



West Yorkshire  
Fire & Rescue Service

# Fire Logbook

Property/Business Name	
Address	
Town	
Post Code	
Contact Name 1	
Contact Name 2	

# Table of Contents

1	Introduction .....	4
1.1	The Logbook .....	4
1.2	Contact .....	4
2	Definitions .....	5
2.1	Responsible Person .....	5
2.2	Safety Assistants .....	5
3	Details .....	6
4	The Fire Risk Assessment .....	8
5	The Training of Employees .....	9
5.1	Guests and Visitors .....	10
5.2	Training employees - record of fire drills and instruction .....	11
6	Means of Escape .....	12
6.1	Check .....	12
6.2	Means of escape - record of deficiencies in means of escape routes and fire safety signs 13	
7	Fire Fighting Equipment .....	14
7.1	Portable Fire Fighting Equipment .....	14
7.2	Hose Reels .....	14
7.3	Fire fighting equipment - record of inspection .....	15
8	Fire Alarm System - Maintenance .....	16
8.1	Daily Attention .....	17
8.2	Weekly Testing .....	17
8.3	Monthly Attention .....	18
9	Fire alarm system - tests, faults and fire alarm signals (except unwanted fire signals, see section 10) .....	19
10	Fire Alarm System – Unwanted Fire Signals .....	20
10.1	Category of false alarm .....	21
10.2	Fire alarm system – unwanted fire signals log .....	22
11	Emergency Lighting .....	23
11.1	Supervision .....	23
11.2	Inspection and tests .....	23
11.2.1	Daily .....	23
11.2.2	Monthly .....	23
11.2.3	Annually .....	24
11.3	Emergency lighting - record of tests .....	25

12	Sprinkler Systems .....	26
12.1	General.....	26
12.1.1	Weekly .....	26
12.1.2	Monthly .....	26
12.1.3	Quarterly /Six Monthly /Annual Routines.....	27
12.2	Record of tests of sprinkler system.....	28
13	Smoke Ventilation Systems .....	29
13.1	Weekly.....	29
13.2	Annually.....	29
13.3	Record of tests of smoke ventilation system.....	30
14	Miscellaneous Provisions .....	31
14.1	General.....	31
14.2	Miscellaneous provisions.....	32
15	General Advice.....	33
15.1	Electrical Equipment and Installations .....	33
15.2	Heating .....	33
15.3	Smoking Materials .....	33
15.4	Arson .....	33
16	Business Continuity and Planning .....	34
16.1	List of Considerations and Actions for Business Continuity Following Disruption .....	35

# 1 Introduction



Photo of Dave Walton, Director of Service Delivery

## 1.1 The Logbook

A suitably completed fire logbook can support your **fire risk assessment** and provide a record of the preventive and protective measures which are already in place to control the risks. The logbook indicates good fire safety management and assists in demonstrating compliance with the law.

An Enforcing Authority may need to inspect the fire logbook to confirm that proper records are being kept.

This logbook is based on advice from the Fire Safety, Risk Assessment series of guides published by HM Government to accompany the introduction of the **Regulatory Reform (Fire Safety) Order 2005** and relevant British Standards. To download the Risk Assessment guides, go to the [website](#).

It is designed for the use of the employer or other Responsible Persons identified in the Fire Safety Order who are responsible for fire safety in the premises.

## 1.2 Contact

Information about the West Yorkshire Fire & Rescue Service can be found on our [website](#)

For additional copies of this register please e-mail [fire.safety@westyorksfire.gov.uk](mailto:fire.safety@westyorksfire.gov.uk)

## 2 Definitions

The definitions given below are taken from the Risk Assessment series of guides published by the Government to accompany the **Regulatory Reform (Fire Safety) Order 2005** from now referred to as **the Order**.

