

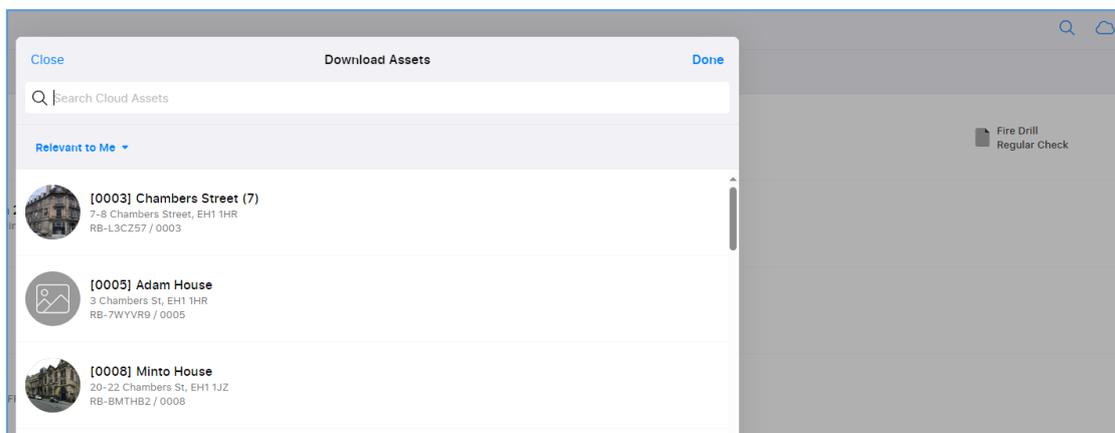


## RiskBase - How to record a fire drill

### Step 1

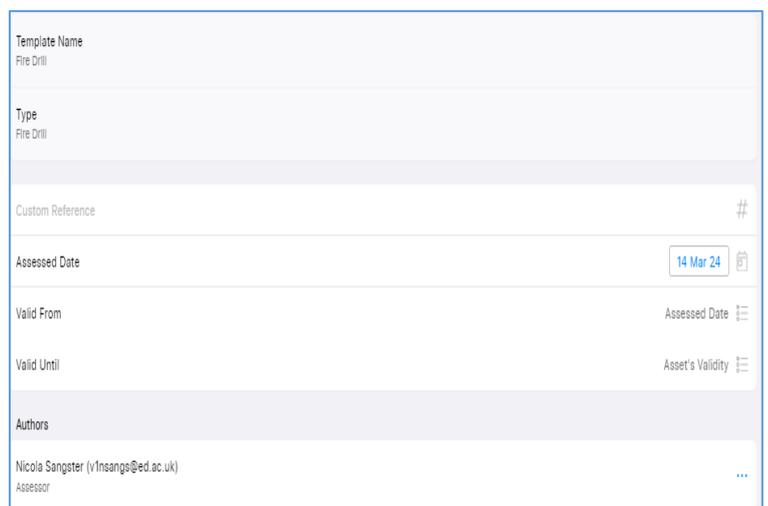
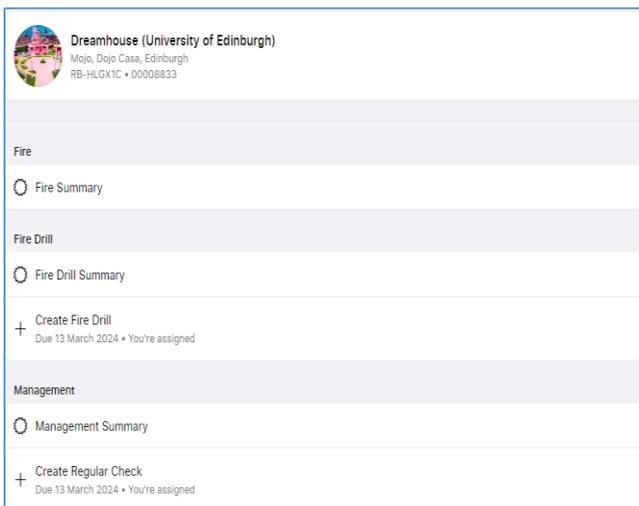
Login to your RiskBase profile via the 'app' site link - [RiskBase](#). (The majority of other tasks are conducted using the 'admin' - [RiskBase](#) site)

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 [Fire@ed.ac.uk](mailto:Fire@ed.ac.uk).



