

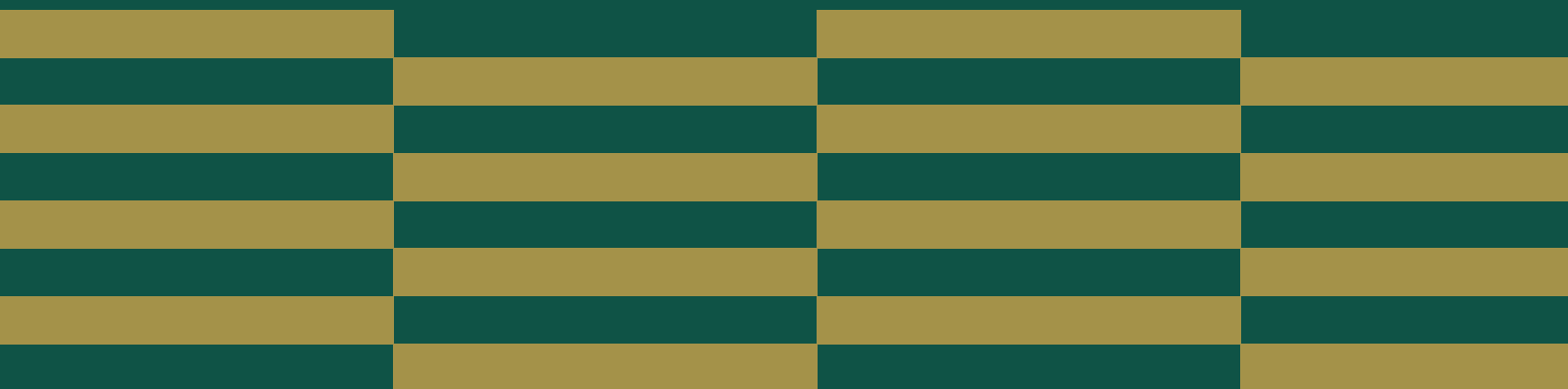


TUS Midlands
Midwest

TUS Estates Midlands

**Standard operational procedures on Fire alarm activation
for security, estates personnel,
and the Service monitoring company**

Version 1



**TUS**

**Technological University of the Shannon:
Midlands Midwest**
Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre Iarthar Láir

TUS Midlands Midwest**Athlone Campus**

University Road

Athlone

Co. Westmeath

N37 HD68

Ireland

☎ +353 90 646 8000

🌐 www.tus.ie

Estates Dept. (Midlands) Procedure/Plan Document

Revision History:

Policy/Procedure – TUS Estates Midlands Standard operational procedures on Fire alarm activation for security, estates personnel, and the Service monitoring company	
Version Number/Revision Number	Date 10 Oct 2023
Initial Version 00	
For circulation.	Estates personnel –all
For file:	Security personnel via security company
	Monitoring company via TUS Fire alarm service company
	H & S office
	As requested.

Approval:

Version	Approved By:	Date
0	Facilities and Estates Manager, Midlands Campus	10 October 2023

Document Location:

TUS Website; Estates Dept. section



TUS

**Technological University of the Shannon:
Midlands Midwest**
Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre Iarthar Láir

TUS Midlands Midwest

Athlone Campus

University Road

Athlone

Co. Westmeath

N37 HD68

Ireland

+353 90 646 8000

www.tus.ie

Table of Contents

1.	Scope	4
2.	Purpose	4
3.	Standard operation procedures	4
4	Training	5

**TUS Estates Midlands
Standard operational procedures on Fire alarm activation
for security, estates personnel,
and the Service monitoring company**

1. Scope

TUS Midlands have the following standard operational procedures in place when a fire alarm system activates on any of the Midlands campuses building stock.

2. Purpose

The purpose of this memo is to set out the procedure to be followed in the event of a fire alarm activation in the TUS Midlands University. This procedure is designed to ensure that the personnel on caretaking duty or security duties together with our external monitoring personnel are all aware of the procedures and system in place.

The purpose of this procedure are to inform the following personnel - TUS Midlands supervising personnel – Tus Midlands caretakers (fire wardens), TUS Security Company (External Company), and TUS external monitoring company.

3. Standard operation procedures

1. The Fire alarm activates.
2. The fire alarm panel send the signal to TUS external control monitoring centre (currently Chubb) via the intruder alarm system of that building. Message sent to Chubb control centre.
3. TUS GSM Digi dialler immediately send out the alert text message to all the following numbers :

a. TUS Emergency phone	(087 1114444)
b. Duty Caretaker phone	(087 9982114)
c. TUS Building Services (M&E) Officer (fire warden)	(087 2772658)
d. Tus Electrician (Fire warden)	(085 8717018)
e. Caretaker Supervisor (Fire warden)	(086 1655085)
f. Caretaker (Fire warden)	(086 1435990)
g. Caretaker (Fire warden)	(086 1275328)
h. Caretaker (Fire warden)	(086 1773640)
i. Caretaker (Fire warden)	(086 1769771)

4. Chubb control centre should immediately rings the Emergency phone number above (a) which will held by the TUS duty caretaker during the hours of 8am to 4 pm weekdays) and Keyguard security

4pm to 8am daily.(Keyguard security will hold both phones (Emergency (a) and duty caretaker phone (b) 24 hours on weekends and Bank holidays)

5. If for some reason there is no answer from the emergency phone (a) – they (Chubb) should contact the duty caretaker phone number phone (b) (all weekday and weekend – 24 hours).
6. If neither phone is answered (this scenario should never happen) and the activation is during **8am - 4pm weekdays** then Chubb should make contact with the next sequenced numbers above via voice i.e. (c, d, e etc.) until a response is received but should still keep trying the Emergency phone number (a) and the duty caretaker phone number (b) until a response is received.
7. Failing all of the above- Chubb is to contact Keyguard security main control centre to get in immediate contact with their onsite representative.
8. All fire wardens and security personnel are to attend the call outs during normal working hours on receiving the text alert from the GSM digi dialler.
9. TUS has normally a 6 minute responses time to get to the building in question and ascertain if there is a fire or not.
10. Chubb control centre may make contact again to confirm if additional services are required however the security or caretaker on duty shall immediately call the Fire service themselves if there is a fire. (If the security or duty caretaker/fire warden confirms that there is not a fire in the building, they should contact Chubb immediately to inform them accordingly (if Chubb has not already contacted them).
11. If fire is confirmed the caretaker/fire warden/security should commence the evacuation procedures as trained.

4 Training

1. Training of all relevant staff on these procedure will be provided by the TUS Midlands Building Services (M&E) Officer. All records of training (signed) are to be forwarded to the estates administration officer by the Building Services (M&E) Officer for filing and record.