



**Northern Ireland
Fire & Rescue Service**

STANDARD OPERATING PROCEDURE NO 12

Operational Intelligence

17 February 2009

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VERSION CONTROL

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NORTHERN IRELAND FIRE & RESCUE SERVICE

STANDARD OPERATING PROCEDURE NO 12

OPERATIONAL INTELLIGENCE

INTRODUCTION

The collation and dissemination of operational risk information is integral to Northern Ireland Fire & Rescue Service's (NIFRS) overarching emergency planning structure. It is therefore necessary to implement a process of Site-Specific Risk Assessment and emergency planning in order to discharge NIFRS responsibilities under The Fire and Rescue Services (Northern Ireland) Order 2006 and the Health and Safety at Work (Northern Ireland) Order 1978.

This Standard Operating Procedure (SOP) is being implemented to achieve uniformity in the operational intelligence gathering process throughout NIFRS and must be read in conjunction with Operations Policy No 5: *Emergency Planning*. The process detailed within the SOP shall replace those carried out previously under Article 4(2)(d) of the repealed Fire Services (NI) Order 1984, which has been phased out with the implementation of the Operational Intelligence strategy.

The Operational Intelligence process detailed in this SOP incorporates both a quantitative and qualitative approach to the assessment of operational risk, with the emphasis and weight being attached to the degree of risk which the premises pose to Firefighters attending operational incidents. However, the process will also identify premises which, although not presenting an obvious risk to Firefighters, may require the preparation of an Operational or Emergency Response plan, ie, complex sleeping risks, heritage premises, incidents posing a risk to the environment, etc.

The process presents the opportunity to obtain information relating to the premises that is relevant to other departments within NIFRS, ie, Community Development, Operations Development and Operations Support. The sharing of premises' information between these departments will also reduce duplication of effort in terms of time and resources.

The process differs fundamentally from the previous approach in that it facilitates a co-ordinated and comprehensive approach to Site-Specific Operational Intelligence with a single Risk Register for NIFRS, capable of being filtered locally at Area, District and Station level.

It is essential that, as NIFRS moves towards a premises-based mobilising system, all information relating to an individual premises, be it Operational Risk, Fire Safety, Integrated Risk Management Plan, Risk Analysis or Health and Safety, is accessible from a common source.

Relevant premises' information will be held electronically, which will enable Incident Commanders (using a Mobile Data System (MODAS)) to access all available information from the outset of an operational incident.

The creation of a numbered, indexed and ***uniquely coded*** Operational Risk file for each premises, maintained at District level and similar to a Fire Safety file, should ensure that an audit trail is provided, detailing initial and subsequent inspections, exercises, correspondence and liaison, which will enable NIFRS to demonstrate a robust and transparent approach to the collation and dissemination of risk information in a way which better informs pre-planning arrangements and the decision-making process at operational incidents

The SOP 12 process provides a clear and robust framework for the categorisation of premises and the prioritisation of risk, while still affording District Commanders the discretion to make qualitative judgements about individual premises.

The process shall rationalise the number and type of premises required to have an Operational Risk Card (ORC) and/or Site-Specific Emergency Response Plan (ERP), based on the risk to Firefighters, which will, in turn, make the process more manageable, while contributing to the health, safety and welfare of operational personnel.

The production of hard copy ORCs and Site-Specific ERPs shall continue as an interim measure until such time as MODAS has been fully developed, implemented and training delivered to ensure operational confidence in the use of data delivered via a Mobile Data Terminal (MDT).

1 – SECTION A

1.1 LEGISLATION

- 1.1.1 NIFRS has a moral and legal responsibility to, as so far as reasonably practicable; ensure the health and safety of all employees. Although referenced in various Health and Safety and Workplace legislation, the primary legislation for the implementation of this SOP is The Fire and Rescue Services (Northern Ireland) Order 2006, specifically:

Article 5(1) - The Board shall make provision for the purpose of:

- (a) extinguishing fires; and
- (b) protecting life and property in the event of fires.

Article 5(2) - In making provision under paragraph (1), the Board shall, in particular:

- (d) make arrangements for obtaining information required or likely to be required for the purpose mentioned in paragraph (1).

- 1.1.2 Powers of authorised officers in relation to obtaining information:

Article 19(1) - Subject to paragraph (3), an authorised officer may at any reasonable time enter premises for the purpose of obtaining information needed for the carrying out of the Board's functions under Article 5, 6 or 7.

Article 19(2) - In this Article an "authorised officer" means a fire and rescue officer who is authorised, in writing, by the Chief Fire and Rescue Officer for the purposes of this Article and Article 20.

Article 19(3) - An authorised officer may not under paragraph (1):

- (a) enter premises by force; or
- (b) demand admission to premises occupied as a private dwelling (*subject to conditions*).

Article 19(5) - If an authorised officer exercises a power of entry by virtue of this Article, he may:

- (b) require a person present on the premises to provide him with any facilities, information, documents or records, or other assistance, that he may reasonably request.

1.1.3 OFFENCES

Article 22(1) - If, without reasonable excuse, a person fails to comply with any requirement under Article 19(5)(b) he shall be guilty of an offence.

1.1.4 REPUBLIC OF IRELAND

1.1.4.1 NIFRS, through formal agreement, attend operational incidents in bordering counties of the Republic of Ireland. This agreement has been reciprocated in parts of Northern Ireland. The Fire and Rescue Services (Northern Ireland) Order 2006 provides no legal mandate for the gathering of operational intelligence in border counties of the Republic of Ireland, however, given that the inherent risks are the same, NIFRS, in co-operation with the appropriate Local Authority, should, where possible, endeavour to apply the principles of SOP 12 in the sharing of operational intelligence information.

1.1.5 CROWN PREMISES

1.1.5.1 Premises owned or occupied by the Crown fall within the scope of The Fire and Rescue Services (Northern Ireland) Order 2006 and are therefore required to provide information as to the potential risks on the premises in the event of fire. However, given that this information may be sensitive and have security implications, a professional "common sense" approach must be adopted.

1.1.5.2 Historically, NIFRS has not encountered great difficulty in obtaining information on Crown premises such as Prisons and Ministry of Defence buildings, however, a caveat is often attached whereby the information is kept on the premises, accessible to the officer-in-charge in the event of an incident. Given that Article 22 states "*without reasonable excuse*", this should be adopted as best practice and as a means to satisfying the aims and objectives of this SOP. Only a limited amount of data will be available via the MDT, eg, the location of the ORC or Fire Plans and point of contact.

1.2 RISK REGISTER/DATABASE

- 1.2.1 The need for a consistent approach to gathering operational intelligence and the requirement that this information is fed into the ASSETCO MODAS Risk Assessment Module (AMRAM) is a crucial aspect in regard to the forthcoming MODAS. The information within this database will form a "single NIFRS Risk Register". The database will be live, locally driven at District level, and automatically updated as premises' details are entered and verified.

Note: Guidance on the accessing and imputing of data on the AMRAM system is contained in **Appendix "9"**.

