



Jersey Fire & Rescue

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Fire Safety Guidance

Secure Information Boxes (SIB's)

Guidance for Businesses and Property Management of tall and complex buildings

Contents Page

Foreword.....	4
Terms Of Reference.....	4
Introduction.....	5
Scope.....	5
Part 1	
Secure Information Box Requirements.....	6
Location.....	6
Security.....	6
Signage.....	7
Maintenance.....	8
Post Incident Checks.....	8
Monthly Checks.....	8
Annual Checks.....	9
Exchange of Information and Definition of Responsibilities.....	9
Part 2	
Secure Information Box Contents.....	9
Contact Details.....	9
Access Information.....	9
Construction.....	10
Occupancy.....	10
Plans.....	11
Fire-fighting Facilities.....	12
Fire Safety.....	12
Hazards.....	13
Off The Run List.....	13
Significant Safety Issues Log.....	13
Evacuation Strategy.....	14

Appendix 'A'

Example of a Premises Information Folder.....13

Appendix 'B'

Public and Firefighter Safety.....14

 Wayfinding Signage/Internal Signage.....15

 Emergency Escape Lighting.....16

Glossary.....16

Foreword

The Secure Information Box (SIB) is a secure and efficient system to provide the States of Jersey Fire and Rescue Service (SJFRS) with essential information for attending fire crews at an incident in your building.

This guidance is an important step in addressing resident's safety in high rise residential buildings.

In the early stages of an emergency the Incident Commander must make tactical decisions based on the risks identified and information gained, to bring the incident under control as soon as possible.

The SIB is an effective source of providing that information and is vital to the Incident Commander. This will enable them to formulate an effective tactical plan to deal with the emergency.

This document sets out the Terms of Reference on the required information expected and the advantages of installing the SIB's.

Terms of Reference

The SJFRS would like to work in partnership with local housing, property agents and businesses of tall and complex buildings. We want to utilise this guidance as an aid to ensure a consistent standard of advice and information is provided regarding the installation and the use of SIB's.

Advantages of installing SIB's include:

- Accessing key areas of the building without the use of force resulting in damage to the property.
- Identifying and managing specific risks and hazards to each building.
- Faster firefighting operations can be implemented, which could result in the saving of life and a reduction in property damage which could affect the accommodation or business.
- The provision of more comprehensive building details which could dramatically influence the outcome of a major incident at the premises.
- The rapid isolation of all utility services to mitigate any hazards or loss of service throughout the property.
- Emergency contacts for the premises can be called at the earliest opportunity to assist in the successful outcome of the incident.
- Implementing actions to protect the environment.



Introduction

This guidance document has been published using the Code of Practice that has been jointly prepared by the Fire Industry Association (FIA) and the National Fire Chiefs Council (NFCC).

It is intended to support new legislation and guidance introduced by the UK Government in response to the recommendations in the Phase 1 report of the Grenfell Tower Inquiry.

The report recommended that SIB's should be provided in all high-rise residential buildings.

The contents of SIB's should also include various information that will be of value to firefighters during an emergency.

There were specific recommendations for building owners and managers. They included:

- Providing Fire and Rescue Service's (FRS) with up-to-date plans in both paper and electronic form of every floor of the building identifying the location of key fire safety systems.
- To ensure that the building contains a SIB, the contents of which must include a copy of the up-to-date floor plans and information about the nature of any lift intended for use by the FRS.

SIB's have existed in a variety of forms for many years in the UK at shopping centres, transport hubs, sports stadia and premises with fire engineered solutions.

Their purpose is to provide a secure, readily accessible storage facility for information for firefighters that, traditionally, included building plans showing facilities such as control equipment for smoke systems, service shut offs and isolation valves.

Scope

This guidance provides recommendations for the provision of Secure Information Boxes and its contents in tall or complex residential buildings.

It is provided for responsible persons and/or management agencies of these buildings to assist in managing SIB's. It also provides advice to FRS's in ensuring access and managing access systems.

Building designers, developers and Building Control authorities will also find benefit from the guidance where a SIB is proposed for new buildings.

This guidance provides recommendations for the:

- Location of the SIB.
- Signage.
- Maintenance of the SIB.
- Premises information.
- Exchange of information between stakeholders and definition of responsibilities.