### 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.





## Step 3

Item	Yes	No	Not Applicable
Did you inform Security that a Fire Drill was being conducted?	✓	✗	—
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)? ✓

Did security confirm that the alarm was reset? ✓

1 action added to checklist

**Add Actions and Controls**

Add Action +

Add Control +

Cancel New Action Save

Remove boxes from 2nd floor corridor ✓

Obstructing exit ✓

2nd floor outside office 2.02

Category Fire Drills

Severity Substantial

Timescale Immediate

Due Based on Timescale: 1 Day

Estimated Cost No Cost

Pin Location No Pin

Teams Automatically Assigned NO Teams

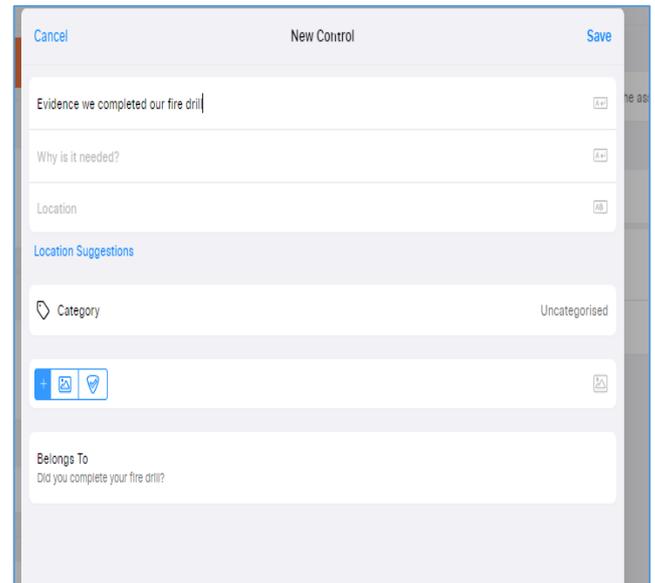
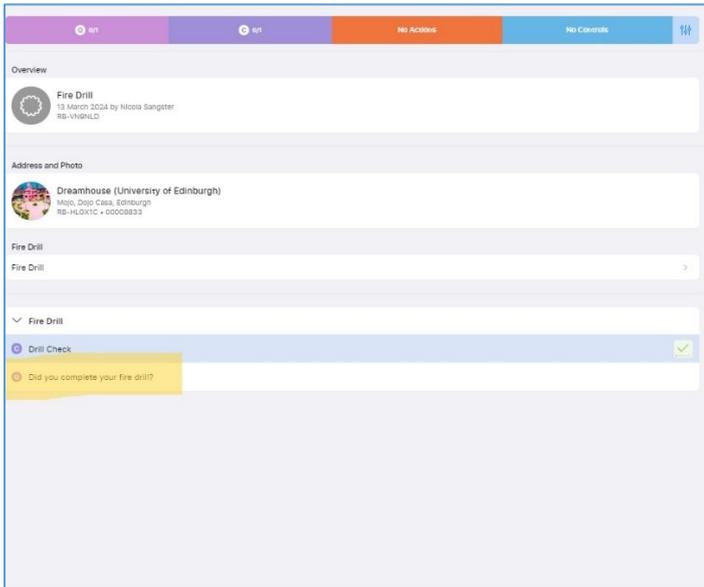
Teams Manually Assigned NO Teams

People Manually Assigned Nicola Sangster

Belongs To Drill Check



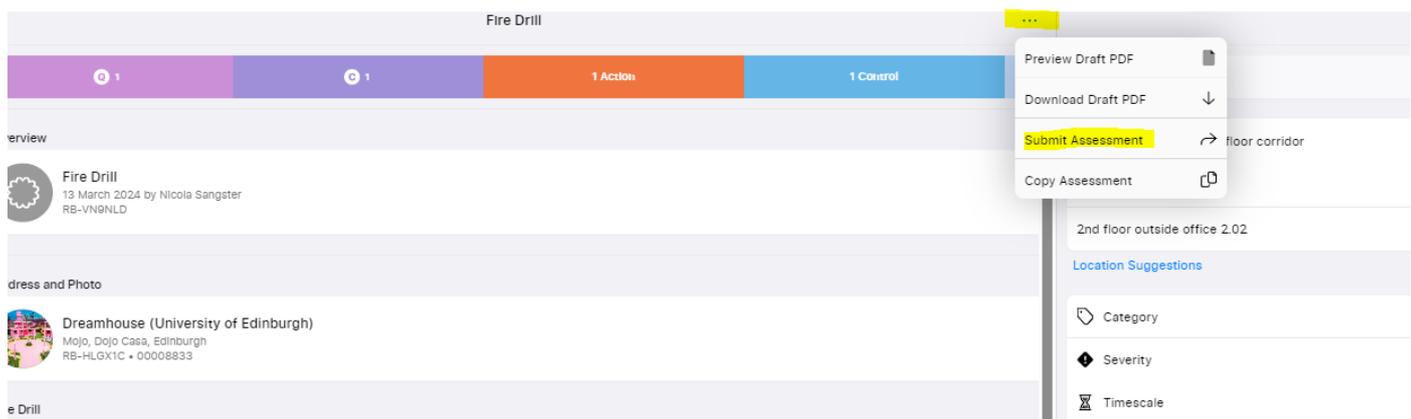
## Step 4



Select 'did you complete your fire drill' and select the  upload image icon. The FSU request a photograph of staff at the assembly point. This can be a selfie a group photo or a general capture of the group from a distance. There is an option to take a photograph live or upload from your device. This is not mandatory if you do not wish to use this feature, please upload a general photograph of the assembly point area/signage to complete your drill.

## Step 5

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





THE UNIVERSITY *of* EDINBURGH  
Health & Safety Department

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 [health.safety@ed.ac.uk](mailto:health.safety@ed.ac.uk) or call (0131) 651 4255