### 2.1 Responsible Person

Responsibility for complying with the Order rests with the '**Responsible Person**'. In a workplace, this is the employer and any other person who may have control of any part of the premises, e.g., the occupier or owner. In all other premises the person or people in control of the premises will be responsible. If there is more than one **Responsible Person** in any type of premises (e.g., a multi-occupied complex), all must take all reasonable steps to co-operate and co-ordinate with each other.

(The legal definition of the meaning of Responsible Person is given by Article 3 of **the Order**).

### 2.2 Safety Assistants

You must appoint one or more 'competent persons' depending on the size and use of your premises to carry out any of the preventive and protective measures required by **the Order** (you can nominate yourself for this purpose).

A competent person is someone with enough training and experience or knowledge and other qualities to be able to implement these measures properly.

The correct legal Interpretation is provided by Article 2 of **the Order**.

### 3 Details

**Details of people responsible for fire safety to which this fire logbook applies.**

Name and position of Responsible Person (for fire safety in the premises)

NAME \_\_\_\_\_

POSITION \_\_\_\_\_

Name and position of any nominated Safety Assistants (for fire safety in the premises)

NAME \_\_\_\_\_

POSITION \_\_\_\_\_

Names and positions of other Responsible Persons (for fire safety within multi-occupied premises) to co-ordinate with each other

NAME \_\_\_\_\_

POSITION \_\_\_\_\_

PREMISES \_\_\_\_\_

NAME \_\_\_\_\_

POSITION \_\_\_\_\_

PREMISES \_\_\_\_\_

NAME \_\_\_\_\_

POSITION \_\_\_\_\_

PREMISES \_\_\_\_\_

## Useful Telephone Contacts

Fire Alarm Service Engineer

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Fire Extinguisher Engineer

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Emergency Lighting Engineer

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1

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2

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# 4 The Fire Risk Assessment

Under **the Order** the person identified as the **Responsible Person** must: -

- Carry out and record all the findings from their risk assessment regardless of the size or purpose of the premises or the number of people who work there. The **fire risk assessment**, must focus on the safety in case of fire of all 'relevant persons'. It should pay particular attention to those at special risk, such as disabled people (including mobility impairment or learning disability etc.), those who you know have special needs and children, and must include consideration of any dangerous substance liable to be on the premises. Your fire risk assessment will help you identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions you need to take.
- Carry out a suitable and sufficient fire risk assessment of the premises, considering all the employees and other people who may be affected by a fire in the workplace, (**relevant persons**) making adequate provision for any disabled people with special needs or young persons who use or may be present on the premises.
- Identify the significant findings of the risk assessment and the details of anyone who might be especially at risk in case of fire.

All Responsible Persons must now record their fire safety arrangements.

- Fire safety arrangements are how you manage the fire safety in your building. These can be anything from procedures you need to have written down to policies you have in place.

If you appoint someone to help undertake or review your fire risk assessment, they must be competent. By that we mean they must have sufficient training and experience or knowledge. The Responsible Person must make a record of the identity of the individual employed, or contracted by them, to undertake or review any or all of the fire risk assessment. This includes:

- their full name.
- their organisation name, if applicable

At some point in the future the **Responsible Person** may introduce changes in the premises which have an effect on fire risks and precautions, e.g., changes to the work processes, furniture, plant, machinery, substances, buildings, or the number of people likely to be present in the premises. Any of these could lead to new hazards or increased risk.

If there is any significant change, the **Responsible Person** will need to review the assessment in the light of the new hazard or risk.

Date of the fire risk assessment: \_\_\_\_\_

Dates of fire risk assessment reviews \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## 5 The Training of Employees

The type of training should be based on the particular features and occupancy of the premises and:

- Should explain the emergency procedures.
- Take account of the work activity, the duties and responsibilities of staff.
- Take account of the findings of the risk assessment.
- Be easily understandable by your staff and other people who may be present.

Finally, this training should be tested by fire drills(at least annually).

The Responsible Person must ensure that all employees, other staff (and contractors) are told about the evacuation arrangements and are shown the means of escape as soon as possible after attending the premises.