- 1.2.2 Premises that pose a potential risk to Firefighters will be identified at District level through the application of local knowledge and experience, together with the interrogation of existing information, such as:

- Historically collected local data;
- Control of Major Accident Hazards (COMAH);
- Dangerous Substances (Notification and Marking of Sites) (NAMOS) Regulations (Northern Ireland) 1992;
- Radioactive Substances Act 1993;
- British Agricultural Standards Inspection Scheme (BASIS) registers;
- Northern Ireland Office – Explosives Acts (Northern Ireland) 1875 – 1970;
- Northern Ireland Office – Explosives Regulations (Northern Ireland) 2006;
- Fire Safety files;
- Operations Support at NIFRS Headquarters will also hold invaluable premises' information in the determination and identification of risk premises.

- 1.2.3 High risk premises may be defined as those that involve any hazard with a significant potential to cause harm and for which standard equipment and operational procedures are not, on their own, considered sufficient to deal safely and effectively with an incident on-site.

In such circumstances it is envisaged that significant Site-Specific hazard information, operational tactics and equipment needs will be detailed on an ORC, or if greater detail is required, a Site-Specific ERP, based on potential scenarios, will be developed. It is acknowledged that there may be premises identified as being medium risk, for which the above measures are also necessary at the discretion of the District Commander. The current COMAH planning template, currently under review as part of SOP 5, is an example of best practice in relation to Site-Specific planning.

1.2.4 SPECIAL/OCCASIONAL RISKS

The applications contained within this SOP shall not negate the need for ongoing operational familiarisation visits to sites, particularly when these are prepared or erected for occasional venues or functions. Where a special or long-term risk, eg, structure or vessel berthed for repair/re-fit, becomes evident, District Commanders should consider the full implementation of this SOP for the duration.

1.3 THE RISK ASSESSMENT PROCESS

- 1.3.1 Having identified the premises within the District as potentially being a risk, Standard Letter No OI/01 (**Appendix 1**) and the accompanying Owner/Occupier Initial Questionnaire (**Appendix 2**) should be sent to the occupier. The questionnaire is designed to facilitate the collation of information which will enable District Command Teams to conduct a qualitative (opinion-based) and quantitative (points-based) risk classification.
- 1.3.2 Where, after a period of one month, the occupier/owner fails to return the completed questionnaire, then the District Commander should contact the owner of the premises and, if necessary, make arrangements to visit the premises and have the questionnaire completed, clearly identifying the importance of the process.
- 1.3.3 If, having followed the steps taken in 1.3.1 – 1.3.2 above, the owner fails or refuses to comply, letter OI/02, (**Appendix 3**), may be sent, clearly identifying the legal implications and the possibility of offences being committed.
- 1.3.4 If after carrying out the process mentioned in 1.3.3 above the issue remains unresolved, the District Commander should bring the matter to the attention of the relevant Area Command to discuss and agree further actions as necessary.

- 1.3.5 On receipt of the completed questionnaire, the premises' details will be entered through the compass filter to the pointer database where the relevant details will be fed to the ASSETCO application (AMRAM).

At this stage, the premises' name, address, location, 12-digit Geo code, unique premises' reference number (UPRN) or other relevant identification information for mobilising should be verified by contacting Operations Support at NIFRS Headquarters. An initial risk rating will be generated by the system, indicating low, medium or high risk.

- 1.3.6 Where, through local knowledge, experience or information previously gathered, it is known or expected a premises is likely to present a high risk, the process detailed above can be omitted and the procedure in **Section 1.5** implemented.

1.4 CATEGORISING PREMISES

- 1.4.1 Having received the initial risk rating, using the automatic points-based (quantitative) scoring mechanism above, the District Commander shall analyse the completed questionnaire and, in addition, apply a qualitative (opinion-based) assessment of the potential risk to Firefighters and/or the environment, based on:

- physical properties of the premises that may cause generic risk to Firefighters - high rise, complex layout, etc;
- the potential for the incident to have significant off-site problems;
- the likely impact on the environment of an incident on-site (pollution);
- the total number of generic hazards present;
- the historic/heritage nature of the property;
- the societal value of the premises;
- the history of incidents on the premises.

- 1.4.2 The above list is not exhaustive and the rationale for this is to ensure that risk categorisation is not based on a points system alone and can be enhanced by the analysis of individual officers who may choose to upgrade the risk, based on their professional judgement. Premises may be allocated one of the 3 distinct categories.

1.4.3 LOW RISK PREMISES

- 1.4.3.1 Those with a total risk score of less than 16 and/or where the hazards present constitute a normal or moderate risk to the health and safety of Firefighters and/or damage to the environment and the control measures applied as the result of normal operational procedures and training would enable crews to deal with an incident safely.
- 1.4.3.2 Examples of such premises are office complexes, modern residential care premises, small light engineering/commercial premises and small entertainment venues. This list is for guidance only and is not exhaustive.
- 1.4.3.3 Information relating to such premises would be held in the "NIFRS Risk Register" and provided by way of turnout instructions and on the MDT, eg, door access codes and the principal hazard associated with the premises.
- 1.4.3.4 Where practicable, low risk premises should be contacted/visited not less than once in any 5-year period, to assess the validity of the risk categories.

1.4.4 MEDIUM RISK PREMISES

- 1.4.4.1 Those premises with a quantitative risk score of between 16 and 25 and/or where the hazards present constitute a significant risk to the health and safety of Firefighters and/or a significant detrimental effect on the environment. Medium risk premises may also include those of local historic or cultural importance, or with a significant economic link to the community.
- 1.4.4.2 Such premises should not, as a rule, require the production of an ORC as tactical information on the layout of the premises, contacts, hazards and any identified control measures/SOPs to be adopted on site will be displayed on the MDT, however, this is subject to the District Commander's discretion.
- 1.4.4.3 Where practicable, medium risk premises should be inspected not less than once every 3 years, to ensure the validity of the risk category and to ensure that personnel have the opportunity to familiarise themselves with the site and any associated processes.

- 1.4.4.4 The District Commander must apply the qualitative criteria as per 1.4 to the quantitative risk score to achieve the final risk rating
- 1.4.4.5 Where the District Commander believes that the hazards/risks can be addressed by application of Generic Risk Assessment information and/or SOPs, but where tactical information would be of benefit to crews and contribute to a safe operating environment for them, then as a result of the Site-Specific inspection, the District Commander may exercise discretion as to whether an ORC will be produced for the premises. Re-inspections will still occur every 3 years.
- 1.4.5 HIGH RISK PREMISES
- 1.4.5.1 Those premises attracting a quantitative risk score of greater than 25 and/or:
- the presence of a large number of generic hazards constituting a serious risk to Firefighter safety, both on and off site;
 - constituting a potentially catastrophic detrimental effect on the environment;
 - include premises of national, cultural or political importance or with the potential for major large-scale financial loss/damage to the economy.
- 1.4.5.2 District Commanders may exercise discretion where none of the above criteria applies, but as a result of the individual circumstances they believe that a Site-Specific ERP needs to be developed in order to address the potential scenarios on site.
- 1.4.5.3 High risk premises shall be inspected not less than once per year, to ensure the validity and accuracy of the information held and the risk categorisation.
- 1.4.5.4 Once the District Commander has completed the risk categorisation process, the high risk premises should be prioritised further in order to determine the order in which Site-Specific inspections are to be conducted.

