



The  
University  
Of  
Sheffield.

Safety  
Services.

## Re-entry Procedure Following a Fire Evacuation

### Building Representative

When the Fire Service is happy that it is safe to do so, they will indicate to a building representative that people are allowed to re-enter the building. The building representative will be either:

- A senior member of departmental staff
- The Duty Porter
- A representative from Safety Services
- The Security Services responder

Departments are asked to nominate a senior member of staff who can act as the Building Representative and be a point of liaison between the building's occupants and the Fire Service. This person will be responsible for communicating the signal that it is safe to re-enter the building to Door-guards and the building's occupants at the assembly point.

### Re-setting of the fire alarm system

Whenever possible the Fire Service or an authorised member of University staff will fully reset the fire alarm system before re-entry is allowed. However in some circumstances it may be acceptable or necessary to allow re-entry before the alarm has been fully reset. This is usually done to avoid delaying reoccupation for excessive periods whilst dust clears or a detector is replaced. The implications of allowing re-entry prior to reset are:

- The automatic signal to the Emergency Control room will not work if the alarm activates again. The automatic signal is only intended as a backup facility to ensure that the control room are alerted if the alarm activates when the building is unoccupied. The primary responsibility for making an emergency call rests with the occupants of the building.
- The detector that originally caused the alarm to be activated will not work until the alarm is reset. Automatic fire detection is a backup system to ensure that the alarm is raised if a person is not present to do so. For short periods having one detector out of action does not pose a significant risk.
- With the exception of emergency release facilities, door controls will not function. This is largely an issue of convenience in that doors that are normally held open will revert to self-closing operation until the alarm is reset.