate view of the location of any residents requiring assistance enabling a simple calculation of the resources required to carry out a rescue or emergency evacuation.

Individual residents cannot be compelled to provide information on their category, however the RP should clearly explain the purpose of this information and its storage in the ERP in their resident engagement strategy.

It is critical that any information stored about Category 1 or 2 residents is kept up to date and secure. Fire-fighters responding to an operational incident are only able to act on the information available at the time, potentially risking their lives or losing precious time trying to locate a resident who no longer lives in the building, or who no longer requires assistance.

The one exception to this approach would be where a known higher risk multi-occupied residential building has a ‘Waking Watch’ on site, which is a temporary measure to facilitate a change to simultaneous evacuation due to the level of risk posed by a premises. In such cases, provision should be put in place to manage the evacuation of a building following a suitable assessment of the risk. The National Fire Chiefs Council has issued the Simultaneous Evacuation Guidance to support a temporary change to a Simultaneous Evacuation strategy in purpose-built block of flats.

(https://www.nationalfirechiefs.org.uk/write/MediaUploads/NFCC%20Guidance%20publications/Protection/Simultaneous%20evacutation/Simultaneous_Evacuation_Guidance_october_2020.pdf)

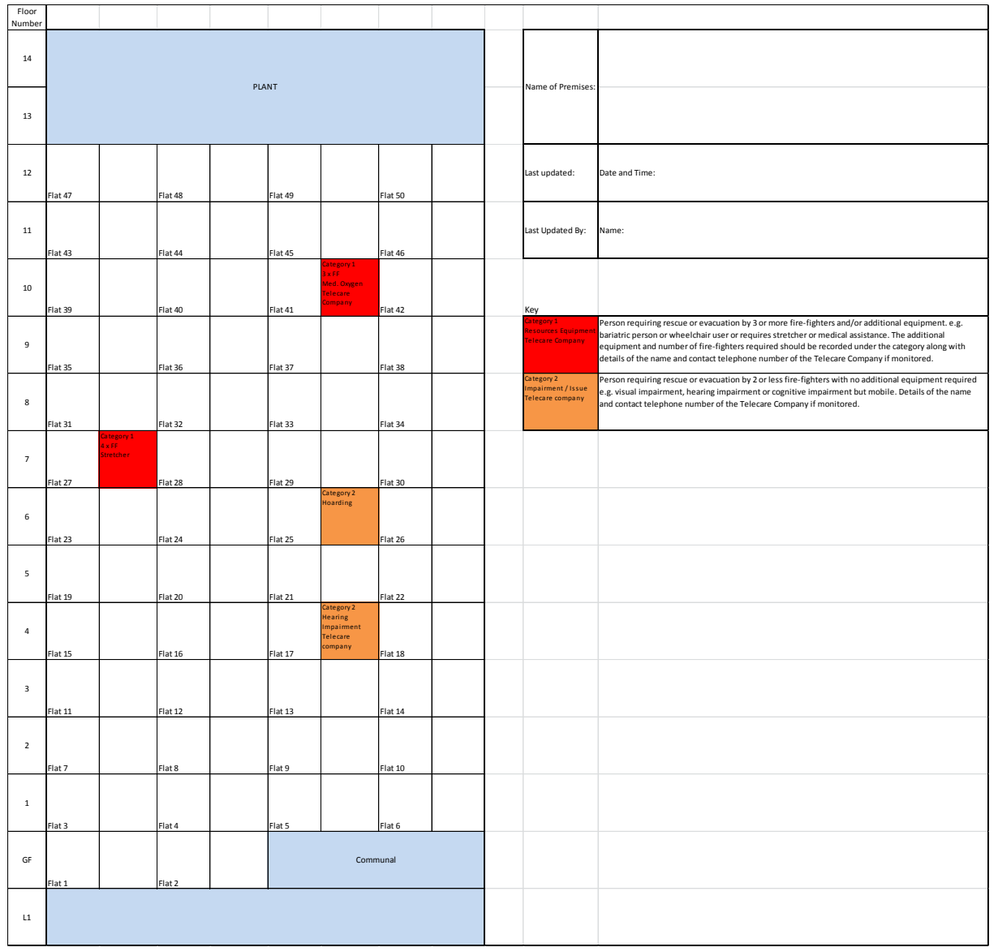


Figure 9 – Schematic showing the location of Category 1 (red) and Category 2 (amber) residents.

1.9 Significant fire safety issues

This section should be a brief summary of any significant findings of the fire risk assessment which may impact on fire spread, firefighting, the stay put evacuation strategy or and /or means of escape. Where appropriate these concerns may be marked on a plan e.g. External wall system only on Floors 8-12.