1.4.5.5 In prioritising the high risk premises for action and inspection, District Commanders should consider:

- the size of the premises;
- the complexity of any industrial process being undertaken;
- the quantity of hazardous materials stored/used on site;
- the presence of explosives/dissolved gases, large quantities of liquefied petroleum gas, etc;
- unstable surfaces, such as dusts, silos, powders;
- high occupancy, particularly where there are occupants who are bedridden, physically disabled, or with limited comprehension (eg, children, mentally impaired), who need assistance to evacuate;
- hazards of construction and the potential for structural collapse;
- that the risk to Firefighters/the environment is such that a Site-Specific ERP would be of benefit to mitigate those factors and to specify the action to be taken for normal scenarios;
- fire precautions provided;
- standard of Fire Safety management;
- access and facilities for NIFRS;
- geographical/topographical nature of the area;
- environmental/heritage considerations;
- special/occasional risks.

1.5 THE INSPECTION PROCESS

- 1.5.1 In premises deemed to constitute a high risk, the owner/occupier shall be contacted and notified that NIFRS wish to conduct a Site-Specific inspection of the premises [confirmed using Standard Letter No OI/03 (**Appendix 4**)], and a mutually convenient date and time shall be agreed for the inspection, in addition to arranging for a competent person to be made available to assist with the inspection process.
- 1.5.2 Where practicable, or where it is necessary, Site-Specific inspections may be carried out as a dual inspection and coincide with a Fire Safety inspection. However, it is essential that personnel conducting inspections are diligent in their observation of any matter concerning means of escape or other Fire Safety matter.
- 1.5.3 Any evident Fire Safety concerns should be drawn to the attention of the occupier or person responsible during the course of the visit. Should the matter be considered so urgent as to require immediate action and cannot be resolved on site, the officer should, via the Regional Control Centre, request the immediate attendance of a Fire Safety Officer.
- 1.5.4 During all inspections and contact with the owner/occupier, the exact nature of the visit must be fully explained. Care must be taken to avoid any confusion between the purpose of **our** Site-Specific operational intelligence gathering process, directed at the risk to and safety of crews, and the owner/occupier's obligations to carry out **their** "Fire Safety Risk Assessment" which relates solely to Fire Safety precautions affecting persons on or in the vicinity of the premises.
- 1.5.5 Where a Computer Aided Design (CAD) plan exists in the Fire Safety file for the premises, this may be adapted for use. If the Fire Safety file has an old style plan, this can be made into a CAD plan at Area Headquarters (contact the CAD Technician).
- 1.5.6 Where no plans exist in Fire Safety records, the occupier should be asked if he/she is able to provide paper or electronic copies of plans. It should be noted that, under this process, the occupier is under no legal requirement to produce plans.
- 1.5.7 For small, uncomplicated buildings, a "Geographical Information System (GIS) footprint" can be used to create a simple but accurate plan drawing. It is anticipated that the ability to obtain prints from the GIS will be available locally.

- 1.5.8 The owner/occupier should also be informed of the type of information NIFRS is seeking, ie:
- a list of all buildings;
 - information on use, materials of construction and occupancy;
 - location of isolation points for main services, in addition to machinery shut-off;
 - location of chemicals on the site;
 - nature of process carried out.
- 1.5.9 The Inspecting Officer shall complete the Site-Specific Inspection Form (**Appendix 5**), automatically produced and printed from the AMRAM application. The collated information, when re-entered into the AMRAM, shall determine the final risk rating for the premises and indicate if the premises requires an ORC **OR** a Site-Specific ERP. The collected data will automatically be stored and become electronically available via the MDT.

1.6 OPERATIONAL RISK CARDS (ORCs)

- 1.6.1 A mapping example of an ORC is provided at **Appendix 7**.
- 1.6.2 ORCs, as previously mentioned, will continue to be produced in hard copy as an interim measure. The AMRAM application will have the capacity to automatically generate and print the front of the card. Plans and drawings for the rear of the card will continue to be produced and applied manually until such time as the application can replicate these and print the entire card automatically. A folder containing standardised signs and symbols (**Appendix 10**) will be made available to ensure that all manually produced plan drawings are illustrated and labelled uniformly across NIFRS.
- 1.6.3 One copy of the ORC should be maintained at District, one copy, in the Command Room (NIFRS Headquarters) and one copy in Standby Control (Lisburn Fire Station). Further copies must be placed on appliances forming the premises' initial Pre-Determined Attendance (PDA).

1.7 SITE-SPECIFIC EMERGENCY RESPONSE PLANS (ERPs)

- 1.7.1 A pro forma for a Site-Specific ERP is attached as **Appendix 8**.
- 1.7.2 The protocol for the distribution of the plans should be as 1.6.3 above.
- 1.7.3 The development of such a plan will facilitate the identification of any associated training, equipment and/or procedural needs relating to the hazards present on the premises.
- 1.7.4 It is essential that any Site-Specific ERP is validated by exercise, and the results recorded in the premises' file.

1.8 INDIVIDUAL PREMISES' FILES

- 1.8.1 The District Commander shall maintain a numbered and indexed file for all premises, and all correspondence relating to the site, including the questionnaire data, e-mails, notes for file relating to telephone calls, copy of completed questionnaire, and standard letters and inspection forms should be inserted in this file.
- 1.8.2 The purpose of the file is to enable NIFRS to demonstrate that the operational intelligence process was conducted for the premises, and that all matters pertaining to the development and maintenance of operational information have been recorded. Details of any correspondence relating to requests regarding procedures, equipment or training needs, identified as a result of plan preparation or subsequent debrief, should also be recorded.
- 1.8.3 Files shall be related to NIFRS Risk Register by the UPRN which will form the common denominator for all premises' files held across the organisation. The file will be indexed by the Station ground_(underscore)OI_(underscore) sequential number, eg, N41_OI_028 (the 28th file created in Lisburn Station area).
- 1.8.4 An example of an Operational Intelligence Premises' file shall be included in the Operational Intelligence Training package.
- 1.8.5 When categorised, Operational Intelligence files shall be colour-coded as follows:
 - Red files - high risk premises;
 - Orange files - medium risk premises;
 - Green files - low risk premises.

- 1.8.6 Standard Letter OI/04 (**Appendix "6"**), is then forwarded to the premises, stating that the process has been concluded, the proposed/estimated review period and the requirements to inform NIFRS as to changes within the premises that may affect the risk to Firefighters, should an operational incident occur.

1.9 INDIVIDUAL RESPONSIBILITIES FOR THE OPERATIONAL INTELLIGENCE PROCESS

- 1.9.1 Comprehensive details of individual responsibilities for the implementation of the Operational Intelligence strategy are included in Section 4 of Operations Policy No 5, and personnel should be familiar with their responsibilities to ensure that they are successfully discharged.

1.10 DEBRIEF

- 1.10.1 Any exercise and/or serious operational incident at high risk premises shall be subject to an operational debrief, to assess the need for a ERP, the accuracy and appropriateness, or effectiveness of an existing ERP and the procedural, equipment and training requirements that give effect to the plan.
- 1.10.2 The results of any such debrief and any associated correspondence, regarding emerging actions, should be included in the premises' file.