Training should be repeated as necessary (usually once or twice a year) so that staff remain familiar with the fire precautions in the premises and are reminded about what to do in an emergency – including those who work in the premises outside normal hours, such as cleaners or shift-workers. It is very important to tell staff about any changes to the emergency procedures before they are implemented.

Training should preferably include practical exercises, e.g., fire drills, to check people's understanding of the emergency plan and make them familiar with its operation. In small workplaces, this might consist of making sure that employees are aware of details of the Fire Action Notice.

Training should include the following:

- The action to take on discovering a fire.
- How to raise the alarm and what happens then.
- The action to take upon hearing the fire alarm.
- The procedures for alerting members of the public and visitors including, where appropriate directing them to exits.
- The arrangements for calling the Fire & Rescue Service.
- The evacuation procedures for everyone in the premises to reach an assembly point at a place of total safety.
- The location and when appropriate, the use of fire-fighting equipment.
- The location of the escape routes, especially those not in regular use.
- How to open all escape doors, including the use of any emergency fastenings.
- The importance of keeping fire doors closed to prevent the spread of fire, heat and smoke.
- Where appropriate, how to stop machines and processes and isolate power supplies in the event of fire.
- The safe use of and risks from storing or working with highly flammable and explosive substances.
- The reason for not using lifts (except those specifically installed or adapted for evacuation of disabled people).
- The importance of general fire safety and good housekeeping

In addition to the training in general fire precautions, staff should be informed of the risks from flammable materials used or stored on the premises. They should also be trained in the precautions in place to control the risks, particularly their role in reducing and controlling sources of ignition and fuel for the fire. Those working in high-risk areas should receive specific training in safe operating procedures and emergency responses.

Where appropriate, training should cover:

- Standards and work practices for safe operation of plant and equipment and safe handling of flammable materials (especially flammable liquids).
- Housekeeping in process areas.
- Reporting of faults and incidents, including leaks and spills of flammable liquids.
- Emergency procedures for plant or processes in the event of fire, spills or leaks.
- Relevant legal requirements.

Further guidance on training is contained in the **Approved Code of Practice to the Management of Health and Safety at Work Regulations 1992**.

All the staff identified in your emergency plan who have a supervisory role in the event of fire (e.g., heads of department, fire marshals or wardens and, in some large workplaces, fire fighting teams), should be given details of the fire risk assessment and receive additional training. This might include some or all of the measures listed at the beginning of this section.

## 5.1 Guests and Visitors

- Ensure that all guests/visitors to the premises are aware of the actions to take in the event of an emergency.
- Premises which take in foreign workers or guests should have their fire instruction procedures provided in the appropriate language.



# 6 Means of Escape

In the event of a fire, the occupants of the premises must be able to leave the building and reach a place of safety beyond the building by unobstructed routes, which are not involved in the fire.

Daily inspections of the means of escape should be carried out to ensure that they are freely available.

## 6.1 Check

- Fire doors are provided to prevent the spread of heat and smoke. Keep them shut and do not prop them open or remove their self-closing devices.
- Keep corridors and stairways clear of storage and waste material.
- Ensure that final exit doors can be readily opened from the inside without the use of a key, code or other device that would delay escape.
- Keep areas outside final exit doors clear of obstructions at all times.
- Always ensure that exits are clearly indicated, with the exit signs visible from the furthest part of a room.

Immediate action should be taken to remedy any deficiencies, which are found in the means of escape arrangements.

Any deficiencies should be recorded in the logbook and signed off when rectified.



# 7 Fire Fighting Equipment

## 7.1 Portable Fire Fighting Equipment

**Ensure that all staff know where the extinguishers are sited and how to operate them safely.**

Portable fire extinguishers should be inspected weekly to check that:

- Each extinguisher is located in the designated place.
- Each extinguisher is unobstructed and visible.
- The operating instructions of each extinguisher are clean and legible and face outwards.
- Each extinguisher has not been operated and is not obviously damaged.
- The reading of any pressure gauge or indicator fitted to an extinguisher is within operational and safety limits.
- The seals and tamper indicators of each extinguisher are not broken or missing.