This guidance can also be applied to other types of premises that are outside the scope of this document. For example:

- existing blocks of flats whose top storey floor height is below 18m or under five storeys (ground plus four floors) which have additional complexity i.e. layout, access, floor numbering, flat numbering, firefighting facilities, fire engineering etc;

- new build blocks of flats whose top storey floor height is 11m or more.

Part 1

Secure Information Box Requirements

Whilst there are a few suppliers of SIB's, the SJFRS do not endorse any company or manufacturer.

The SIB should be installed with a Fire and Rescue Service standard key which will allow easy access for the SJFRS.

Location of the SIB

The SIB needs to be sited where the SJFRS can readily locate and gain access to it. Therefore, it should be sited at the entrance at which the SJFRS are most likely to arrive when attending a call to the premises.

The siting of the SIB should consider:

- the accessibility of the SIB. The Responsible Person (RP) must satisfy themselves that the FRS have the appropriate means to access the SIB for the area where the SIB's are to be sited.
- the need to locate the SIB near other systems or equipment that will be used by fire crews during an incident (e.g., evacuation alert control and indicating equipment and smoke control equipment, rising main inlets etc).
- the ability of the SIB to be properly maintained.
- ideally, the SIB should be located internally within the building. However, if fitted externally, it should be located, preferably, in a sheltered, well-lit area.
- if 24/7 staffing is provided, the SIB may be located within a room, such as a concierge room, provided the location of the room is such that it can be readily and quickly accessed by the FRS. In this case, directional signage may be necessary to assist the FRS.

The bottom edge of the SIB enclosure should be located at least 1.4 m above floor level to facilitate access by FRS crews wearing protective equipment.

Security of the SIB

It is imperative that appropriate care is taken to secure the SIB to prevent unauthorised access or vandalism.

The contents could include sensitive personal information about people with mobility, cognitive and sensory impairments, and building systems which must be kept secure.

The RP should ensure that the SIB manufacturer can demonstrate that the product meets all the security specification recommendations in the section of the Code of Practice and that there are protocols and agreements in place with the SJFRS for the chosen SIB and access system.

The RP is responsible for ensuring that any personal information contained within shall comply with General Data Protection Regulation (GDPR) requirements. The SIB therefore must meet minimum security standards as defined below and it is imperative that appropriate key control and access protocols in place.

The security of SIBs falls into two basic categories based on the level of public access, namely:

Category A:

SIBs mounted externally on a building or those installed in the common parts of a block of flats i.e., accessible to the public, and

Category B:

SIBs mounted internally in a secure area where the SJFRS has established a rapid access protocol or other alternative arrangements (e.g., where there is a 24-hour concierge service in operation and where there is controlled/restricted access, either manual or electronic access control).

SIBs that fall into Category A should be one of the following standards, namely:

- LPS 1175 Issue 7.2:2014 Security Rating 2+; or
- LPS 1175 Issue 8:2018 Security Rating A3+; or
- STS 205 Issue 5:2015 Resistance Class BR 2. 3.9

SIBs that fall into Category B are required to meet one of the following standards:

- LPS 1175 Issue 7.2:2014 Security Rating 1+; or
- LPS 1175 Issue 8:2018 Security Rating A1+ (SR1); or
- LPS 2081 Issue 1.1: 2016 Security Rating A: or
- STS 205 Issue 5:2015 Resistance Class BR 1; or
- STS 225 Issue 1:2021 Resistance Class BR1(S).

The method of fixing should be in accordance with those outlined within the manufacturer's installation instructions, which must provide specific guidance for the substrate to which the SIB should be fixed.

If the SIB is to be fixed to a substrate that is not referenced within the manufacturer's installation instructions, then the installer should seek guidance from the manufacturer.

Regardless, if the SIB is removed from the wall contents should remain inaccessible i.e., the SIB must form a complete enclosure.

Signage

A square or rectangular sign, bearing the words "SIB (or PIB) for Fire and Rescue Service Use Only" (or similar) should be fixed to the door of the SIB enclosure (see Fig 1. below).

The wording should comprise white Sans Serif text, on a red background, with a lower-case letter height of at least 10mm.

The sign should incorporate the red flames pictogram specified for fire-fighting equipment in BS 5499-10.

The sign should be of metal or traffolyte construction and should be fixed to the door of the cabinet by rivets, or by at least four security screws, or by a security adhesive

Figure1.