1.11 TRAINING PACKAGE – FIRE & RESCUE TRAINING CENTRE

- 1.11.1 In addition to the training aids detailed in Section 8 of Operations Policy No 5, the following documents shall be included in the Training package. This will include:
- an example of a premises' file relating to low risk, medium risk and high risk premises;
 - an example of a completed ORC;
 - an example of a completed Site-Specific ERP;
 - details of the Implementation Plan for the phased introduction of the Operational Intelligence strategy;
 - a Lecture pack/PowerPoint presentation for District Command staff to deliver to Watch/Station personnel, containing an overhead/PowerPoint presentation outlining individual responsibilities and expectations relating to the inspection process;
 - guidance on completing the ASSETCO MODAS Module.

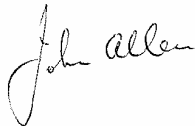
- 1.11.2 The Training package will be delivered and developed by Fire & Rescue Training Centre, who will receive the necessary information and guidance from the relevant stakeholder departments in the design and operation of the SOP 12 process.

1.12 REVIEW

- 1.12.1 The SOP 12 document and process will be reviewed 3 months after implementation to address AMRAM practical or procedural issues, or at such time as the existing AMRAM application has been completely modified/introduced; thereafter, every 3 years, in line with existing NIFRS policy.

1.13 CONCLUSION

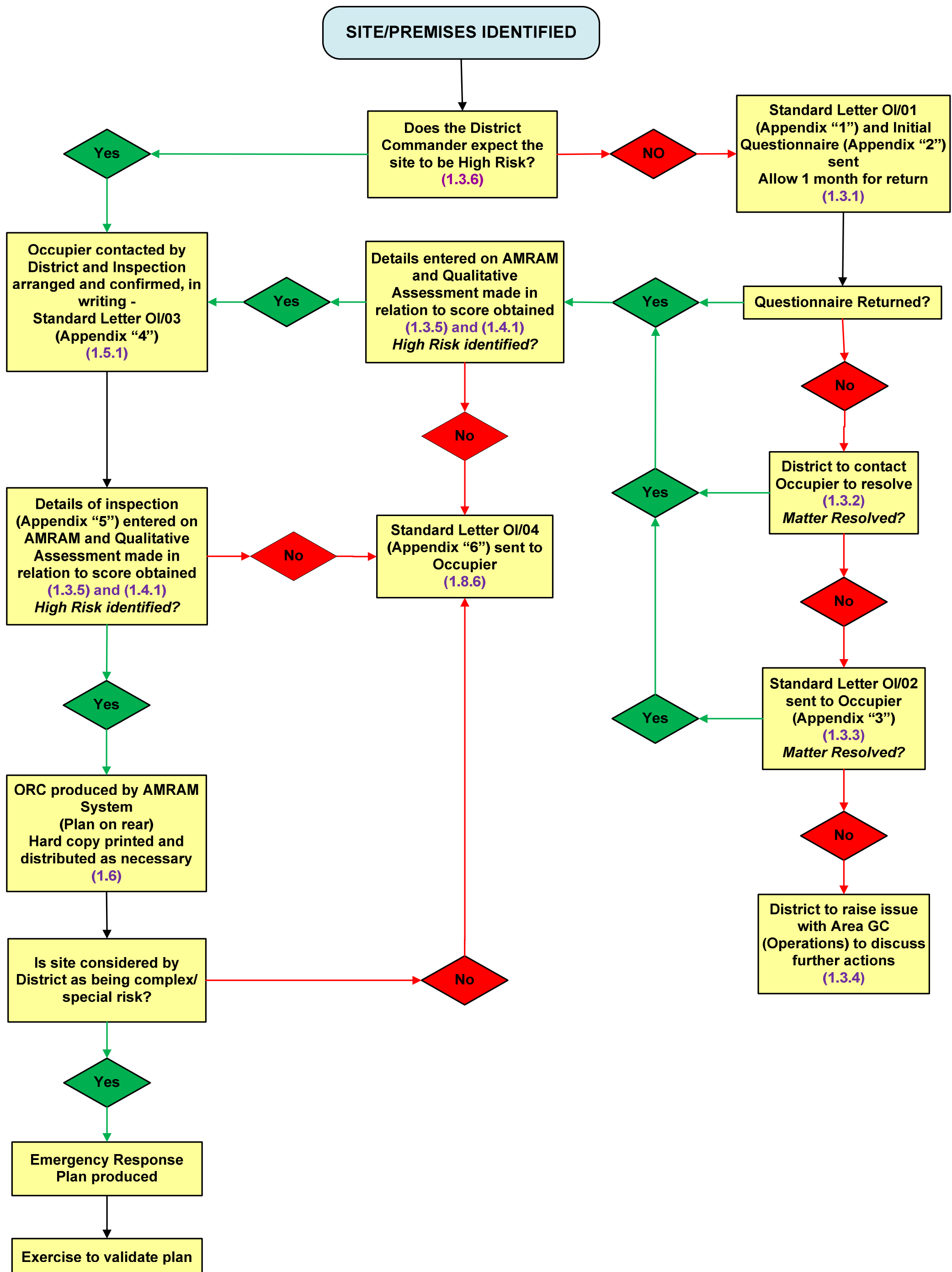
- 1.13.1 The Operations Intelligence strategy has been designed to present an integrated approach to the management of risk information to help safeguard the health and safety of operational personnel, the general public, and to lessen the impact to the environment during an incident.
- 1.13.2 In terms of information gathering, it is incumbent upon NIFRS to provide a professional service, and one site visit to a premises should be sufficient to gather all relevant information. To ensure the success of the process, the fundamental principle of all risk information being stored in one location and available to all relevant stakeholders, has been adopted. This will ensure that relevant information will be available to Incident Commanders at the earliest opportunity, using the most practical means. Advances in information technology and the GIS are continually being encompassed by NIFRS and it is anticipated that all available risk information will be accessible to operational personnel in electronic format. This information will be available on appliances across the organisation via MDTs (display screens), which will facilitate a more detailed interrogation of the premises' information according to the requirements of the Incident Commander.



John Allen
Group Commander (Operations Policy)

17 February 2009

PROCEDURAL FLOW CHART



NORTHERN IRELAND FIRE & RESCUE SERVICE

SITE-SPECIFIC RISK INFORMATION

OWNER/OCCUPIER INITIAL LETTER (To accompany Initial Questionnaire)

District Headed Paper

Date

Address

Dear Sir/Madam

RE: Health and Safety at Work (NI) Order 1978 and The Fire and Rescue Services (NI) Order 2006

As an employer, Northern Ireland Fire & Rescue Service (NIFRS) is required to carry out a process of Operational Intelligence gathering for all premises within its Area, to assess the potential risk to Firefighters in the event of a fire.

Attached is a brief questionnaire, which will enable NIFRS to judge the level of risk to Firefighters, should an incident occur in your premises. In addition, the information provided may prove invaluable to an Incident Commander in relation to operational tactics deployed to successfully deal with the incident. I would be grateful if this could be returned by _____ **(allow one month for return date)**, to enable me to set up an inspection programme as soon as possible, should it be necessary.

Additionally, to enable this information to be kept as up-to-date as possible, your premises may be subject to further inspections from time-to-time. Should you, however, propose to make any alterations to your premises, significantly change the materials stored, change the processes that you carry out, or make any other change that you consider relevant, I request that you send full details to the above address.