Examples include:

- External Wall System which may facilitate fire spread;
- Breaches in compartmentation which may facilitate fire spread;

- Any breaches to the compartmentation and in particular to the compartmentation of the firefighting shaft and protected means of escape should be shown on a plan layout;
- Simultaneous evacuation supported by fire alarm or waking watch;
- Flat front doors where the flat front doors are identified in the Fire Risk Assessment as a 'significant finding', (i.e., the doors are not compliant), then this must be stated within this significant fire safety issues section;
- Defective rising mains;
- Alternative to a Stay put evacuation strategy;
- Defective firefighting lifts.

1.10 Current Evacuation Strategy

A description of the current fire strategy. e.g., stay put, simultaneous etc.

The description should include details of the reason why an alternative evacuation strategy has been adopted and the operation of that strategy.

If a waking watch is employed

- how many people are in the waking watch;
- the contact details of the waking watch;
- their role during an evacuation.

APPENDIX B

1.1 Plan Symbols

In this guide the symbols used include symbols for all the features commonly found in premises that need to be marked on Emergency Response Pack plans, and generic symbols to record and identify hazards and business critical assets.

The aim is to ensure the information is:

Simple – contains essential information that is not detracted or lost by unnecessary detail.

Clear– careful consideration spacing, alignment and sizing provide a readily information in a readily readable format. The plans may be under poor visibility and so factors such as contrast become important.

Intuitive and easily recognisable – uses symbols and drawing conventions which are readily understood, adopting common drawing conventions where available, and which do not heavily rely on cross referencing (although a key should be available).

The plans should include all of the following:

- clear and unambiguous key on the left-hand side of every plan listing what each symbol refers to;
- printed in A3 size with all text and symbols remain clearly legible at this scale;
- marked with the appropriate symbols showing safety and emergency features.

The list is comprehensive and includes the most common fire safety and emergency features associated with a high-rise building. Only symbols relevant to your premises should be used. The list is not exhaustive and there might be a feature in the building that is not represented on the list. If that is the case a suitable standard symbol should be used if possible. Reference can be made to: BS EN ISO 7010:2012+A7:2017 Safety Signs and Colours / BS 5499-10:2014 – Fire Safety Signs, Notices and Graphic Symbols.

RVP A	Rendezvous point A	Primary location where fire and rescue service and other emergency service vehicles will gather to deal with incident at premises
RVP B	Rendezvous point B	Alternative rendezvous point if needed
D Moe L	Disabled Means of Escape Lift	A lift that may be used to evacuate disabled persons in the event of fire. Consult fire and rescue service over suitability of any lift
A1	Assembly Point 1	Location where people evacuating a premise, assemble for roll call
A2	Assembly Point 1	Alternative assembly point if needed
GSV	Marshalling Area	Location where fire and rescue service will assemble, reserve resources to deal with an incident
E	Gas Stop Value	Location of valve to close gas supplies to premises
A1	Fire Fighting Shaft 1	A specially protected staircase and lift to enable firefighters to fight fire on upper floors
A2	Fire Fighting Shaft 2	Second firefighting shaft in building
	Hard Standing	Paved area adjacent to building strong enough to support weight of fire appliance

H1	Hazard number 1 (2,3 etc)	Specific Hazard in the event of fire The symbol should be cross-referenced to a detailed inventory sheet included with the plans
BC A1	Business Continuity Asset number 1 (2,3,etc)	Specific high value asset. Symbol should be dross-referenced to detailed inventory sheet included with plans
F1	Foam inlet (serving oil tank room)	Pipe installation that enables fire and rescue service to inject foam directly into oil tank room in basement
DFM	Dry Falling Main	Pipe installation that enables fire and rescue service to pump water into fire hoses to fight fire in a basement
RFM	Rising Fire Main	Pipe installation that enables fire and rescue service to pump water to upper floors to feed fire hoses. (D) Denotes dry main, kept empty of water. (W) Denotes wet main kept filled with water
SS	Sprinkler System	Fixed pipe work that automatically detects outbreak of fire delivers water to suppress fire
SS M V	Sprinkler System Main Valve	Main control valve for sprinkler system
WMS	Water Mist System	Automatic fire suppression system that delivers fine mist of water under very high pressure
WMS CP	Water Mist System Control Panel	Control Panel for water mist system
DS	Drencher System	Automatic fire suppression system that delivers intense deluge of water to protect oil or petroleum installations
DS CP	Drencher System Control Panel	Control systems for water drenchers

TP	Fire Telephone	Phone system that enables fire officers to report the status of any emergency within a building to a central control room
MSE	Mechanical Smoke Extraction	System to extract smoke from part of a building
MSE CP	Mechanical Smoke Extraction Control Panel	Control panel for smoke Extraction system
PV	Pavement Vents	Covered openings in pavement that can be broken to enable smoke to escape from basement area
FCR	Fire Control Room	Specially equipped room in large building/complex from which firefighting and emergency operations can be controlled
FFL	Fire Fighting Lift	Specially equipped and protected lift used by fire fighters to carry personnel and equipment to upper floors to fight fire
H	Fire Hydrant	Water outlet fitted to street water mains to supply water for fire fighting
PIB	Plans Box/Premises Information Box	Location of Premises Information Box (PIB)
FSEA	Fire Alarm Panel	Fire service evacuation alarm
MAP	Main Access Point	Main way into premises or complex site-accessible to fire engines
	User defined safety or emergency feature	To mark feature not covered by other symbols above. Mark sequentially 1,2,3 or A,B,C and cross reference to plan

APPENDIX C CHECK LIST FOR PIB INSTALLATION

Installation and start-up check list

The following check list is to assist in completing the Emergency Response Pack.