Faults and remedial action should be recorded in the fire logbook.

A competent person should carry out servicing as follows:

- Basic annual service.
- Extended service every five years.
- Overhaul/recharge every 10 years or as specified.

Portable fire extinguishers should be maintained in accordance with BS 5306: Part 3.

## 7.2 Hose Reels

Hose reels should be checked weekly to make sure that they are not damaged or obstructed. A competent person should service them annually.

Faults and remedial action should be recorded in the fire logbook.

Hose reels should be maintained in accordance with BS 5306: Part 1.







The following recommendations apply:

## 8.1 Daily Attention

The person responsible should ensure that the control and indicating equipment is checked at least once every 24 hours to confirm that there are no faults on the system.

## 8.2 Weekly Testing

### **Remember to inform any monitoring centres before testing (if applicable)**

When testing the fire detection system, there may be a need to isolate ancillary outputs.

The following recommendations apply:

- **Every week, a manual call point should be operated during normal working hours.** It should be confirmed that the control equipment is capable of processing a fire alarm signal and providing an output to fire alarm sounders, and to ensure that the fire alarm signal is correctly received at any alarm receiving centre to which fire alarm signals are transmitted. It is not necessary to confirm that all fire alarm sounder circuits operate correctly at the time of this test.

Note 1: It is essential that any alarm receiving centre is contacted immediately before, and immediately after, the weekly test to **ensure that unwanted alarms are avoided** and that fire alarm signals are correctly received at the alarm receiving centre.

Note 2: The user must take into account the manufacturer's recommendations, particularly when battery powered devices are being tested, e.g., within radio-linked fire alarm systems.

- The weekly test should be carried out at approximately the same time each week; with instructions to occupants of the premises to report any instance of poor audibility of the fire alarm signal. In systems with staged alarms incorporating an "Alert" and an "Evacuate" signal, the two signals should be operated, where practicable, sequentially in the order they would occur at the time of a fire (i.e., "Alert" and "Evacuate").
- In premises in which some staff only work during hours other than that at which the fire alarm system is normally tested, an additional test(s) should be carried out at least once a month to ensure familiarity of these staff with the fire alarm signal(s).
- A different manual call point should be used at the time of every weekly test, so that all manual call points in the building are tested in rotation over a prolonged period. There is no maximum limit for this period (eg. in a system with 150 manual call points, the user will test each manual call point every 150 weeks). The result of the weekly test and the identity of the manual call point used should be recorded.
- The duration for which any fire alarm signal is given (other than solely at control and indicating equipment) at the time of the weekly test by the user should not normally exceed one minute, so that, in the event of a fire at the time of the weekly test, occupants will be warned by the prolonged operation of the fire alarm devices.
- Voice alarm systems should be tested weekly in accordance with the recommendations of BS 5839-8.

## 8.3 Monthly Attention

The following recommendations apply:

- If an automatically started emergency generator is used as part of the standby power supply, it should be started up once each month by simulation of failure of the normal power supply and operated on-load for at least one hour. The test should be carried out in accordance with the instructions of the generator manufacturer, including instructions on the load that should be operated. At the end of the test, the fuel tanks should be left filled, and the oil and coolant levels should be checked and topped up as necessary.
- If vented batteries are used as a standby power supply, a visual inspection of the batteries and their connections should be made to ensure that they are in good condition. Action should be taken to rectify any defect, including low electrolyte level.

Note: Care should be taken to ensure that any person undertaking these tasks is competent to do so safely and has the relevant technical knowledge and training.

In addition to the daily and weekly attention, the fire alarm system should be tested or examined whenever so required by the appropriate authority. Details of the recommendations relating to the monthly, quarterly and annual inspections and tests are given in BS 5839: Part 1.

