

UNIVERSITY OF MANCHESTER.



FIRE SAFETY ADVICE NOTE NO 7

Red Box Contents – Hazard Information for the Fire and Rescue Service.

1. Introduction.

Every University building should have a “red box” fitted close to the main entrance (usually adjacent the fire alarm panel) which contains information to assist the fire and rescue service to deal with any emergency they may have to attend. They can also be used for other purpose – e.g. storing the log book for fire alarm testing.

They have been standardised across the University estate with the digi-lock code set at 221 so they are relatively secure but not sufficiently so to contain personally sensitive or confidential information.



Fig 1. A typical Red Box

They contain information specific to the building and this will be broadly of two types - “standard” and “bespoke”. The volume of information the box contains is dependant on what happens in the building and what hazards exist.

Standard Information

1. Outline drawings of the building. These should indicate:
 - where the main isolation switches/valves are for the electricity/gas/water supply inlets;
 - points of entry into the building;
 - nearest hydrants;
 - Location of disabled refuges and where the comms panel is located.
2. Fire Alarm test log book

Bespoke Information

1. As and where buildings are so equipped:
 - Rising main inlet points;
 - Fire-fighting lifts;
 - Controls for smoke clearance systems;
 - Sprinkler main stop valve and any intermediate valves;
 - Other fire suppression information they may need – e.g. Ansul systems in kitchens, Argon/Inergen suppression such as we have in JRL or Kilburn etc.; and
 - Anything else installed specifically for Fire Service use – e.g. “Fireman’s Lift” switches (this isn’t the same as fire-fighting lifts), automatically opening vents on staircases etc.
2. Specific hazard information:
 - Chemical;
 - Radiological;
 - Biological;
 - Compressed gasses;
 - Solvent stores;
 - Areas of positive/negative pressure;
 - High Voltage;
 - Cryogenic;Etc.

This information doesn’t need to be too detailed – mainly just locations and quantities. To my knowledge all such hazards are adequately signed – but of course when smoke filled, firefighters could enter a hazardous space without knowing it - so this type of Red Box info is needed by the Officer in Charge before s/he decides a firefighting strategy and before committing any firefighters.

3. I’m not sure if UoM has any, but in many organisations their “Salvage Plan” is also included in the red box. Essentially salvage plans identify what “assets” should be prioritised for protection if at all possible – e.g. works of art at the WAG, certain documents within JRL, certain medical equipment within Stopford etc. Whether or not the FRS can be effective in protecting any specified assets will always depend on the nature of the incident and their resultant priorities but having a salvage plan to hand can be very helpful.

2.What do fire doors do?

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3. How can you tell if it's a Fire Door?

4. How do fire doors work?

5. How long do fire doors last in fire?

6. Fire Safety action planning.

7. Visual checks of fire doors .

Doors and Frames.

Vision Panels.

Self-closing devices.

It is Prohibited to:-

In conclusion,