

Premises information box systems

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Owner: **Head of Fire Safety (Statutory and Community)**
Responsible work team: **Engineering Group**

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1 Introduction

- 1.1 As the built environment becomes more complex and fire engineered solutions more common, the need for the timely provision of relevant, risk critical information for operational crews is increasingly important in order to deal with incidents safely and effectively. Currently fire stations carry out inspections at higher risk premises, premises information systems have been developed to provide this information in an 'emergency pack' at the premises so that any fire fighting crews can access it when required.
- 1.2 A premises information system encourages the building occupier (and, where necessary, in consultation with the local fire safety officer (FSO) and local operational personnel) to provide up-to-date information available to fire crews at the point of delivery. There is no requirement to provide this information in any particular way, only that it should be freely available to crews at any time. Should occupiers require the information to be held securely then the LFB advise that the information should be stored in a Gerda premises information box (fig 1 below) secured with a gerda key, which is carried on all pumping appliances.

Fig 1: Premises information box and key



Fig 1: Premises information box and key (Gerda style)

- 1.3 Other premises information systems may be found at some premises, however, provided the information can be accessed at all times then this will also be acceptable.
- 1.4 A method of providing operational responders with an emergency pack containing such information is seen as best practice and will often be a requirement of fire-engineered buildings. The Regulatory Reform (Fire safety) Order 2005 implicitly requires some employers to provide relevant information to fire fighters to carry out their duties more safely and effectively. Further details on the information to be included in a premises information system can be found in:

- Fire Safety Guidance Note GN70 (See: hotwire > operations > fire safety regulation> guidance notes).
- BS 9999 : 2017 Fire safety in the design, management and use of buildings – Code of Practice (Annex O) Operational Information (Found on the Barbour database – See: hotwire > Management > Library > Online resources).

1.5 The following note details what action is required at Borough Team and Station level on notification of the installation of a Gerda premises information box (PIB) system.

2 Action at Borough level

2.1 An occupier who utilises a PIB will notify the Brigade when the box is installed. Where a Gerda PIB system is utilised the notification will be a standard Gerda letter. On receipt of notification the Team Leader will, in consultation with the Borough Commander, determine if a visit by a fire safety officer and/or operational personnel is required.

Where a visit is deemed necessary

- Experience has shown that a joint visit by both fire safety and operational personnel assists greatly in determining whether the occupier has provided sufficient information in the emergency pack and that it is relevant, accurate and current. On occasions Boroughs may be requested by the occupier to advise on information content. Whereas the responsibility remains with the occupier the LFB personnel should assist where appropriate to ensure the right information is provided.
- Where information in the emergency pack is found incomplete or unsuitable, personnel should advise the occupier of any amendments necessary. Personnel should be aware of any specific information that may be required such as life risks, hazardous substances, construction hazards, facilities for fire-fighters, fire protection systems, contingency and/or business continuity planning information, etc. See GN70 and Policy number 800 – Management of operational risk information.
- A further visit may then be required to agree completion of the emergency pack.
- Once the PIB system is agreed as complete, the Team Leader will send an e-mail to the PDA Section mailbox indicating where the PIB is located (see Appendix 1). Additionally a request for the addition of a senior fire safety officer (SFSO) should be submitted via the special attendance database, which can be accessed via: hotwire > station diary > special attendance request.
- The details will be added to the mobilising system and this will result in the attendance of a SFSO at any confirmed fire at a premises where a PIB is installed, to act as advisor to the Incident Commander.
- Consideration should be given to the inclusion of the PIBs.