Where a SIB is not clearly on view for SJFRS crews entering the premises (e.g., it is in a secure room), a directional sign(s) should be prominently located to unambiguously direct FRS crews to the location of the SIB.

The directional sign should comprise of a white arrow on a red background in conjunction with the red flames pictogram specified for fire-fighting equipment in BS 5499-10 and bear the letters “PIB” or “SIB”.

It is not expected that signage on existing SIB installations be replaced. All new signage should follow this guidance.

Maintenance of the SIB

The RP should ensure that the SIB is regularly inspected and maintained by a competent person, to ensure that SJFRS is not hindered by any mechanical faults when attending an incident.

The SIB should be checked to ensure operation and that any defects are actioned in suitable timescales.

The RP should ensure that the competent maintainer and/or the person with responsibility for updating and checking the premises information has access to the SIB.

Maintenance instructions given by the supplier/manufacturer should be followed.

Periodically (at the frequency recommended by the manufacturer, but, at least, annually), the SIB housing, locks, seals and fixings should be inspected for damage or degradation.

It is vital that the RP ensures that a competent person checks and updates the contents of the SIB on a regular basis.

It is recommended that this process of review should include:

Post Incident Checks

- After any incident where the SIB contents are used the RP must ensure the contents are complete and available for use.

Monthly Checks

- Physical checking of the SIB contents – are plans and information sheets still present, accurate and protected in plastic wallets or properly laminated.
- Data checking – to check the contents against any known changes that have taken place, including any changes in terms of residents' mobility, cognitive or sensory impairments.
- The SIB housing, locks, seals and fixings should be inspected for damage or degradation.

Annual Checks (and/or where there have been changes in circumstances through physical works, occupation, processes or usage.)

- Review the premises information for adequacy in scope and detail, as well as accuracy.

It is anticipated that confirmation of these checks being carried out and the quality assurance of these checks will be reviewed in line with any other fire safety system maintenance records.

Exchange of Information and Definition of Responsibilities

It is important that the SIB requirements and its specific use within the building is ascertained as accurately as possible by consultation between the RP and other interested parties, such as the enforcing authority or fire insurer.

The RP should ensure that the SJFRS is notified of any significant change to the operation of the building. (Update significant issues information).

Significant changes include:

- significant fire safety issues – any compartmentation, external wall system or other fire safety issues which may affect fire behaviour in the premises.
- fire-fighting fixed installations including lifts not available for use.
- changes to the evacuation strategy.

Part 2

Secure Information Box Contents

The content of the SIB should be restricted to information relevant for the SJFRS during an incident. Unnecessary and unclear information could delay the operational response.

The SIB contains information that is required for the purpose of operational firefighting and rescue and the content need to be "tailor made" for the building and residents in question.

For example:

Contact Details

A list of individuals who may be contacted by the Emergency Services in the event of an incident. Namely:

- Responsible person
- Single point of contact
- Any relevant engineers

Access information

Access keys and codes to gain access to secure areas during an incident. Specifically, to the following areas:

- building plant rooms
- service areas
- lift shafts and doors
- fixed installation controls
- secure areas
- where isolation points are located
- any other rooms that the SJFRS might reasonably be expected to access.

Construction

Details of the construction of the individual premises that may assist the SJFRS in the event of an incident. Including:

- Year of Construction
- Type of Construction
- Roof materials
- External facades
- Size of building
- Number of floors above ground
- Number of floors below ground
- Number of flats per floor
- Number of staircases
- Mezzanine floors
- Galleries
- Duplex flats.

Occupancy

The Grenfell Inquiry Phase 1 recommendations highlighted the need for the whereabouts and information pertaining to people with mobility, cognitive and sensory impairment(s) to support the SJFRS in evacuation and rescue.

Due to the sensitive nature of this information and the difficulties around keeping the information up to date this guidance advises that the minimum possible information is retained in the SIB to achieve this purpose.

For SJFRS purposes a simple list of flat numbers is required.

To achieve this, the location of the resident requiring assistance should be recorded on a schematic drawing of the building.

The SJFRS would also like to know:

- Number of occupants
- Restricted mobility
- Limited comprehension
- Oxygen therapy in use
- Potential for physical violence

- Potential for verbal abuse
- Evacuation assistance required
- Occupant on medication.