Thank you for your co-operation in this very important area of Firefighter safety. If you have any queries concerning the questionnaire, please do not hesitate to contact me.

Please return questionnaire to the above address.

Yours faithfully

District Commander

- 1 Copy of letter to premises
- 1 Copy of letter to file

NORTHERN IRELAND FIRE & RESCUE SERVICE

Owner/Occupier Questionnaire Form

This form is intended to permit Northern Ireland Fire & Rescue Service to assess the risk to Firefighters in the event of an emergency incident on your site/premises.

All information contained on this form is subject to the Data Protection Act and will be treated in the strictest confidence.

Occupiers should complete all sections with as much information as possible. If the information appears to be unclear, please contact _____ at District Headquarters – Telephone Number: _____ for advice.

Please return the completed form to the address below.

_____ DISTRICT HEADQUARTERS	
Address of District Headquarters:	
Address Line 1	Telephone Number
Address Line 2	Fax Number
Address Line 3	E-mail
Post Code	

**APPENDIX "2" WILL BE ISSUED ON THE COMPLETION OF THE
DEVELOPMENT OF THE ASSETCO MODAS RISK ASSESSMENT MODULE
(AMRAM)**

NORTHERN IRELAND FIRE & RESCUE SERVICE

SITE-SPECIFIC INSPECTION

FORMAL LETTER

District Headed Paper

Date

Address

Dear Sir/Madam

RE: Health and Safety at Work (NI) Order 1978 and The Fire and Rescue Services (NI) Order 2006

As outlined in my letter and questionnaire dated _____, Northern Ireland Fire & Rescue Service (NIFRS), as an employer, is required to carry out inspections of all premises within its Area to assess the potential risk to Firefighters in the event of a fire.

To date, I have no record of having received your reply which would enable NIFRS to assess this level of risk in your premises. Subsequent attempts to contact you in order to resolve this issue have also been to no avail. I would remind you of your legal obligations under *The Health and Safety at Work (Northern Ireland) Order 1978* and *The Fire and Rescue Services (NI) Order 2006*.

The absence of detailed risk information in relation to your premises may, in the event of a emergency, not only put the safety of your staff, the public and Firefighters at risk, but also seriously impede operational procedures adopted to successfully bring the incident under control. NIFRS has a legal responsibility to gather sufficient information prior to taking action at an operational incident. Because this information relating to your premises is not already available to our crews, valuable time may be lost, and as a result, avoidable loss may occur. This can be rectified by the completion and return of the questionnaire.

Please do not hesitate to contact me if you need to discuss this matter further or if you require assistance or advice.

Thank you, in anticipation, for your co-operation in this very important matter.

Please return questionnaire to the above address:

Yours faithfully

District Commander

- 1 Copy of letter to premises
- 1 Copy of letter to file

NORTHERN IRELAND FIRE & RESCUE SERVICE

SITE-SPECIFIC INSPECTION

PRE-INSPECTION LETTER

District Headed Paper

Date

Address

Dear Sir/Madam

RE: Health and Safety at Work (NI) Order 1978 and The Fire and Rescue Services (NI) Order 2006

As arranged, I wish to confirm that Northern Ireland Fire & Rescue Service (NIFRS) will be visiting your premises to carry out a Site-Specific inspection on _____, under Part 1 of The Fire and Rescue Services (NI) Order 2006.

The purpose of the inspection is to carry out an Operational Intelligence gathering process so as to assess the potential risk to operational NIFRS personnel in the event of an emergency on your premises. In the event of an incident, the information gathered will be beneficial, not only to Firefighters' safety and firefighting efficiency, but also the safety of you and your employees.

Your co-operation in this process will allow NIFRS to create an effective firefighting strategy. This will, in turn, obviate damage and disruption to your business, keeping these as low as is reasonably practicable.

On the day of inspection, it will be necessary for a person with knowledge and experience of the premises to be made available to assist the Inspecting Officer(s).

Certain specific areas will be covered which might apply to your premises, and to save inspection time, it would be helpful if this information was available prior to the inspection. The areas are as follows:

- a list of all buildings on site;
- information on each building's use, materials of construction and occupancy;
- location of private hydrants;
- location of any meter by-pass;
- details of processes carried out;

Date

Name of Addressee

- location and quantities of chemicals or other hazardous materials;
- location of isolation points for the main services, as well as shut-off points for any machinery;
- information on any fire protection systems, eg, sprinklers, fire alarms, wet/dry risers, smoke cloak systems (burglar prevention system).

Please note: The NIFRS officers carrying out the inspection are “on-call” operational personnel and, as a consequence, the inspection may have to be interrupted or cancelled at short notice in the event of an emergency. NIFRS will endeavour to inform you of the situation, should it arise.

Should you require any further assistance, please do not hesitate to contact me at the above address.

Yours faithfully

District Commander

- 1 Copy of letter to premises
- 1 Copy of letter to file

NORTHERN IRELAND FIRE & RESCUE SERVICE

Site-Specific Risk Assessment Form

This form should be completed by Fire & Rescue Service operational personnel to identify premises which may present a significant/special risk in the event of an incident. Guidance notes are available. Please note, all sections must be completed.

1

General Risk Information

1.1	Inspecting Officer (Print)		
1.2	Service Number and Watch		
1.3	Date of Inspection		
1.4	Risk Name/Building/Site		
1.5	Use of Premises (If applicable)		
1.6	Address		
1.7	Post Code		
1.8	UPRN		
1.9	GEO Code		
1.10	SOP 12 Number		
1.11	Fire Safety File Number (If applicable)		
1.12	Emergency Contact Name	Day	Night
	Telephone Number		
	Fax Number		
	E-mail		
	Mobile Number		

1.13	SOP 12 Contact Point	
	Name	
	Telephone Number	
	Fax Number	
	E-mail	
	Mobile Number	
1.14	Significant Risks	
1.15	Generic Risks	
1.16	PDA at Time of Inspection	
1.17	Propose New PDA	Y/N
1.18	Specify New PDA	
1.19	Station Ground	

2

Occupier Details

2.1	Occupancy		
2.2	Number of Significant Buildings		
2.3	Company Name		
2.4	Address		
	Post Code		
2.5	Number of Premises within Building		
2.6	Occupier/Additional Building Details	Company Name	Address

3.1	Appliance Access - Normal			
3.2	Appliance Access - Alternative			
3.3	Appliance Access Difficulties	Obstructions		
3.4	Appliance Access Difficulties	Safety Considerations		
3.5	Dimensions	Frontage (Metres)	Depth (Metres)	Area (Metres ²)
		Height (Metres)		
3.6	Number of Floors	Ground and above	(List)	
		Mezzanines	(List)	
		Basements	(List)	
			Specify	
3.7	Total Floor Area (Based on number of floors)			
3.8	Building Type			
3.9	Internal Layout	Total Number of Flats/Units		
		Number per Floor		

