

# Fire Log Book

Issued: \_\_\_\_\_

Premises situated at:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Contents

Yearly Timetable for Basic Fire Procedures	2
Fire Alarm System & Automatic Fire Detectors	3
Emergency Escape Lighting – Auto Start Generator	6
Emergency Escape Lighting Batteries	10
Day Staff Instruction/Training	14
Night Staff Instruction/Training	18
Evacuation Drill	22
Portable Fire Appliances-Extinguishers/Blankets/Buckets	24
Hose Reels	28
External Escape Routes	30
Maintenance/Service contractors contact information	34

## Yearly Timetable for Basic Fire Procedures

---

The recommended types of tests, type of record and frequency required are depicted below. Appropriate paperwork should be kept on site in a safe place along with this log.

---

Frequency	Check	Record	Required
Nightly	Escape routes, exit doors, fire- resisting doors electric plugs etc.	None	
Weekly	Fire alarm (call point & bell test)	Log book	
Monthly	Emergency escape lighting – Auto start generator (simulated mains failure)	Log book	
	Emergency escape lighting – batteries test	Log book	
	“Break-to-open” fastenings	None	
Three monthly	Fire instruction/drill for night staff	Log book	
Six monthly	Fire instruction/drill for day staff	Log book	
	Evacuation drill	Log book	Incident report
	Fire alarm/automatic fire detectors	Log book	Test certificate
	Electro magnetic door holders	Log book	
	Escape lighting (batteries)	Log book	Test certificate
	Escape routes, signs etc	Log book	Incident report
Annually	Portable fire appliances	Log book	Label on appliance Test certificate
	Hose reels	Log book	Test certificate
Three yearly	External escape routes	Log book	Test certificate

---

It should be observed that the electrical installation for the premises should be maintained in accordance with the Regulations for the Electrical Equipment of Buildings, published by the Institute of Electrical Engineers. It is required that the installation must be periodically re-inspected and re-tested by a competent person, and a report on its condition obtained at appropriate intervals (e.g. five years).

## **Fire Alarm System & Automatic Fire Detectors**

---

The Fire Alarm System should be tested weekly using a different call point for each test. The building personnel should be informed of the day and time for each test, ideally it is recommended that the day and time remain constant. Personnel should inform the tester if the alarm fails to sound in their work area or if any fault is discovered.

The tester should complete the entry in this log book. Record sheets for this procedure are overleaf. The tester should report any defects to the managing agent who should inform the Fire Alarm Company that maintains the system. Minor faults should be corrected within 24 – 48 hours. If the fault is likely to take longer to correct, an entry should be made in the comments column overleaf explaining the reason for the delay and an estimated date for the completion of the work.

The Fire Alarm System and automatic fire detectors should be tested and serviced by a competent Fire Alarm Engineer every six months. The results of the test should be recorded in the log book. Faults that cannot be immediately corrected should be entered into the comments column, with an estimated date for completion of the work.

If faults remain uncorrected by the time of the next weekly test this should be noted and the managing agent and the Fire Alarm Company notified.





## **Emergency Escape Lighting – Auto Start Generator (Simulated mains failure)**

---

Escape lighting operated by an auto-start generator should be tested monthly through a simulated mains failure. Each light should be checked individually for satisfactory operation while the auto-start generator is running, which should be allowed to run for 15-30 minutes. The auto-start generator itself should be visually inspected, with fuel and lubricant levels topped up as necessary.

Remarks regarding the test and any defects observed should be entered in the log book. Record sheets for this procedure are overleaf. Faults should be reported to the managing agent and to the company responsible for maintenance of the generator/lighting. Minor defects should be repaired within 48 hours. If any delay is likely to occur or the fault requires additional time to repair, information explaining the reason for delay and estimated date of completion should be entered in the comments column overleaf.

The generator should regularly undergo a full service in accordance with the manufacturer's instructions and recommendations. This service should be recorded below and a test certificate issued by the service company.

