



# Important Information for all Staff: Changes to Unwanted Fire Alarm Signals

## Issued on behalf of the Corporate Management Team

From 1 July 2023, the Scottish Fire and Rescue Service will stop attending Automatic Fire Alarm Signals call outs to commercial business and workplace premises such as factories, offices, shops, museums and leisure facilities. Also included are schools and early learning centres.

These changes do not apply to sleeping premises, including hospitals, care homes, hotels, or domestic dwellings. Emergency response will continue for these premises.

Staff should continue to remain vigilant to fire hazards and keep escape routes clear. Upon activation of the fire alarm, remain calm, evacuate via the nearest emergency exit and report immediately to the designated assembly point to await further instruction on if/when to re-enter.

Those with fire safety responsibilities should ensure that enough fire evacuation wardens are available across operating hours. Wardens should **“sweep”** their designated area to ensure it is clear of occupants and for any evidence of fire. They should then report back to the fire controller and confirm the situation as **“clear of fire”** or **“fire evident”**.

On fire alarm activation, the fire controller should proceed immediately to the control panel. Fire and Rescue should be notified immediately if the panel indicates:

- A signal initiated by a break glass manual call point.
- A signal in which more than one smoke detector has operated.
- A signal initiated by a heat detector, or by a sprinkler system.
- A signal initiated by a multi-sensor fire detection system.

If none of the above are displayed, and no signs of fire are evident, the fire panel should be reset and a 5-minute delay allowed prior to occupants being permitted re-entry. If during the 5-minute period the alarm reactivates, Fire and Rescue should be notified via **999**

It's recommended that building managers review and refresh their fire procedures through fire evacuation drills to ensure protocols are in place.

Further information and guidance will be made available via Inside NL prior to the changes taking effect on 1st July. Please email [healthandsafety@northlan.gov.uk](mailto:healthandsafety@northlan.gov.uk) with the subject **“UFAS changes”** if any interim advice is required.

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