

Premises Information Box Guidance for Responsible Persons

A premises information box (PIB) is a key safety device that may be installed within many buildings that contains important information for fire crews attending an incident.

The box should contain all of the building's key safety information and detail any hazards on site that can greatly assist fire crews during the initial stages of an incident should a Responsible Person not be in attendance.

At West Sussex Fire & Rescue Service (WSFRS) we encourage the use of PIBs for large or complex premises. WSFRS encourage the Responsible Person/s to consult with their local fire safety team and fire service response personnel for further information and advice if required. Contact details for these teams can be found at the end of the document.

Having a PIB on site gives responding fire crews an early overview of a site, allowing firefighting operations to be implemented more quickly, which could save a greater percentage of the property or business. It will also aid the Incident Commander's decision making by having timely and relevant risk information available. It will aid with the isolation of utilities and services and ensure that company emergency contacts can be called at the earliest opportunity.

Having premises plans inside a PIB makes searching the building and locating the main seat of fire far easier and safer for firefighters. It also means access maybe gained to areas of the building without the need for the use of force. Effective measures can also be put in place to protect the environment.

Which buildings would benefit from having a Premises Information Box?

PIBs are suitable and advisable for buildings which have one or more of the following:

- A fire engineered solution.
- A complex layout.
- On-site hazards linked to either the premises or processes. Such as building construction (sandwich panels, flammable cladding etc.), dangerous substances such as ammonia and acetylene.
- Hazards that could pose a risk to attending crews in the event of an incident occurring.

- Where the provision of such information is agreed as necessary with the local Fire Authority.

PIBs should be easily recognisable, usually red in colour, with a photo-luminescent sign clearly denoting that it is a PIB in the centre of the box door. This is to assist the crews if the lighting fails.

PIBs should be sited so that they are readily accessible to attending fire crews, inside the primary fire service access points of the building or alongside the fire alarm panel.

Where it is necessary to site the boxes externally, they should be in a prominent well-lit position preferably sheltered from inclement weather.

The location of PIBs should be communicated to WSFRS for inclusion in their mobilising system.

All WSFRS fire appliances carry a Gerda Box key for access, if other boxes are in use key codes/key safe details can be passed and added to our mobilisation system.

As a general principle the person responsible for fire safety for the building will be responsible for installing the boxes and providing, agreeing, and maintaining the information. The contents of the box should be reviewed whenever any changes that will affect the information have been identified.

It is advisable that this occurs annually or alongside the building's fire risk assessment review.

What to include in a Premises Information Box

The contents of the PIB should contain relevant and up to date information that could include but not be limited to the following:

- Laminated A3 Floor plans and generic layout of the premises.
- Building construction type including floors.
- How to access the roof if necessary, (lift & plant rooms).
- This could include a colour coded fire alarm zone plan.
- There should also be plans showing utility isolation points such as gas, electric, water and solar panels. Alongside access, location, and facilities for firefighting these include automatic opening vent systems, dry riser inlets and outlets, Firefighters Lifts, Fireman's Lifts, Firefighters Shafts and hydrants. These can be simple line plan drawings or CAD Plans but must include a key clearly denoting the symbols.
- A table depicting floor and flat numbering.
- A copy of the evacuation strategy and evacuation plans for the building (Stay Put/Full/Phased Horizontal).

- Details of Personal Emergency Evacuation Plans (PEEPs) in place for residents.
- Hazard and risk information and their locations for items such as explosives, hazardous substances, flammable liquids, battery storage areas, dangerous substances such as O2 or gas cylinders and welding equipment.
- Details of unusual features for example, basements and tunnels.
- Details of fire safety system locations, isolation, control panels and access codes (alarm panels, sprinklers, and smoke control systems, evacuation alert systems).
- Keys for alarm panels, lift overrides and lift motor rooms.
- Lift motor room location and information on lift system/isolations.
- Security systems in place.
- Emergency contact numbers of the responsible person/site specialist advisors/managing agents for the premises.
- A copy of the Fire Risk Assessment

Examples of plans to have in a PIB.

A table of flat and floor numbers

Seventh Floor	Flats 89-94
Sixth Floor	Flats 83-88
Fifth Floor	Flats 72-82
Fourth Floor	Flats 61-71
Third Floor	Flats 46-60
Second Floor	Flats 11-45
First Floor	Flats 16-30
Ground Floor	Flats 1-15

