



FIRE SAFETY:

Best practice guidance on Fire Information Grab packs / Premises Information Boxes

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INTRODUCTION

Best practice guidance on Fire Information Grab packs / Premises Information Boxes

Fire engineering methods are increasingly being incorporated into building design. This enables developers to meet functional building requirements with regard to means of escape and firefighting.

Attending fire crews often have to interact with these, sometimes complex systems and therefore need accurate, concise and up to date information when devising firefighting tactics.

BS9999:2017 Annex M calls for operational information to be available to the Fire and Rescue Service and the HM Government guidance notes on fire safety risk assessments call for the provision of information to the Fire and Rescue Service under section 7.3. **There is no specific legislation detailing how this information should be provided.** Grab Packs / Premises Information Boxes are a voluntary system to allow the provision of relevant information to a responding fire service.

Organisations are providing this information in either formal premises information boxes or as emergency grab packs. The type to use will depend on the occupancy of the premises. Where premises are staffed 24 hours a day and someone is designated to meet the Fire Service in the event of an emergency then a grab pack is frequently used. Those premises which are not staffed during certain hours tend to utilise the more formal premises information box which are opened using specialist keys available to all fire and rescue services.

Grab packs/ Premises Information boxes are suitable and advisable for buildings which have one or more of the following:

- A fire engineered solution
- A complex layout
- Complex fire-fighting facilities and/or controlling equipment
- On site hazards linked to either the premises or processes (Building construction (sandwich panels etc.), Dangerous substances (Ammonia, Acetylene etc.))
- Where the provision of such information is agreed as necessary with the local Fire Authority

Grab Pack / Premises Information Box Contents

The Grab Pack / Premises Information Boxes should provide simple and useable information needed by operational crews at the time of an incident.

The following are the essential items:

- Operational contingency plans drawn up in consultation with the local fire service.

They usually identify resources available on site, fire services resources mobilised to a confirmed fire and detail actions to be taken when dealing with the incident. There may also be plans for other specific actions such as removal of staff from site to home when they cannot re-enter the premises to get keys, bags etc.



- Simple plans and or schematic representations of the building to include locations of high risk processes (heat sources such as ovens, heaters etc. welding, cutting and other hot works, dangerous substances such as LPG, flammable liquids, refrigerants etc. forklift charging areas, battery stores Best Practice Guidance Produced in Partnership with Lincolnshire Fire & Rescue etc.). Other examples of information to be included within these plans include utility services cut-off points and a register of types of insulated panel in use and their locations etc.
- Any relevant information relating to equipment and fixed installations associated with fire safety such as automatic smoke detection, sprinklers and smoke extraction including basic operating instructions

Contact names/numbers of the responsible person(s) for the site

- Any other information relevant to the site, premises or occupancy. e.g. IT Server for business continuity
- Simple single line plans should be provided of typical floor plan layouts. Any relevant fire resistance, access, fire-fighting facilities, equipment, services and hazards should be shown. Schematic fire system plans may also be necessary dependant on the complexity of the building.

It is preferable that only Fire Service information is stored in the grab packs / premises information boxes.

The Grab Packs should be sited so that they are readily accessible to designated staff and premises information Boxes should be sited so that they are readily accessible to attending fire crews, inside the primary Fire Service access points into the building or alongside the fire alarm panel.

The location of premises information boxes should be communicated to the local Fire and Rescue Service for inclusion in their mobilising system.

Responsibility for the provision and maintenance of grab packs / information boxes

As a general principle, the person responsible fire safety matters within the organisation or premises will be responsible for ensuring that grab packs / information boxes are provided as well as agreeing the contents with a member of the fire service. Provision must also be put in place for regularly reviewing the relevance of the information contained. This would normally occur annually or alongside the premises risk assessment.

Operational fire crews and Fire Safety officers will have the option to check the contents of the boxes when visiting the premises





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