3.10	Flat/Unit Internal Description	Specify			
3.11	Fire Suppression System	Type			
		Location			
		Isolation Valve			
		Tested and Maintained			
3.12	Fixed Firefighting System	Type			
		Location			
		Isolation Valve			
		Tested and Maintained			
3.13	Protected Staircases	Y/N	Specify Number		
3.14	Pressurised Stairs/Lobbies	Y/N			
3.15	Pressurised Common Areas	Y/N			
3.16	External Drencher System	Specify			
		Wall	(None/Partial/Whole)		
		Window	(None/Partial/Whole)		
		Roof	(None/Partial/Whole)		
3.17	Sprinklers	(None/Partial/Whole)			
3.18	Appropriate to	Risk	Y/N		
		Life Safety	Y/N		
		Property Safety	Y/N		
3.19	Stop Valve Location				
3.20	Ventilation System	Y/N	Specify		
			Type	Location	Over-ride
			Automatic/Manual		Location

3.21	Fire Shutters	Y/N	
3.22	Dampers	Y/N	
3.23	Ventilation by Roof Disintegration	Y/N	
3.24	Fire Loading of Building and Contents	Specify	
		High/Medium/Low	
3.25	Flammable Substances Quantity	High/Medium/Low	
3.26	Ignition Sources	High/Medium/Low	
3.27	Potential for Fire-spread	High/Medium/Low	
3.28	Adjacent Hazards	Specify	
		Hazard	Distance
3.29	Roof/Ceiling Void	Y/N	Specify
3.30	Is Roof Space Sub-divided	Y/N	Specify
3.31	Air Supported Structure	Y/N	Specify Type and Construction

3.32	Intruder Device	Y/N	Specify																																																																																													
			Type	Location	Over-ride																																																																																											
3.33	Security Doors/Shutters	Y/N	Specify																																																																																													
			Type	Location	Over-ride																																																																																											
3.34	Building Materials	<table border="1"> <thead> <tr> <th>Material</th> <th>Walls</th> <th>Roofs</th> <th>Floors</th> <th>Beams</th> <th>Columns</th> <th>Ceilings</th> <th>Internal Partitions</th> </tr> </thead> <tbody> <tr><td>Brick/Block</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Steel</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Concrete</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Cast Iron</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Stone</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Slate/Tile</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Aluminium/ PVC Cladding</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Timber</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Glass</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Building Boards</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>							Material	Walls	Roofs	Floors	Beams	Columns	Ceilings	Internal Partitions	Brick/Block								Steel								Concrete								Cast Iron								Stone								Slate/Tile								Aluminium/ PVC Cladding								Timber								Glass								Building Boards							
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3.35	Other Materials of Construction, eg, Asbestos																																																																																															
3.36	Inherent Structural Difficulties for Firefighters	Y/N	Specify																																																																																													

3.37	Sandwich Structure	Y/N	Filling Type		Fixing Type		
		Location					
3.38	Unprotected Metal Columns/Beams	Y/N	Location				
3.39	Date of Construction						
3.40	Slip, Trip and Fall Hazards	Y/N	Specify				
			Type	Hazard		Location	
3.41	Asbestos Survey	Y/N	Location of Survey Report				

4

Fire Safety Information

Evacuation						
4.1	Number of Occupants	Day				
		Night				
4.2	Maximum Capacity of Persons in the Premises (24 Hour clock)	Weekdays (Hours)	Number		Weekends (Hours)	Number
		0000-0400			0000-0400	
		0400-0800			0400-0800	
		0800-1200			0800-1200	
		1200-1600			1200-1600	
		1600-2000			1600-2000	
		2000-0000			2000-0000	

4.3	Sleeping Accommodation	Y/N			
4.4	Details of Sleeping Accommodation	Number of Beds	Location		
		1 to 10	(State which floors)		
		11 to 20			
		Over 20			
4.5	Occupants unfamiliar with Premises	Y/N			
4.6	Occupants who are Immobile	Y/N	Specify		
			Details	Number	Location
4.7	Occupants with Limited Mobility	Y/N	Specify		
			Details	Number	Location
4.8	Occupants with Limited Comprehension	Y/N	Specify		
			Details	Number	Location
4.9	Occupants who are Unconscious through Injury/Medication (Hospital/Medical facilities ONLY)	Y/N	Specify		
			Details	Number	Location
4.10	Children Aged 6 and Below	Y/N	Specify		
			Details	Number	Location

4.11	Number of Staff on Duty	Day		
		Night		
4.12	Arrangements for Assistance in Evacuation	Y/N		
4.13	Disabled Refuges	Y/N	Specify Location	
4.14	Regular Evacuation Drills	Y/N	Specify Frequency	
4.15	Potential Violent Reaction of Occupants	Y/N		
4.16	Injury Due to Sharps	Y/N		
Escape Routes				
4.17	Primary Escape Routes	Good/Poor		
4.18	Single Direction of Travel > 20 m	Y/N		
4.19	Breaches to Fire Resistant Compartmentation	Y/N	Specify	
			Location	
4.20	Emergency Lighting	Y/N		
		Location		
		Tested and Maintained		Y/N
		Signage Adequate		Y/N
Fire Warning/Protection System				
4.21	Automatic Fire Warning System	Y/N	Adequate for Occupancy	
			Y/N	
4.22	Manual Fire Warning System	Y/N	Adequate for Occupancy	
			Y/N	
4.23	Specialist Detection System	Y/N	Specify	
4.24	System Tested and Maintained	Y/N		

4.25	Log Book	Y/N	
4.26	Log Book Maintained	Y/N	
4.27	System Externally Monitored	Y/N	Alarm Company (Specify)
4.28	Panel Location		
4.29	Repeater Panel Location		
4.30	Internal Communication System	Y/N	Method of Use
First Aid Firefighting Equipment			
4.31	First Aid Firefighting Equipment throughout Building (Hose Reels, Extinguishers, Fire Blankets)	Y/N	Specify
4.32	First Aid Firefighting Equipment Tested	Y/N	
4.33	Fire Doors Maintained	Y/N	
Fire Safety Management			
4.34	Designated Person for Fire Safety	Y/N	Specify Job Title
4.35	Staff Training	Y/N	Specify Type and Frequency
4.36	Staff Fire Training Records	Y/N	
4.37	Housekeeping/Maintenance	Good/Satisfactory/Poor	
4.38	Waste Disposal Arrangements	Good/Satisfactory/Poor	
4.39	Internal Waste Chute	Y/N	Specify Location
4.40	Combustible Storage Arrangements	Good/Satisfactory/Poor	
4.41	Highly Flammable Use/Storage	Good/Satisfactory/Poor	

4.42	Other Flammable Use/ Storage	Good/Satisfactory/Poor	
4.43	Other Hazardous Material Use/ Storage	Good/Satisfactory/Poor	
4.44	Method of Calling Fire & Rescue Service		
Likelihood of Accidental Fire			
4.45	Work Permit System	None/Hot/Cold/Both/Other	
4.46	Smoking Allowed	Y/N	
4.47	Building Utilities Maintained	Y/N	
4.48	Electrical Equipment PAT	Y/N	
4.49	Has Fire Risk Assessment Been Carried Out?	Y/N	Copy Risk Assessment Available
			Y/N
4.50	Machinery Shutdown in Evacuation	Y/N	
4.51	If No, does it present a Hazard?	Y/N	Reason

5

Risk Information

Legislation		
5.1	COMAH	Details
5.2	NIHHS	Details
5.3	NAMOS	Details
5.4	BASIS	Details
5.5	Pipeline Regulations	Details
5.6	RSA93	Details

