

## FIRE AND SECURITY RECOVERY CALENDAR

THIS CALENDAR DETAILS THE EVENTS THAT SHOULD BE CONSIDERED DURING THREE STAGES IN THE RUN UP TO RE-OCCUPANCY OF YOUR PREMISES.

This will help to ensure all fire and theft risk factors are managed correctly, giving employees and visitors confidence in the safety of the sites they will be returning to.

FIRE SAFETY

SECURITY

### CLOSED OR REDUCED OCCUPANCY

**NOW AND DURING CLOSURE**

The main objective during this period is to ensure that the building remains safe and secure.

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- ◆ **Fire Risk Assessment** – Review for material changes
- ◆ **Alarm Monitoring** - Review DualCom /Redcare notification process to ensure there are no changes to your service provision. Check alerts are flowing into the receiving centre.
- ◆ Maintenance and **weekly/monthly** testing of the fire detection and alarm system should continue where it is safe to do so, ensure equipment is wiped down after use
- ◆ Carry out **Fire Alarm** sounder test
- ◆ **Fire Doors** - Ensure all internal fire doors are closed and in good working order
- ◆ Review your **evacuation strategy** in line with staff numbers
- ◆ **Reduce risk of fire** - Ensure there is no combustible material within perimeter of building
- ◆ Review your shared **means of escape** if other premises around you are open

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- ◆ **Inspect the premises** at regular, frequent intervals looking out for evidence of attempted or actual entry
- ◆ Ensure all **gates/barriers/roller shutter doors** are in good working order and closed
- ◆ Check **CCTV, Intruder Alarms and security lighting** for correct operation
- ◆ **Access Control** – check all locks are secured safely
- ◆ **Remove any equipment** inside and outside of the building that could provide intruders with access to windows/flat roofs
- ◆ Ensure all **valuables** are out of site
- ◆ Unless undesirably drawing attention to the facility, **post notices** to the effect, for example, that the contents have been removed, all services disconnected and the premises are protected by intruder alarm systems, CCTV, guarding services etc.
- ◆ **Redirect post** to a dedicated person

### PRE-OCCUPANCY PLANNING

**MINIMUM OF FOUR WEEKS PRIOR TO RE-OCCUPANCY**

The lock-down to recommissioning phase should be used to ensure that you are primed to re-open safely.

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- ◆ **Fire Risk Assessment** - Review for material changes
- ◆ **Fire Wardens** - Review provision of Fire Wardens ahead of re-occupancy
- ◆ **Fire Training** - Ensure all staff have the appropriate fire safety training. RPs should be able to show that all personnel are aware of what to do in case of a fire
- ◆ Make sure all **waste** has been disposed of correctly
- ◆ Review your **evacuation strategy** if you have reduced staff numbers returning to work

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- ◆ **Intruder Alarms** – Ensure your key holder details are correct including all user fobs and codes. Check system user log to ensure there has been no tampering to the system
- ◆ **Develop protocols** for health and safety checks, visitor policies and goods in and out process
- ◆ **Provide signage** to maintain safe distances. Mark two metre lines on the floor in building reception areas / common areas
- ◆ Provide cough and sneeze screens/ **PPE** equipment if necessary
- ◆ Remove or reduce common human contact **touch points** particularly in high traffic areas, provide hand sanitiser where necessary
- ◆ Provide a separate **entrance and exit** to a building if possible

### PREPARATION FOR RE-OCCUPANCY

**TWO WEEKS LEADING UP TO AND AFTER RE-OCCUPANCY**

As you near the re-opening phase, there are a number of last-minute checks to give your staff and visitors confidence of a safe environment.

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- ◆ **Fire Alarm** - Undertake a full test of your fire alarm system
- ◆ **Emergency Lighting** - Complete a battery discharge test on your emergency lighting system
- ◆ **Fire Training** – Ensure returning staff understand the evacuation strategy and have all received appropriate fire safety training

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- ◆ **Access Control** – Check all fobs work correctly and ensure all doors open and close properly with their door closers
- ◆ Make sure **access levels** remain in place for employees and visitors returning to work
- ◆ Ensure all surfaces with hand contact are wiped and **cleaned regularly**
- ◆ Ensure your Covid-19 policy is visible to visitors and staff
- ◆ **Check CCTV, Intruder Alarms and security lighting** for correct operation
- ◆ **CCTV** – Ensure recording parameters remain in place



For expert advice on how to get your premises back up and running safely and effectively, contact us today on **0370 608 4350** to discuss your requirements.