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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:**       |
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| **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***

***and***

***Maintenance Contracts and Energy Manager at*** ***estates-helpdesk@rgu.ac.uk***