Also assist with installing and registering the Premises Information Box.

TICK	STEP
	Consult with local F&RS reference approved PIB and Key / Code Management system.
	Decide on location for PIB with FRS as appropriate.
	Fit PIB and any necessary directional signs.
	Gather information on people with mobility, cognitive or sensory impairment and prepare schematic for their location.
	Prepare Off the Run sheet.
	Prepare premises orientation plans.
	Prepare premises layout plans.
	Prepare premises safety and emergency feature plans.
	Apply appropriate symbols to plans and index them in a key.
	Mark user defined features on plans and index them.
	Consult staff and premises users on accuracy of the plans.
	Sign and date plans to complete Emergency Response Pack.
	Compile additional Emergency Management Plan information.
	Register the Emergency Response Pack with the local Fire & Rescue Service.
	Schedule PIB and Emergency Response Pack inspections, reviews and PIB maintenance.

APPENDIX D CONSIDERATIONS FOR KEY AND CODE MANAGEMENT PROTOCOLS FOR F&RS

The FRS will need to consider the following when deciding to support a PIB provider:

Each FRS will need to consider these points against their own service delivery e.g., duty systems, information management systems etc.

- The FRS should make effective arrangements to ensure the security of PIB master keys on front line fire appliances and any other agreed vehicles.
- The FRS should ensure arrangements are in place for acceptance of the key from the provider.
- The FRS should keep a register of all keys from each PIB supplier and their location / station / appliance / officer as appropriate.
- The FRS should ensure that there are procedures in place to confirm its operational availability daily.
- The FRS should ensure that there are Arrangements to repair or replace as necessary any damaged or unserviceable FRS master keys at nil cost the FRS.
- Arrangements to receive from the FRS any details of any complaint relating to the supplier's products or services and the responsibility for responsibility for any such complaint and its resolution including notifying the FRS when any such complaint has been resolved.
- Arrangements for consultation with the FRS and supplier on any proposed media statement or coverage in relation to the PIB.
- Arrangements to provide film material for the FRS to use in the training and familiarisation of their staff in the access/use of the PIB.
- The FRS should maintain accurate records of the locations of these premises and the PIBs installed on them.
- The FRS, in the event of receiving an emergency call to any premises known to have a PIB system, should make arrangements to ensure that the crews and officers attending the call are notified of the presence of a PIB and or code (where applicable).
- The FRS should provide adequate training and familiarisation for operational staff in the function and use of PIB systems.
- The FRS should undertake to notify the PIB supplier within 24 hours of the loss of any PIB supplier key in its charge and to investigate the circumstances of any such loss and to implement any measures deemed necessary by the FRS and PIB supplier to help prevent recurrence of such loss.
- The FRS should ensure that appropriate arrangements are in place to notify the PIB supplier of any incidents where a PIB was used to assist in the resolution of a fire or other emergency and to provide details of such events to support positive media exposure for both FRS and the PIB supplier. This should include any proposed media statement or coverage that bears in any way on the PIB system.

The use of the term 'PIB'.
The term 'PIB' is a registered trademark. Gerda Security Products Ltd (to whom the term 'PIB' is jointly registered, together with the London Fire Commissioner), recognise that the term is synonymous with the 'Premises Information Box' and its application in the marketplace.

For this reason, Gerda Security Products and the London Fire Commissioner give authorisation from the date of issue of the Approved Code of Practice onwards, that the term 'PIB' may be used by others in the marketplace and generally, without recourse to any action in terms of trademark infringement being taken against others using said term.
Gerda Security Products Ltd only, will continue to use the registered trademark symbol (®), alongside the term 'PIB'. This is on the basis that existing product with associated test data, reports, literature etc. is already in the marketplace; the trademark being owned by Gerda Security Products Ltd.

The Premises Information Box, together with the Emergency Response Pack Guidance, were designed and developed in 2005, working with the London Fire Brigade on an initiative to improve the provision of premises plans and information for use by the Fire & Rescue Service and has been adopted nationally. Gerda Security Products and the London Fire Commissioner feel proud that this has been recognised as exemplary practice and the wider benefits this brings.

Fire Industry Association

Tudor House, Kingsway Business Park, Oldfield Road, Hampton, Middlesex TW12 2HD
Tel: +44 (0)20 3166 5002 • www.fia.uk.com