Plans

This can be divided into three separate plans:

1. An Orientation Plan.
2. A Floor Layout Plan.
3. Internal Layout for Split-Level (or Unusual) Flats.

Orientation Plan

This plan (a single line, laminated A3 size drawing) should identify the location of facilities provide for use by the SJFRS. Complex architect type drawings are not suitable.

Details should include the location of:

- a. Main access
- b. Alternative access
- c. Escape staircases and routes (including alternative escape routes)
- d. Firefighting lifts, shafts and staircases
- e. Lift motor room
- f. Isolation points for utility services
- g. Dry/wet riser inlets and outlets
- h. Foam inlets (if any)
- i. Sprinkler main stop valves
- j. Sprinkler water supply and shut off valve
- k. Control panels (fire detection, smoke or ventilation, etc)
- l. The location of the Secure Information Box
- m. Bin areas
- n. Communication link with residents and fire teams
- o. Occupants' evacuation rendezvous points.

Floor Layout Plan

Floor plans are invaluable to the SJFRS crews when recording evacuation and rescue and the numbers of people who left each property.

If each floor is identical, it is sufficient for there to be one layout plan held in the SIB for the premises.

It should illustrate the floor plan layout and include the protected means of escape, any firefighting shafts and staircases.

Ideally each floor landing will have a copy of the floor's layout including the flat numbers. This will be utilised by the firefighting teams for familiarisation before entering the fire compartment.

A floor layout plan should include:

- a. Location of firefighting lifts, shafts and staircases
- b. Location of lift motor room
- c. Location of refuges and other protected (compartmented) zones
- d. Location of dry/wet riser outlets

- e. The location and coverage of any sprinklers and/or gas flooding systems
- f. Location of ventilation system.

Internal Layout for Split-Level (or Unusual) Flats

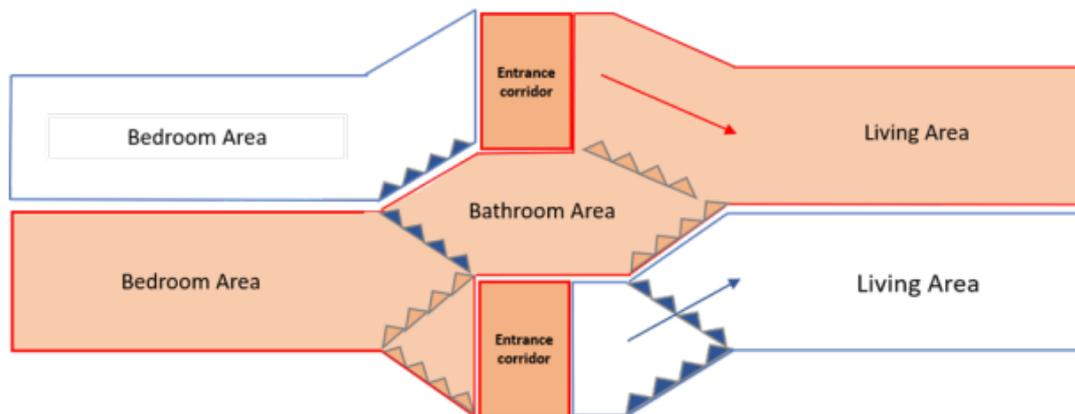
Some types of flat layouts are difficult to understand and negotiate (especially in a fire situation) without a visual understanding.

Certain types ie, duplex, scissor types or individual flats over two levels can be very challenging to successfully carry out and firefighting activities and a simple section drawing can help assist fire crews.

Layouts of each of these types of flats should be included and show the flat number for which it applies.

In this example below (Figure 2), it provides the vertical perspective of a more complex flat, the 'scissor' flat which is invaluable for firefighter's situational awareness.

Figure 2.



Fire-fighting Facilities

Information detailing facilities of relevance and assistance to operational firefighting. This would include details on:

- Any sprinkler, smoke and ventilation systems – simple instructions for use and coverage.
- Dry/wet risers – number and the areas they serve.
- Foam inlets - number and the areas they serve.
- Firefighting and Modernised Lift for Fire Service Use - Details, type, simple instructions and location access.

Fire Safety

Any fire safety features that may assist in the compartmentation, reduction of fire spread and means of escape for the premises. For example:

- Automatic fire detectors – type of system, coverage, and maintenance.
- Emergency escape lighting – type and maintenance.
- Smoke control systems – type of system, simple instructions for use and coverage.

- Design of flat entrance doors and locks.
- Any on-site communication.

