



FIRE AND SECURITY RECOVERY CALENDAR

THIS CALENDAR DETAILS THE EVENTS THAT SHOULD BE CONSIDERED DURING THREE STAGES IN THE RUN UP TO THE 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 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.

- ◆ **Fire Risk Assessment** - Review for material changes
 - ◆ **Alarm Monitoring** - Review Dualcom / Red-care 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
 - ◆ 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 you are primed to re-open safely.

- ◆ **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 the event of a fire
 - ◆ Make sure all **waste** is 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 with the system
 - ◆ Develop protocols for health and safety checks, visitor policies and goods in and out
 - ◆ **Provide signage** to maintain safe distances. Mark two meter lines on the floor in the 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.

- ◆ **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**
 - ◆ **Check CCTV, Intruder alarms and security lighting** for correct operation
 - ◆ **CCTV** - ensure recording parameters remain in place

Get in touch with Churches Fire & Security to discuss how we can fulfil all of your fire and security requirements. Contact us on 0345 646 1760 today.