



SAFETY SERVICES
Level 7, The Arts Tower
Western Bank, Sheffield
S10 2TN

Service Level Agreement

Service Name	FIRE DRILLS (February 2011)
Description of Service	➤ Arrange and carry out fire drills at all occupied University premises.
Client Groups/ Eligibility for Services	➤ Staff ➤ Students ➤ Visitors
Provider Responsibility	➤ Arrange and coordinate drill arrangements ➤ Liaise with Fire Service and Control Room to prevent accidental false calls ➤ Notify relevant departments or personnel ➤ Provide drills and repeat drills as necessary ➤ Take account of departmental requirements (e.g. timings) ➤ Provide feedback on results of the drills ➤ Report problems noted during drills to appropriate Departments ➤ Repeat drills carried out in the event of unsatisfactory performance
User Responsibility	➤ To evacuate buildings promptly to appropriate assembly points ➤ To provide induction training on fire procedures to all new staff and students. ➤ Cooperate with Safety Services in the execution of the drills ➤ Circulate information to departmental staff ➤ To direct all staff, students or visitors to the nearest available fire exit and assembly point ➤ Promptly advise Safety Services if the drill timing will cause a SERIOUS DISRUPTION to your normal activities. ➤ Report any problems or deficiencies encountered during the drill to Safety Services
Availability of Service	➤ Once per annum ➤ Additional drills may be arranged on request
Service/Statistics /Output/Measures	➤ Departmental performance reported annually (on web) ➤ Summary report presented to the University's Health and Safety Committee
Dependencies	➤ Availability of relevant Safety Services staff ➤ Departmental requirements
Feedback/ Monitoring	➤ Formal and informal feedback
Benchmarking	➤ Relevant legislation, BS standards and Approved Codes of Practice

	➤ Home Office Guidance on Fire Precautions (Workplace) Regulations 1997
Exclusions	➤ Very small buildings, properties where occupancy is low and/or infrequent, or unoccupied.
Location of Service	➤ Safety Services
Contact Details	➤ S Massey - Extn 27463 ➤ K Brown – Extn 26202 ➤ Safety Services' Office - Ext 26198
Charges	➤ None
Other	➤ None