Details of fires, faults, testing, servicing and any temporary disconnections should be recorded in the logbook. There is a separate sheet for recording details of unwanted fire signals.

British Standard Code of Practice BS 5839: Part 1 provides a more detailed series of recommendations for the planning, design, installation and servicing of fire detection and alarm systems in and around buildings.



# 10 Fire Alarm System – Unwanted Fire Signals

The user should arrange for suitable investigation and, if appropriate, action to be taken on every occasion that an unwanted fire signal occurs.

**An unwanted fire signal is a false alarm that is transmitted to emergency services and results in the mobilisation of a fire appliance to the premises.**

This may, for example, comprise managerial changes within the building, modifications to the fire alarm system or an investigation by the organisation that maintains the system.

The user should record appropriate details regarding every false alarm that occurs. Information recorded should include the following:

- Date and time.
- Identity and location of device (if known).
- Category of false alarm (if known).
- Reason for false alarm (if known).
- Activity in the area (if the reason for the false alarm is unknown).
- Action taken.
- The person responsible for recording the information.

At the time of every service visit, the system false alarm record should be checked carefully to determine the following:

- The rate of false alarms during the previous 12 months, expressed as number of false alarms per 100 detectors per annum (the rate should be recorded in the logbook by the service technician);
- Whether, since the time of the previous service visit, two or more false alarms, other than false alarms with good intent, have arisen from any single manual call point or fire detector (or detector location);
- Whether any persistent cause of false alarms can be identified.

At least, a preliminary investigation should be carried out as part of the service work if any of the following apply:

- The rate of false alarms over the previous 12 months has exceeded one false alarm per 25 detectors per annum;
- More than 10 false alarms have occurred since the time of the previous service visit (ie typically, within the previous 6 months);
- Two or more false alarms (other than false alarms with good intent) have arisen from any single manual call point or fire detector location) since the time of the last service visit;
- Any persistent cause of false alarms is identified.

The purpose of the preliminary investigation is to determine whether any action could be taken to reduce the potential for false alarms; the user should be informed of the outcome of the investigation and be given appropriate advice, including advice regarding the need for a more in-depth investigation.

## 10.1 Category of false alarm

Type or cause of alarm	Category
False Alarm Apparatus - Commercial	1
False Alarm Apparatus - Domestic	2
False Alarm Apparatus - Other	3
False Alarm - Malicious	4
False Alarm – Good Intent	5



# 11 Emergency Lighting

## 11.1 Supervision

Regular servicing is essential. The responsible person of the premises should appoint a competent person (safety assistant) to supervise the system, unless they can complete the tasks themselves. This person should be given sufficient authority to ensure the carrying out of any work necessary to maintain the system in correct operation.

## 11.2 Inspection and tests

Inspections and tests should be carried out as detailed in **BS EN 50172:2004** and **BS5266-8:2** i.e., daily, monthly and annually.

### 11.2.1 Daily

An inspection should be made every day to ascertain that:

Indicators of a central power supply are visually inspected for correct operation.

Note: This is a visual inspection of indicators and light units to identify that the system is in a ready condition and does not require a test of operation.

### 11.2.2 Monthly

If automatic testing devices are used, the results of the short duration tests shall be recorded.

Tests shall be carried out as follows:

- Switch on in the emergency mode each luminaire and each internally illuminated exit sign from its battery by simulation of a failure of the supply to the normal lighting for a period sufficient to ensure that each lamp is illuminated.

NOTE The period of simulated failure should be sufficient for the purpose of this clause whilst minimising damage to the system components e.g., lamps

During this period, all luminaires and signs must be checked to ensure that they are present, clean and functioning correctly.

At the end of this test period, the supply to the normal lighting should be restored and any indicator lamp or device checked to ensure that it is showing that the normal supply has been restored.