Where a visit is deemed unnecessary

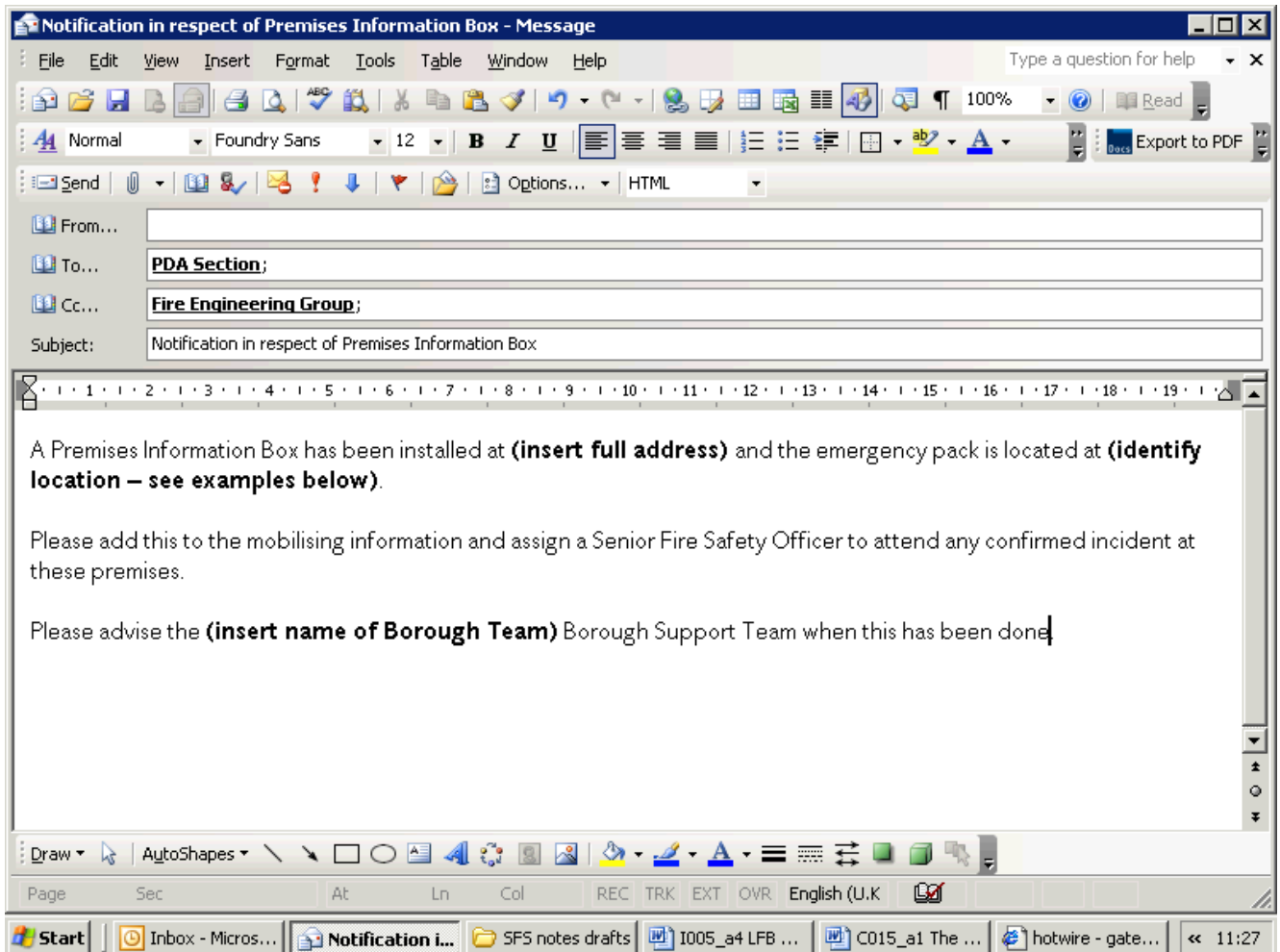
- The Team Leader need only notify PDA section as above but will need to ensure the location of the PIB is known.

General

- 2.2 Station personnel may need to seek further advice from Borough Support Teams. Borough Commanders and Fire Safety Inspecting officers may seek further advice from Fire Engineering Group, especially where more complex fire engineered buildings have been developed.
- 2.3 Premises information systems are designed to assist operational personnel to deal with incidents in buildings as safely and effectively as possible. The occupier will be responsible for maintaining

the information and ensuring its accuracy. Borough Commanders, in line with Policy number 800 – Management of operational risk information should ensure programmed visits to these premises are made by stations at suitable intervals to check that the emergency pack information is current, and that crews are familiar with its contents. Similarly, where stations carry out ad hoc 7 2 (d) inspections then they must review any emergency pack information available for the fire service to ensure it is relevant, current, valid and accurate.

Appendix 1 - Premises information box system – notification to PDA



Examples of locations:

Adjacent to Main Fire Alarm Panel

In Fire Control Room

At Reception

At / adjacent to Main Entrance

Other

(Please keep description of location concise as this will be added to the mobilising print-out message)

Document History

Assessments

An equality, sustainability or health, safety and welfare impact assessment and/or a risk assessment was last completed on:

EIA	19/02/2009	SDIA		HSWIA		RA	
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Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
Page 3, para 2.1	Updated reference to form 5566 as this has now been withdrawn and replaced with a new procedure.	10/05/2012
Page 3, para 2.1	PN521 has been replaced with PN800.	12/03/2013
Throughout	References to the operational information folder have been deleted as these have now been removed from appliances.	27/03/2013
Page 3, para 1.4	Database name OHSIS has been changed to Barbour.	13/11/2013
Page 6	Subjects list and Freedom of Information Act exemptions tables updated.	28/01/2015
Throughout	Reviewed as current with no changes.	06/03/2015
Throughout	Top management review changes made, Fire Safety Regulation Department replaced with Fire Safety (Statutory and Community).	21/08/2015
Page 3, para 1.4	Reviewed as current. Updated references to PN 800 and British Standard 9999.	07/03/2018
Page 4	Throughout.	

Subject list

You can find this policy under the following subjects.

Incident command	Incident management
Premises information box	

Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

Considered by: (responsible work team)	FOIA exemption	Security marking classification