Hazards

A description and location of any hazards specific to the premises. Information would include:

- Location of any hazardous materials.
- Safety data sheets for the above.
- Areas of difficult internal access (changes in floor levels).

Off the Run List

An ‘Off The Run’ notice containing details of any lifts or fire-fighting fixed installations not available for use and/or unresolved fire safety issues.

Example of Off the Run List

List of Equipment Off The Run (Not Available For Use)			
Equipment	Date of Defect	Reason	Date of Defect Resolved

Significant Safety Issues Log

This section should be a summary of any significant findings during an inspection by the RP which may impact on fire spread, firefighting, the stay put evacuation strategy or and /or means of escape.

Examples include:

- External Wall System which may facilitate fire spread.
- Any breaches to the compartmentation and in particular to the compartmentation of the firefighting shaft and protected means of escape should be shown on a plan layout.
- Defective rising mains.
- Defective firefighting lifts.

Evacuation Strategy

A description of the current fire strategy. e.g., stay put, simultaneous etc.

Appendix ‘A’

The SJFRS would like to recommend the use of a Premises Information Folder.

This would detail and list all the required information required above in the following sections.

No.	Section
1	Access Information
2	Contact Details
3	Occupancy
4	Firefighting Facilities
5	Fire Safety

6	Hazards
7	Evacuation Strategy
8	Construction of Building
9	Off The Run List
10	Plans
11	Significant Issues

Appendix 'B'

Public and Firefighter Safety

In addition to the information about the building, other fire safety features that assist both the residents/occupiers and firefighters are physical features inside.

Decreased visibility can create difficulties for fire fighters navigating within buildings. A correctly designed Safety Way Guidance System within a building may provide advantages to crews entering a building using breathing apparatus.

A phosphorescent system can provide visual clues for people that are visually impaired, not only in the dark but also in lit conditions, aiding their means of escape. These include:

- Wayfinding signage
- Internal signage
- Emergency escape lighting

Wayfinding Signage/Internal Signage

To assist the Fire Service to identify each floor in a block of high-rise flats, floor identification signs and flat indicator signs should be provided.

Wayfinding signage can also be used in other buildings to aid escape for occupants by highlighting escape routes and fire safety information as part of a safety way guidance.

This guide outlines the general principles for safety way guidance systems.

Wayfinding systems can be divided into the following types:

Electrically powered systems utilising low level bulkhead lights, LED lights embedded into the building and electro-luminous panels powered from a central core battery.

Conventional single battery powered units installed at low level; and

Phosphorescent (photoluminescent) high grade way guidance system fitted at low level.

The lobby identification sign should meet the following minimum conditions.

- The dimensions of the signs should be at least 500mm x 300mm.
- The signs should be located at the entrance lobby or at every entry point for the premise.
- The text should be in 'sans serif' typeface with a letter height of at least 20mm. The height of the numeral that designates the floor number should be at least 20mm.
- The signs should be mounted 1.8m to the top of the sign, above floor level and, as far as practicable, all the signs should be mounted at the same height.
- The text should be on a contrasting background, easily legible and readable in low level lighting conditions or when illuminated with a torch.

- The sign should contain a planned layout of the ground floor with details such as services/plant rooms as well as dry riser inlet, stairs and lifts. A planned layout of the floors detailing flats, dry riser outlets and lifts should be included.
- Other details to include the number of lifts and stairs that are accessible to the lobby and all floors.
- Ground floor signage should also include service and utilities.
- The text and numeral content should be at least 20mm.

Identification signs should meet all the following minimum conditions.

- The signs should be located on every landing of a protected stairway and every protected corridor/lobby (or open access balcony) into which a firefighting lift opens.
- The text should be in sans serif typeface with a letter height of at least 90mm. The height of the numeral that designates the floor number should be at least 150mm.
- The signs should be visible from the top step of a firefighting stair and, where possible, from inside a firefighting lift when the lift car doors open.
- The signs should be mounted 1.8m to the top of the sign, above floor level and, as far as practicable, all the signs should be mounted at the same height.
- The text should be on a contrasting background, easily legible and readable in low level lighting conditions or when illuminated with a torch.
- The sign should contain a planned layout of the floor detailing flats, dry riser outlet and lifts.
- The dimensions of the signs should be at least 500mm x 300mm.
- Other details to include the number of lifts and stairs that are accessible to the floor. The text and numeral content should be at least 20mm.

