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| **RGU Logo** | **ALARM ACTIVATION REPORT** |

To be completed by the Campus Support Manager/Janitorial Services Manager or nominee following a fire alarm activation (not including weekly fire alarm tests). In the event of an evacuation, the Evacuation Co-ordinator’s log can be used as an *aide memoir*.

**NB:**

If completing this form electronically, entries can only be made in the shaded areas. Shaded rectangles will expand to fit the text entered. Clicking on a tick box will enter an “x” in the box.

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| --- | --- |
| **Name:** | **Designation:** |
| **Site at which alarm activation occurred:** | |
|  | |
| **SECTION 1 : THE ALARM** | |
| **Date of alarm activation:**       **Time of alarm activation:**  **What was the cause of the activation? Fire Drill**  **(*Details may be provided in the*** **Accidental activation**  ***Comments box below*)** **Malicious activation**  **Fire\***    **Other (Please state):**  **How was this ascertained?**  **The alarm was activated at which call point?**  **\**If this box is ticked a formal investigation into the cause of the fire must be conducted. Please contact the Head of Occupational Health and Environmental Safety if you have not already done so.*** | |
| **Comments:** | |
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| **SECTION 2: EVACUATION** | |
| **Did all persons evacuate safely (do not include persons who remained in the building in accordance with a Personal Emergency Egress Plan)?**  **Yes**  **No**  **N/A**  (Building Empty)  **If successful how long did the evacuation take?**  **If not, why not (tick all that apply) trapped/injured**  **refused to evacuate**  **did not realise alarm being sounded**    **Other (please state)** | |
| **Comments:** | |
|  | |
| **SECTION 3: Persons WITH PERSONAL EMERGENCY Egress PLAN (PEEP)** | |
| **Were all PEEP’s actioned as appropriate? Yes**  **No**  **N/A**    **Were PEEP’s effective? Yes**  **No**  **N/A** | |
| **Comments:** | |
| **Section 4: SCOTTISH FIRE & RESCUE SERVICE** | |
| **Was the Scottish Fire & Rescue Service called?** **Yes**  **No**  **If so, by who?**  **What time was the Scottish Fire & Rescue Service called?**  **What time did the Scottish Fire & Rescue Service arrive?**  **What time did the Scottish Fire & Rescue Service hand back control of the site?** | |
| **Comments:** | |
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| **SECTION 5: CASUALTIES** | |
| **Were there any casualties during the emergency? Yes**  **No**  **If so who?**  **Name**:       **Designation:**        *(please select*        *an option)*    **Was First Aid provision administered? Yes**  **No**  **Were any persons taken to hospital: Yes**  **No**  **If so, who?**  **Name**:       **Designation:**  *(please select*  *an option)* | |
| **Comments:** | |
|  | |
| **SECTION 6: BUILDING SAFETY MECHANISMS** | |
| **To the best of your knowledge did all safety mechanisms function properly (eg swipe card door release, fire alarm bell etc)**  **Yes**  **No**  **(please list all non-functioning systems in the comments section and confirm that the appropriate parties have been contacted to make arrangements for repair/maintenance)** | |
| **Comments:** | |
|  | |
| **SECTION 7: BUILDING SERVICES** | |
| **Were any of the following building services turned off during the emergency? (*tick if yes)***  **Lifts**  **Gas**  **Electricity**  **Water**  **Other** | |
| **Comments:** | |
| **SECTION 8: ALL CLEAR** | |
| **At what time was the all clear given?**  **If the all clear was not given, why not?**  **Was the University’s Emergency Response Plan implemented?** | |
| **Comments:** | |
|  | |
| **SECTION 9: SECURITY** | |
| **Did any persons not authorised by the Evacuation Co-ordinator or the Scottish Fire & Rescue Service attempt to enter the building or site?**  **Yes**  **No** | |
| **Comments:** | |

**Name of person completing form: Date:**

***Please email this completed Alarm Activation Report to***

***Fire Safety Adviser at*** [***health&safety@rgu.ac.uk***](mailto:health&safety@rgu.ac.uk)

***and***

***Maintenance Contracts and Energy Manager at*** [***estates-helpdesk@rgu.ac.uk***](mailto:estates-helpdesk@rgu.ac.uk)