Date	Service type	Company







## **Emergency Escape Lighting – Batteries**

---

The escape lighting should be checked each month by operation and should be serviced by a competent engineer at six-monthly intervals. The service should include maintenance of the batteries as outlined in the manufacturer's instructions. Where these are self contained units, inspection by means of a full load test should be carried out to ensure adequate capacity is maintained.

Remarks regarding the test and any defects observed should be entered in the log book. Record sheets for this procedure are overleaf. Faults should be reported to the managing agent and to the company responsible for maintenance of the escape lighting. Minor defects should be repaired within 48 hours. If any delay is likely to occur or the defect requires additional time to repair, information explaining the reason for delay and the estimated date of completion should be entered in the comments column overleaf.







## **Day Staff Fire Instruction/Training**

---

All persons employed on the premises should be instructed and trained as to fire precautions and the appropriate action to be taken in the event of a fire. It is important to ensure that staff understand and are trained in their roles appropriate to individual responsibilities in the event of an emergency. This training should be based on written instructions.

It is recommended that instruction should be delivered by a competent person to all staff at intervals

Instruction and training should cover the following items:

- The action to be taken on discovering a fire.
- The action to be taking on hearing the fire alarm.
- The procedure on raising the alarm, including location of call points, internal fire alarm telephones and alarm indicator panels.
- The correct method of calling the fire brigade.
- The location and correct use of fire fighting equipment
- The knowledge of escape routes
- The knowledge of the importance of fire doors and the understanding of the need to close all doors and windows at the time of a fire on hearing the fire alarm.
- The isolation of power supplies, stopping of all machines and processes.
- The procedure for the evacuation of the building, and where appropriate the course of action if members of the public are present.

In addition some categories of staff may have particular and individual responsibilities peculiar to their responsibilities at the time of a fire e.g. Telephonists, Security staff, Department heads. They should receive appropriate training and instruction.

Ideally, one person should be responsible for the organisation and delivery of fire instructions, recording entries in the log book as required. Within larger premises it is advisable to appoint one or more person(s) to be responsible for co-ordinating action during an emergency.

# Day Staff Fire Instruction/Training

DATE	NAME OF INSTRUCTED	INSTRUCTION CONTENT	SIGNATURE

# Day Staff Fire Instruction/Training

DATE	NAME OF INSTRUCTED	INSTRUCTION CONTENT	SIGNATURE

# Day Staff Fire Instruction/Training

DATE	NAME OF INSTRUCTED	INSTRUCTION CONTENT	SIGNATURE

## **Night Staff Fire Instruction/Training**

---

The training of night staff should be as outlined for day staff, but training should be delivered at three monthly intervals.

## **Day Staff Instruction/Training**

DATE	NAME OF INSTRUCTED	INSTRUCTION CONTENT	SIGNATURE

# Night Staff Fire Instruction/Training

DATE	NAME OF INSTRUCTED	INSTRUCTION CONTENT	SIGNATURE

# Night Staff Fire Instruction/Training

DATE	NAME OF INSTRUCTED	INSTRUCTION CONTENT	SIGNATURE

# Night Staff Fire Instruction/Training

DATE	NAME OF INSTRUCTED	INSTRUCTION CONTENT	SIGNATURE

## **Evacuation Drill**

---

A practice fire drill should be carried out every six months, with conditions simulating one or more escape routes blocked off. The fire alarm should be operated by a member of staff, the rest of the fire drill should be carried out as in realistic conditions as circumstances will allow.

In buildings where large numbers of the public are present this may be inconvenient but is necessary, however in certain instances it may be possible to arrange times which will have minimal impact on public activities.

Details with regards to the drill should be recorded in the log book by the "person responsible", including any comments which could be useful for future drills. Record sheets for this procedure are overleaf.

# Evacuation Drill

DATE	REMARKS	SIGNATURE

## **Portable Fire Appliances – Extinguishers/Blanket/Buckets**

A schedule should be kept listing the type, number and location of individual portable fire appliances. These should be serviced at least once a year by a competent engineer. Where premises are considered to be of high fire risk or life risk, and where the appliances are often used or liable to misuse, the service should be conducted every six months.