Services				
5.7	Gas	Y/N	Location	
5.8	Isolation Valve	Y/N	Location	
5.9	Electricity	Y/N	Location	
5.10	Fire/Isolation Switch	Y/N	Location	
5.11	Secondary Power Supply	Y/N	Location	
5.12	Supply > 415 volts	Y/N	Location	
5.13	Electromagnetic Radiation	Y/N	Location	
5.14	Stored Energy Systems	Y/N	Location	
5.15	Steam	Y/N	Location	
5.16	Hydraulic/Pneumatic	Y/N	Location	
5.17	Batteries	Y/N	Location	
5.18	Electrical Sub-Station On-site	Y/N	Location	
5.19	Other	Y/N	Location	
Factors Affecting Access/Egress/Firefighter Safety				
5.20	Door Keypad Bypass	Y/N	Switch Location	Code
5.21	Specialist Door Fastening Devices	Y/N	Hazard	
5.22	Overhead Obstacles	Y/N	Hazard	
5.23	Adequate Firefighting Access	Y/N		

5.24	Working at Height Risk	Y/N		
5.25	Can Ladders be Pitched to all Sides	Y/N		
5.26	Temperative Controlled Environment	Y/N		
5.27	Hot Work Processes	Y/N		
5.28	Confined Space	Y/N	Specify Type and Location	
5.29	Dip/Quenching Tanks	Y/N	Specify Type and Location	
5.30	Chambers	Y/N	Specify Type and Location	
5.31	Silos	Y/N	Specify Type and Location	
5.32	Tanks	Y/N	Specify Type and Location	
5.33	Floor Openings, Trenches or Pits	Y/N	Specify Type and Location	
5.34	Vats	Y/N	Specify Type and Location	
5.35	Complex Interior	Y/N	Specify Type and Location	
5.36	Soft Play Area	Y/N	Specify Type and Location	
5.37	Other	Y/N	Specify Type and Location	
5.38	Lifts	Y/N	Specify	
			Number of Lifts	
			Lift Type	
			Weight/Capacity	
			Floors Serviced	
			Access to Motor Room	
			Door Release Procedure	
5.39	Firefighting Lifts	Y/N	Location of Fireman's Switch	

5.40	Firefighting Shaft	Y/N	Specify Number and Location
5.41	External Fire Escapes	Y/N	Specify Number and Location
Water Risk Information			
5.42	Drowning Risks within Boundary (and nearby)	Y/N	Specify Type and Location
Operational Information			
5.43	Major Incident Plans – Multi-Agency	Y/N	Specify
5.44	CBRN Plan	Y/N	Specify
5.45	Specialist PPE	Y/N	Specify
5.46	Specialist Equipment	Y/N	Specify
5.47	Control/Command Room	Y/N	Location
5.48	CSU Siting	Y/N	Location
5.49	RV Points	Y/N	Location
5.50	Communications Difficulties	Y/N	Specify
5.51	Bridgehead	Y/N	Location

Hazardous Material Storage Information				
	Hazardous Material	Maximum Quantities (Kgs/Lts)	Concentration or Toxicity (If applicable)	Physical Properties (Solid, Powder, Liquid, Gas, Pressurised, Heated)
5.52	Acetylene			
	LPG			
	Agrochemicals			
	Biohazards			
	Flammables Flash Point less than or equal to 21° C			
	Flammables Flash Point greater than 21° C up to 100° C			
	Flammables Flash Point greater than 100° C			
	Corrosives			
	Toxic Materials Highly Toxic Toxic			
	Oxidising Agent			
	Explosives			
	Radioactive Materials			
	Other (Give Details)			
	Storage Container (Type and material)			
	Location (Tick all appropriate)	External <input type="checkbox"/> Internal <input type="checkbox"/> Close proximity to: Perimeter <input type="checkbox"/> Road <input type="checkbox"/> River/Watercourse <input type="checkbox"/>		
5.53	Bulk Deliveries	Y/N	Specify	
5.54	Explosion Risk	Y/N	Specify	
5.55	High Quantity Plastic/Polyurethane	Y/N	Specify	

Likely Events for Potential Serious Environmental Damage			
6.1	Fire Involving 4 or more Jets	Y/N	Specify
6.2	Spillage/Release/Detonation of Hazchem Listed Material	Y/N	Specify
6.3	Spillage/Release of Liquid or Material in Excess of EHS Guidelines	Y/N	Specify
6.4	Incident Involving Foam Use	Y/N	Specify
6.5	Incident Near Water Course	Y/N	Specify
6.6	Significant Gradient	Y/N	Specify
6.7	Drains or Interceptors	Y/N	Specify
6.8	Bunding	Y/N	Specify
6.9	On-site Mitigation Measures	Y/N	Specify
6.10	Additional Mitigation Measures Required	Y/N	Specify
6.11	Potential for Toxic Gas Cloud	Y/N	Specify
			Type
			Direction
			Evacuation Zone

7.1	Number of Hydrants On-site	(Number)	Specify Location
7.2	Number of Hydrants nearby Off-site	(Number)	Specify Location

7.3	Meter By-Pass	Y/N	Specify Location
7.4	Wet Riser	Y/N	Specify Inlet Location
7.5	Dry Riser	Y/N	Specify Inlet Location
7.6	Maximum Number of Lengths Required on any Floor	(Number)	Additional Information
7.7	Open Water Supplies	Y/N	Specify Location
			WrL Access Seasonal LPP Access Number of Lengths
			Y/N Y/N Y/N
7.8	Water Tanker Required	Y/N	
7.9	Hose Layer Required	Y/N	Specify
7.10	Firefighting Water Supplies Adequate	Y/N	Specify
7.11	Additional Provisions Required	Y/N	Specify

Continuity					
8.1	Sole UK Manufacturer/ Supplier of Goods	Y/N	Specify		
8.2	High Economic Value (> £100 M)	Y/N	Specify		
Heritage					
8.3	Is Heritage Property listed by EHS?	Y/N	Specify		
8.4	Type of Heritage	(List)	Specify		
8.5	Impact of Loss	Y/N	International	National	Local
			Y/N	Y/N	Y/N
8.6	Salvage Plan	Y/N	Specify Location		
8.7	Salvage Priorities	Y/N	Location	Priority	Item
			Specify	High/Medium/Low	Specify

Plans			
9.1	Site Layout Plan Available	Y/N	Location
9.2	GIS Footprint Plan Available	Y/N	Specify
9.3	CAD Plans Available	Y/N	Specify Location
9.4	Fire Safety Plans Available	Y/N	Specify Location
Files			
9.5	Business Continuity Emergency Plan	Y/N	Specify Location
9.6	Site Emergency Plan Available	Y/N	Specify Location
9.7	COMAH Plan Available	Y/N	Specify Location
9.8	COMAH Off-Site Plan Available	Y/N	Specify Location

10.1	Information Entered onto Database	Y/N	Person Code	
			Date	
10.2	Operational Risk Card	Y/N	Allocated Person Code	
			Date	
10.3	Site-Specific Tactical Plan	Y/N	Allocated Person Code	
			Date	

NORTHERN IRELAND FIRE & RESCUE SERVICE

OPERATIONAL INTELLIGENCE

CLOSING LETTER

District Headed Paper

Date

Address

Dear Sir/Madam

RE: Health and Safety at Work (NI) Order 1978 and The Fire and Rescue Services (NI) Order 2006

With reference to the recent Operational Intelligence gathering process carried out by Northern Ireland Fire & Rescue Service (NIFRS), I would like to inform you that the level of risk to which Firefighters would be exposed, in the event of an emergency on your premises, has now been assessed. It is expected that a review of this risk shall take place in 1 year/3 years/5 years*

However, in the interim, should you propose to make any alterations to your premises, significantly change the materials stored or processes that you carry out, or make any other change that you consider relevant, I would request that you contact NIFRS at the above address, with full details.

