

## RiskBase - How to record a fire drill

### Step 1

Login to your RiskBase profile via the 'app' site link - <u>RiskBase</u>. (The majority of other tasks are conducted using the 'admin' - <u>RiskBase</u> site)

Click on the blue cloud icon in the top right corner of the page. In the search bar select which *assets* (buildings) you would like to download. This is restricted based on your access level, users should only be able to download buildings that they are responsible for, if you can't download the building you require please contact <u>Fire@ed.ac.uk</u>.

				۹ ۵
Close	Download	d Assets	Done	
Q Sear	ch Cloud Assets			
Relevan	t to Me 🔻		_	Fire Drill Regular Check
	[0003] Chambers Street (7) 7-8 Chambers Street, EH1 1HR RB-L3CZ57 / 0003		Î	
	[0005] Adam House 3 Chambers St, EH1 1HR RB-7WYVR9 / 0005			
FI (1)	[0008] Minto House 20-22 Chambers St, EH1 1JZ RB-BMTHB2 / 0008			

### Step 2

Open the relevant asset file and expand the 'Fire Drill' menu. + Create a new fire drill. Insert the relevant assessment information on the right side of the page - the drill date will remain on the building profile and create a reminder which will show as a task within RiskBase in 11 months time. If another drill is completed and recorded prior to the set deadline the date will update accordingly.

Dreamhouse (University of Edinburgh) Mos. Dojo Casa. Edinburgh RB-HLEXTC - 0000833	Template Name Fire Orill	
Fire	Type Fire Drill	
O Fire Summary	Custom Reference	#
Fire Drill Summary	Assessed Date 14 Mar 24	Ē
+ Create Fire Drill Due 13 March 2024 • You're assigned	Valid From Assessed Date	
Management	Valid Until Asset's Validity	8 — 0 — 0 —
O Management Summary	Authors	
+ Create Regular Check Due 13 March 2024 • You're assigned	Nicola Sangster (v1nsangs@ed.ac.uk) Assessor	



### Step 3

					Drill Check		
O 0/1	<b>O</b> 0/1	NO ACTIONS	No Colitrois	TAN	How to complete a fire drill:		
Overview					1. Ensure that a cell is made to Security Control (Infirmary Street) to inform them of the event. (01316502257)		
Eira Drill					2. Where relevant, contact external Alarm Receiving Centre (ARC) to inform them of the event.		
11 Marca 2004 By Note Sungster RB-VNRNLD				<ol> <li>Activate the building fire alarm utilising a manual break glass call point (Red Break Glass). Note that this is achieved with a Test Key and there is no need to break the glass. Ceiling-mounted detection should not be utilised to initiate the alarm unless the fire alarm contractor is in attendance.</li> </ol>			
					4. Monitor and time the evacuation.		
Address and Photo					5. Ensure that persons with responsibilities carry out their duties (e.g. Fire Stewards, Fire Coordinators, etc.).		
Dreamhouse (University of	Edinburgh)				6. Ensure that the building is evacuated fully and all persons are accounted for.		
Moj, Dojo Casa, Edinourgh R8-H.Loxit C + 00008833					7. Check that the person in charge of the external Fire Assembly Point has all the required information that would normally be communicated to the attending Scottish Fire and Rescue Service (SFRS) Officer in Charge.		
Fire Drill					8. On completion of the drill, carry out necessary procedures to reset the main fire alarm control panel then ensure contact is made with Security Control (Infirmary		
Fire Drill				$\rightarrow$	Street) and external Alarm Receiving Centre (if applicable) to inform that the evacuation drill is complete and fire alarm system fully reset.		
					<ol> <li>A debrief should take place with key staff as soon as possible after the evacuation drill has terminated. This allows for sharing of issues and possible areas for improvement.</li> </ol>		
✓ Fire Drill					Did you inform Security that a Fire Drill was being conducted?		
0 Drill Check					× – 🖲		
O       Did you complete your fire drill?         Did the occupants appear to use their nearest escape route?					Did the occupants appear to use their nearest escape route?		
					× × –		
					Did all areas of the building have sufficient numbers of Fire Stewards to manage the evacuation?		
					× × –		
					Did the Fire Coordinator report to the fire panel/main exit?		
					× × –		
					Did the Fire Stewards report to the Fire Coordinator?		
					× × –		

Open the 'drill check' checklist. It's best to input the information immediately after your fire drill has been completed however it can be completed retrospectively. \* Remember to take an assembly point photo.

Select **yes/no/not applicable** for each checklist item. If further action needs to be taken 'create an **action**' these can be categorised by severity and an appropriate timeline attached, a task will be created and can be allocated to an individual or a team. An additional option is to create a **control**, this is a positive note to highlight something that is being done well.

Did the automatic exit doors (if applicable) open and stay open automatically when the alarm was activated?	~
Did you check with Security that the alarm was activated on their system (CCure)?	$\checkmark$
Did security confirm that the alarm was reset?	$\checkmark$
1 action added to checklist	
Add Actions and Controls	
Add Action	+
Add Control	+
	C

Cancel	New Action	Save
Remove boxes from 2nd floor corridor		<b>Q</b>
Obstructing exit		<b>9</b>
2nd floor outside office 2.02		Ab
🛇 Category		Fire Drills
Severity		Substantial
X Timescale		Immediate
Due Due		Based on Timescale: 1 Day
£ Estimated Cost		No Cost
O Pin Location		No Pin
+ 🛛 🔗		A
Teams Automatically Assigned No Teams		
Teams Manually Assigned No Teams		
People Manually Assigned Nicola Sangster		
Belongs To Drill Check		

Developed by Nicola Sangster Shaw for the Fire Safety Unit on [14/03/2024]

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## Step 4

💿 eri	G en	No Actions	No Controls	tit
Overview Fire Drill 13 March 2024 by Nicola Sange	ster			
Address and Photo				
Dreamhouse (University Mojo, Dojo Cesa, Edinburgh RB-HLGXIC + 00008833	of Edinburgh)			
Fire Drill Fire Drill				2
✓ Fire Drill				
Drill Check     Did you complete your fire drill?				

Select 'did you complete your fire drill' and select the value val

### Step 5

When you have completed all sections select the 3 blue ellipses at the top of the page and select 'submit assessment'.





#### Document version

Version number	Summary of change	Date and by whom

#### Alt format

If you require this document in an alternative format please contact The Health and Safety Department on <u>health.safety@ed.ac.uk</u> or call (0131) 651 4255