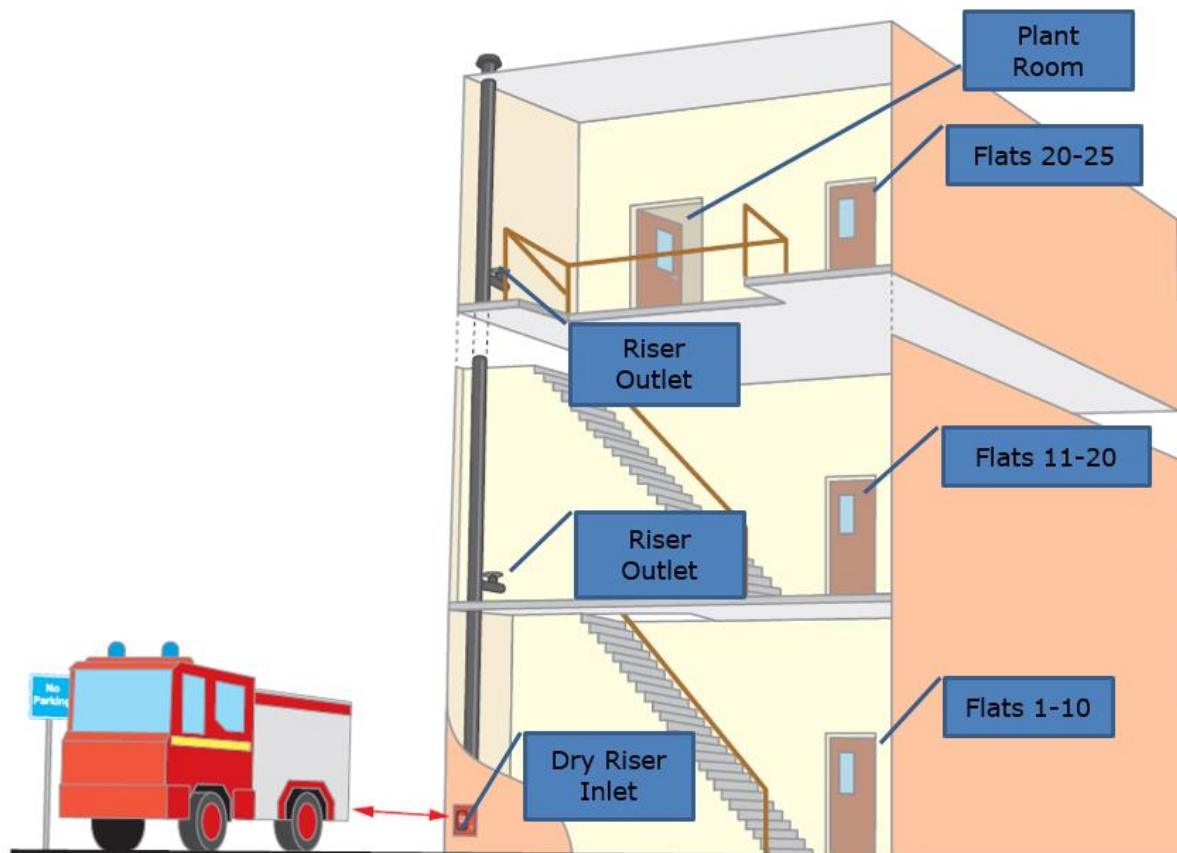
Colour Coded Zone Map



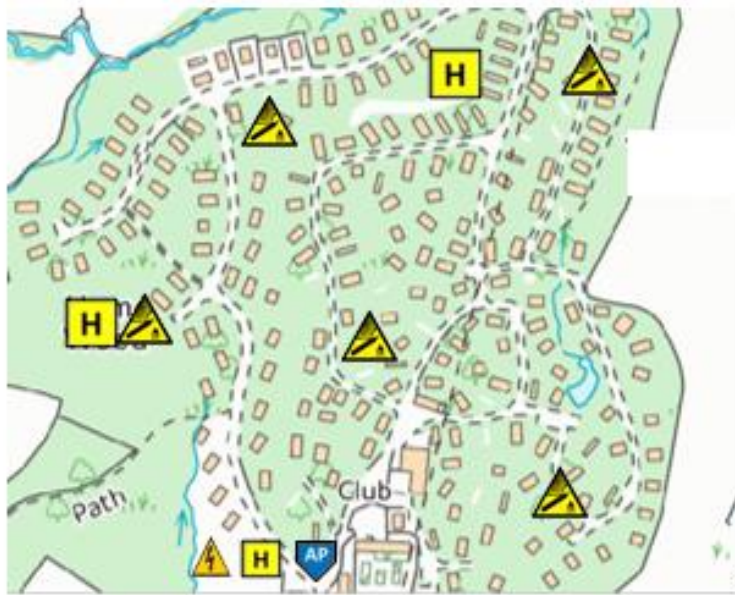
A simple line drawing plan of the premises including firefighting systems and isolation icons



A simple side elevation drawing



A simple bird's eye view of the premises showing hazards and water points



Key:

Vehicle access point



LPG Cylinder Store



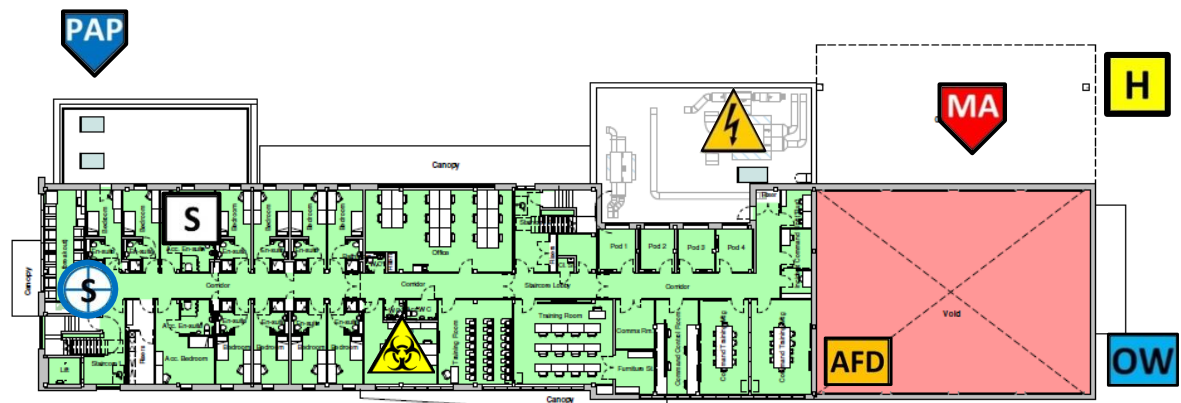
Electric Hazard (Substation)



Hydrant



More detailed CAD plans



Example of PIB location



For more information contact:

Operational Risk Management Team
West Sussex Fire and Rescue Service
Hurst Road
Horsham
West Sussex
RH12 2DN

Email: FRSopsriskmanagement@westsussex.gov.uk