- In addition to the above, for central battery systems, the correct operation of system monitors shall be checked.
- In addition to the above, for generating sets, refer to the requirement of ISO 8528-12.

### 11.2.3 Annually

If automatic testing devices are used, the results of the full rated duration test must be recorded.

For all other systems the monthly inspection should be carried out and the following additional tests made:

- Each luminaire and internally illuminated sign shall be tested as per monthly test but for its full rated duration in accordance with the manufacturer's information.
- The supply of the normal lighting should be restored, and any indicator lamp or device checked to ensure that it is showing that normal supply has been restored. The charging arrangements should be checked for proper functioning.
- The date of the test and its results should be recorded in the system logbook.
- In addition, for generating sets, refer to the requirements of ISO 8528-12.





# 12 Sprinkler Systems

## 12.1 General

Automatic sprinklers may be conditional to the insurance policy of premises and as such should be maintained in accordance with the terms and conditions of the insurance policy to ensure full and adequate protection.

In addition, a sprinkler system may form part of an engineered solution, compensation for departure from normally accepted fire safety standards or under building regulations. As such, the sprinkler system must be maintained to ensure those departures are consistent with the **Fire Safety Risk Assessment**. Where a sprinkler system forms part of an engineered solution it may also be subject to an **Alterations Notice**, under Article 29 of **the Order**, and the maintenance requirements of Article 17 of **the Order**.

The installer of the automatic fire sprinkler system should provide to the occupier an inspection and programme of checks for the system. The programme should include; instruction on the action to be taken in respect of faults, operation of the system, in particular the procedure for emergency manual starting of any pumps and details of daily and weekly routines. BS EN 12845 and BS 9251(Residential) give relevant details.

### 12.1.1 Weekly

The following checks should be made and recorded.

- All water and air pressure gauge readings on installations, trunk mains and pressure tanks.
- Where necessary all water levels in elevated private reservoirs, rivers, lakes and water storage tanks.
- The correct positioning of main stop valves (open)

#### 12.1.1.1 Water Motor Alarm Test

Each water motor alarm should be sounded for not less than 30 seconds.

#### 12.1.1.2 Automatic Pump Starting Test

Test/checks on automatic pumps should include;

- Check fuel and engine lubricating oil levels.
- Reduce water pressure on starting device to simulate condition of auto-start.
- Record the pump starting (cut-in) pressure and check it is correct.
- The oil pressure on diesel pumps shall be checked as well as the flow of cooling water through open circuit cooling systems.
- Check trace or localised heating systems for correct working.

### 12.1.2 Monthly

Check any starter batteries and battery chargers for correct operation.

### **12.1.3 Quarterly /Six Monthly /Annual Routines**

The service and maintenance schedules detailed in the current British Standard should be carried out by a competent person who will supply the user with a signed and dated report of the inspection.



# 13 Smoke Ventilation Systems

Smoke ventilations systems may be provided as part of an engineered solution and as such may be subject to an **Alterations Notice**, under Article 29 of **the Order** and the maintenance requirements of Article 17 of **the Order**. Furthermore, if the smoke ventilation system is provided for the assistance of fire-fighting purposes, it will also be subject to Article 38 of **the Order**.

The ventilation system test should be carried out in accordance with the manufacturer's instructions, in order to meet the requirements of the current British or European equivalent, standards.

## 13.1 Weekly

During the fire alarm test, check that all smoke ventilators and smoke curtains have operated correctly, and they are properly re-set at the conclusion of the test.

## 13.2 Annually

The system should be tested by a specialist engineer in accordance with the current British or European equivalent, standards.



# 14 Miscellaneous Provisions

## 14.1 General

There are many features that may be provided within premises that relate to Fire Safety or are provided to assist the Fire and Rescue Service in dealing with an incident safely and more effectively to minimise the impact of a fire in a building. These facilities may be provided for one or more of the following reasons;

- Condition of insurance.
- Part of an engineered solution.
- Requirement at time of building, or major refurbishment.
- Compensation for departures from normal building regulations.
- Deemed necessary as part of the **Fire Safety Risk Assessment**.