The wording used on each floor identification sign should take the form Floor X, with X designating the number of the storey, as intended for reference by residents. The floor number designations should meet all the following conditions.

- The floor closest to the mean ground level (see Diagram C4 Height of building page 137 Vol 2-Buildings other than dwelling houses Jersey) should be designated as either Floor 0 or Ground Floor.
- Each floor above the ground floor should be numbered sequentially beginning with Floor 1.
- A lower ground floor should be designated as either Floor -1 or Lower Ground Floor.
- Each floor below the ground floor should be numbered sequentially beginning with Floor -1 or Basement 1.

All floor identification signs should be supplemented by flat indicator signs, which provide information relating to the flats accessed on each storey. The flat indicator signs should meet all the following conditions.

- The signs should be sited immediately below the floor identification signs, such that the top edge of the sign is no more than 50mm below the bottom edge of the floor identification sign.
- The wording should take the form Flats X-Y, with the lowest flat number first.
- The text should be in sans serif typeface with a letter height of at least half that of the floor indicator sign.

- The wording should be supplemented by arrows when flats are in more than one direction.
- The text and arrows should be on a contrasting background, easily legible and readable in low level lighting conditions or when illuminated with a torch.

The key standards relevant to wayfinding systems are:

BS ISO 16069:2017 Graphical symbols – Safety signs – Safety way guidance systems.

BS 5266-2:1998 Code of practice for electrical low mounted way guidance systems for emergency use.

BS 5266-6:1999 Code of practice for non-electrical low mounted way guidance systems for emergency use – Photoluminescent systems.

NOTE: In the case of multi-storey flats with two or more entrances, the flat number should only be indicated on the normal access storey.

Emergency Escape lighting

All escape routes should have adequate artificial lighting.

Lighting to escape stairs should be on a separate circuit from that supplying any other part of the escape route.

Standards for the installation of a system of escape lighting are given in BS 5266-1.

Glossary

Evacuation Alert System (EAS)	A system, conforming to BS8629:2019, intended for installation in a building containing flats or maisonettes to enable the fire and rescue service to initiate an evacuation alert signal by means of evacuation alert devices within the flats or maisonettes, using manual controls incorporated within the EAS control and indicating equipment
Firefighters Lift	A Lift, conforming to BS EN 81-72, which has protection, controls and signals which enable it to be used under the exclusive control of firefighters
Fire Main	Water supply pipe installed in a block of flats for firefighting purposes, fitted with landing valves at specific points. The main may be 'dry', in which case it is fitted with inlet connections at fire and rescue service access level, so that it can be charged with water from pumping appliances. In tall blocks, the main is 'wet' and is permanently charged with water from a pressurised supply.
Fire Resistance	The ability of a component or construction of a building to satisfy, for a stated period of time, some or all of the appropriate criteria of relevant fire test standards.

Fire-fighting Shaft	A fire-resisting enclosure containing a fire-fighting stair, fire mains, fire-fighting lobbies and, if provided, a firefighting lift.
Means of Escape	A route(s) provided to ensure safe egress from the premises or other locations to a place of total safety.
Modernised Lift for Fire Service Use	A lift primarily intended for passengers use which has been modernized with at least the basic additional protection, controls and signals measures that enable it to be used under the direct control of the fire service.
Secure Information Box (SIB)	A secure enclosure fitted securely in the lobby of the building, holding the Premises Information Folder.
Premises Information Folder	A folder held in the Secure Information Box which contains plans and building information of importance to the Fire and Rescue Service on attendance at a high-rise/tall building incident.
Protected Route	An escape route that is adequately protected from the rest of the building by fire-resisting construction.
Responsible Person	A 'responsible person' (as defined in the Fire Precautions (Jersey) Law 1977) can be defined as: a) in relation to a workplace, the employer, if the workplace is to any extent under his or her control; b) in relation to any premises not being a workplace under the control of the employer – I.the person who has control of the premises (as occupier or otherwise), or II.the owner, where no other person has control of the premises (as occupier or otherwise)
Simultaneous Evacuation	Procedure in which all parts of a high-rise/tall building are evacuated following the giving of a common alarm of fire
'Stay Put'	An evacuation strategy based on the principle that only the residents of the flat of fire origin need to escape initially, while other residents may remain in their own flats