A label should be fixed to each appliance on which can be recorded the nature and result of each service. In addition this service should be recorded in the log book. Faults that cannot be rectified immediately must be notified to the “person responsible” on site for the fire fighting equipment and/or the managing agent.

All services should be recorded in the log book. Record sheets for this procedure are overleaf. Any defects remaining after the service should be recorded in the comments column overleaf with an estimated date of completion. The log book should thereafter be checked once a week with any outstanding defects noted to the service company for action, until the repair is completed.

# Portable Fire Appliances-Extinguishers/Blankets/Buckets

DATE	COMMENTS/SERVICE FREQUENCY	SIGNATURE

# Portable Fire Appliances-Extinguishers/Blankets/Buckets

DATE	COMMENTS/SERVICE FREQUENCY	SIGNATURE

# Portable Fire Appliances-Extinguishers/Blankets/Buckets

DATE	COMMENTS/SERVICE FREQUENCY	SIGNATURE

## Hose Reels

---

A discharge test of all hose reels is required once a year. The test should include careful examination of the tubing for splits or perishing of the rubber, and replacements should be made as necessary. A label should be fixed to the hose reel drum on which the test and result can be recorded. Faults that cannot be rectified immediately must be notified to the "person responsible" on site for the fire fighting equipment and /or the managing agent.

All services should be recorded in the log book. Record sheets for this procedure are overleaf. Any defects remaining after the service should be recorded in the comments column overleaf with an estimated date of completion. The log book should thereafter be checked once a week with any outstanding defects noted to the service company for action, until the repair is completed.

# Hose Reels

DATE	COMMENTS	SIGNATURE

## **External Escape Routes**

---

It is important that all external escape routes including stairs, balconies and gangways are kept clear and are safe to use. Diligence is required particularly in winter months when snow and ice may pose an added danger.

External routes should also be examined at three yearly intervals by a competent person, with a report filed for each inspection visit. In addition these inspections should be recorded in the log book, record sheets for this procedure are overleaf. Recording any defects and reporting them to the managing agent and the service company concerned.

All records of inspection should be recorded in the log book.

# External Escape Routes

DATE	DETAILS OF INSPECTION	COMMENTS/ACTION	SIGNATURE

## **Incident Report**

---

It is suggested that any fire related event or emergency is recorded in this section of the log book with the relevant information.

It should be observed that every twelve months an inspection of the fire certificate and log book should be made to ensure that every requirement of the fire certificate has been properly fulfilled and documented.

# Incident Report

---

## Maintenance/Service Contractors Contact Information

Name _____ Address _____ _____ _____ Contact _____ Servicing _____ Phone _____	Name _____ Address _____ _____ _____ Contact _____ Servicing _____ Phone _____
Name _____ Address _____ _____ _____ Contact _____ Servicing _____ Phone _____	Name _____ Address _____ _____ _____ Contact _____ Servicing _____ Phone _____
Name _____ Address _____ _____ _____ Contact _____ Servicing _____ Phone _____	Name _____ Address _____ _____ _____ Contact _____ Servicing _____ Phone _____
Name _____ Address _____ _____ _____ Contact _____ Servicing _____ Phone _____	Name _____ Address _____ _____ _____ Contact _____ Servicing _____ Phone _____

## Maintenance/Service Contractors Contact Information

Name _____ Address _____ _____ _____ Contact _____ Servicing _____ Phone _____	Name _____ Address _____ _____ _____ Contact _____ Servicing _____ Phone _____
Name _____ Address _____ _____ _____ Contact _____ Servicing _____ Phone _____	Name _____ Address _____ _____ _____ Contact _____ Servicing _____ Phone _____
Name _____ Address _____ _____ _____ Contact _____ Servicing _____ Phone _____	Name _____ Address _____ _____ _____ Contact _____ Servicing _____ Phone _____
Name _____ Address _____ _____ _____ Contact _____ Servicing _____ Phone _____	Name _____ Address _____ _____ _____ Contact _____ Servicing _____ Phone _____