As such, the facilities provided may be subject to one, or more, of the articles of **the Order** and, if provided, should be maintained to the relevant industry standard, which will usually be the British Standard, or European equivalent.

**Facilities provided may include one or more of the following;**

- Foam inlets.
- Wet / Dry risers.
- Drencher systems.
- Inert gas flooding and other suppression systems.
- Pressurised stairways and corridors.
- Fire fighting shafts, with dedicated lifts.

The above check list is intended to provide only a guide and you should seek advice from your individual service provider on the necessary maintenance regime to ensure full compliance with the law and insurance conditions.

The Fire Service or local authority building control may be able to assist if the premises have only recently been constructed or undergone building works that were subject to local authority approval.





# 15 General Advice

## 15.1 Electrical Equipment and Installations

Fires occurring in electrical equipment are increasing due to the improper use, application or lack of maintenance of the equipment. To reduce the risk of fire all electrical appliances should be maintained under the provisions of the Electricity at Work Regulations 1989.

- Wiring should be regularly checked and renewed if necessary.
- Ensure that correct fuses are fitted to all electrical appliances and fuse boxes.
- Disconnect plugs of all appliances from the mains electricity when not in use.

## 15.2 Heating

- Keep boiler houses clear - do not use them as an extra storeroom.
- Keep portable heating appliances away from furniture and any combustible materials.

## 15.3 Smoking Materials

- Empty all ashtrays.
- Never permit smoking in storerooms.
- Be vigilant in areas where people smoke and provide adequate ashtrays that are emptied regularly.
- Before leaving rooms, which will be unoccupied for long periods, or in which persons will be sleeping, make a final check for any lighted cigarette ends, these may have fallen into the recess of an armchair, on the carpet or on the bedclothes when someone fell asleep.

## 15.4 Arson

Many arson attacks are preceded by petty vandalism and theft, moving onto small fires, which get bigger and more ambitious over a period of time. The proper management of waste materials can remove an easy opportunity target of the arsonist, deliberate fires set in combustible materials next to buildings can quickly spread to the premises themselves which can lead to a complete loss of the building and even the business itself. Help to protect your premises against arson by;

- Locking away any flammable liquids or gases
- Effectively secure your premises at the end of the day
- Keep refuse and debris secure and away from the perimeter of the building.

# 16 Business Continuity and Planning

Fires in industrial and commercial premises can have a serious impact on both national and local economy. There is a risk of significant job losses with subsequent social and economic impact on the community as well as environmental damage.

When considering incidents at premises for the purpose of business continuity it should be borne in mind that approximately 60% of all companies involved in a serious fire are unable to re-start after the fire. Many businesses that experience a serious fire do not recover. Significant parts of the building or premises may have been affected and could remain unusable for some time.

By taking a short moment to consider the impact that a fire might have on your business, you may be able to minimize the impact and ensure survival of your business in the longer term, as well as the survival of people and property in the short term.

The following is intended as prompt rather than a full record of contacts and record of documentations.

## 16.1 List of Considerations and Actions for Business Continuity Following Disruption

Consideration	Satisfactory Yes / No	Further Action Required
Salvage plan prepared and held in secure location away from main premises		
Contract agreements in place and up to date for fire / flood restoration		
Computer files backed up daily to separate server / location away from main building		
Temporary accommodation earmarked and available		
Alternate service provider(s) listed to maintain customer continuity		
Insurance policy checked for cover against loss of revenue and relocation		
List of emergency contacts up to date and available		
Other Considerations		

<b>Consideration</b>	<b>Satisfactory Yes / No</b>	<b>Further Action Required</b>
<b>Other Considerations</b>		
<b>Other Considerations</b>		
<b>Other Considerations</b>		