Thank you for your co-operation in this very important area of firefighter safety.

If you require more information or have any questions, please do not hesitate to contact me.

*Delete as necessary

Yours faithfully

District Commander

- 1 Copy of letter to premises
- 1 Copy of letter to file

PREMISES' DETAILS									
NAME:		1.4		APPLIANCE ACCESS:				GEOGRAPHICAL CODE: 1.9	
ADDRESS:		1.6		3.1					
				3.2				UPR NO: 1.8	
				3.3				FIRE SAFETY FILE: 1.11	
POST CODE:		1.7		3.4				TELEPHONE NO: 1.12	
STATION AREA:		1.19		INSPECTING OFFICER:		1.1		CONTACT NAMES: 1.12	
PDA:		1, 16, 1.18		DATE OF INSPECTION:		1.3			

OCCUPANCY							
TOTAL NUMBERS - DAY:		4.1		TOTAL NUMBERS - NIGHT:		4.1	
BUILDING DETAILS							
NUMBER OF FLOORS:		3.6		NUMBER OF BASEMENTS:		3.6	
FRONTAGE (METRES):		3.5		DEPTH		3.5	
USE OF PREMISES:		1.5		HEIGHT:		3.5	
STRUCTURAL HAZARDS: 3.36, 3.37, 3.38, 4.19, 4.39							
BUILDING TYPE: 3.8, 3.9, 3.10, 3.34, 3.35							
ROOF CONSTRUCTION: 3.23, 3.29, 3.30							
ALARM SYSTEM: 4.21, 4.22, 4.23, 4.27, 4.28, 4.29,							
FIXED INSTALLATIONS: 3.11, 3.12, 3.16, 3.17, 3.19, 4.31, 7.4, 7.5, 7.6							
ADDITIONAL INFORMATION: 2.1, 2.5, 3.20, 3.31, 3.32, 3.33, 3.41, 4.20, 4.30							
FIRE RISK MANAGEMENT							
FIREFIGHTER/EVACUATION DETAILS: 3.13, 3.14, 3.15, 4.11, 4.12, 4.13, 4.10, 4.5, 5.20, 5.21, 5.38, 5.39, 5.40, 5.41							
ADDITIONAL INFORMATION: 4.45, 4.49							

RISK DETAILS											
SLEEPING RISK:		YES 4.3		NO 4.3		HAZMATS RISK:		YES 5.52		NO 5.52	
PROCESS RISK:		YES 5.27		NO 5.27		BIO-HAZARD:		YES 5.52		NO 5.52	
RISK/ SUBSTANCE/ HAZARD:											
1.15, 3.24, 3.25, 3.26, 3.27, 3.28, 3.38, 4.4, 5.7, 5.8, 5.9, 5.10, 5.11, 5.12, 5.13, 5.14, 5.15, 5.16, 5.17, 5.18, 5.19 5.18, 5.19, 5.52, 5.53, 5.54, 5.55, 6.11											
IMMEDIATE OPERATIONAL CONSIDERATIONS:											
4.5, 4.6, 4.7, 4.8, 4.9, 4.50, 4.51, 5.25, 5.43, 5.44, 5.45, 5.46, 5.47,5.48, 5.49, 5.50 5.51, 5.56* 7.10, 7.11, 8.6, 8.7, 9.8											
FIREFIGHTER RISKS:											
1.14, 3.40, 4.15, 4.16, 5.22, 5.23, 5.24, 5.26, 5.27, 5.28, 5.29, 5.30, 5.31, 5.32, 5.33, 5.34, 5.35, 5.36, 5.37, 5.42											
RELEVANT OPERATIONAL AIDE-MÉMOIRES:											
ASSETCO											
SOPs RELEVANT TO HAZARDS:											
ASSETCO											
ADDITIONAL INFORMATION:											
9.4, 9.5, 9.6, 9.7, 9.8											
WATER SUPPLIES:											
METER BY-PASS: 7.3											
HYDRANTS: 7.1, 7.2										DISTANCE:	
										ASSETCO	
OPEN WATER: 7.7										DISTANCE:	
										7.7	
ADDITIONAL INFORMATION: 7.8, 7.9											
ENVIRONMENTAL/ HERITAGE IMPACT:											
HERITAGE LOSS: 8.4, 8.5											
ADDITIONAL INFORMATION: 8.3											
ENVIRONMENTAL RISK TO IMMEDIATE AREA: 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.11											
ADDITIONAL INFORMATION: 6.7, 6.8, 6.9, 6.10											

NORTHERN IRELAND FIRE & RESCUE SERVICE

Site-Specific Emergency Response Plan

**APPENDIX "8" WILL BE ISSUED FOLLOWING THE COMPLETION OF THE
REVIEW OF:**

**OPERATIONS POLICY NO 5 -
*EMERGENCY PLANNING***



**Northern Ireland
Fire & Rescue Service**

APPENDIX "9"

ASSETCO MODAS RISK ASSESSMENT MODULE (AMRAM) GUIDANCE – DRAFT FOR REVIEW

17 February 2009

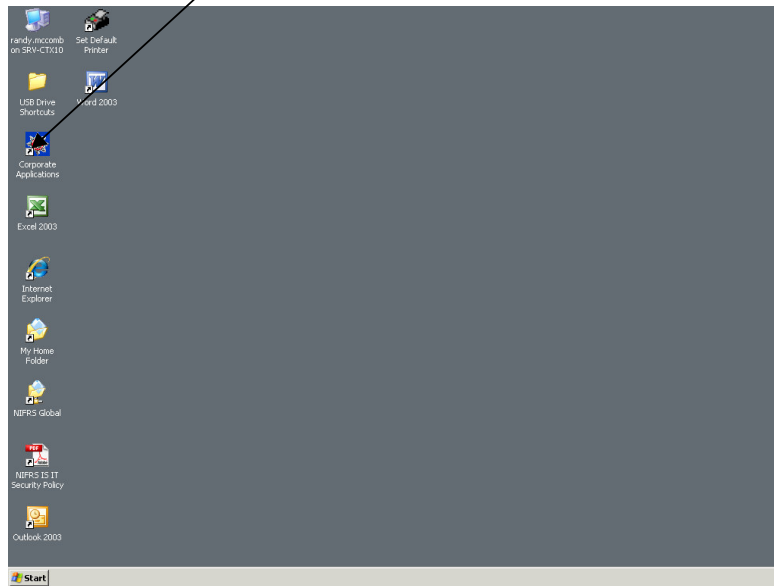
Issued by: Risk Critical Information Project Team

STANDARD OPERATING PROCEDURE (SOP) 12

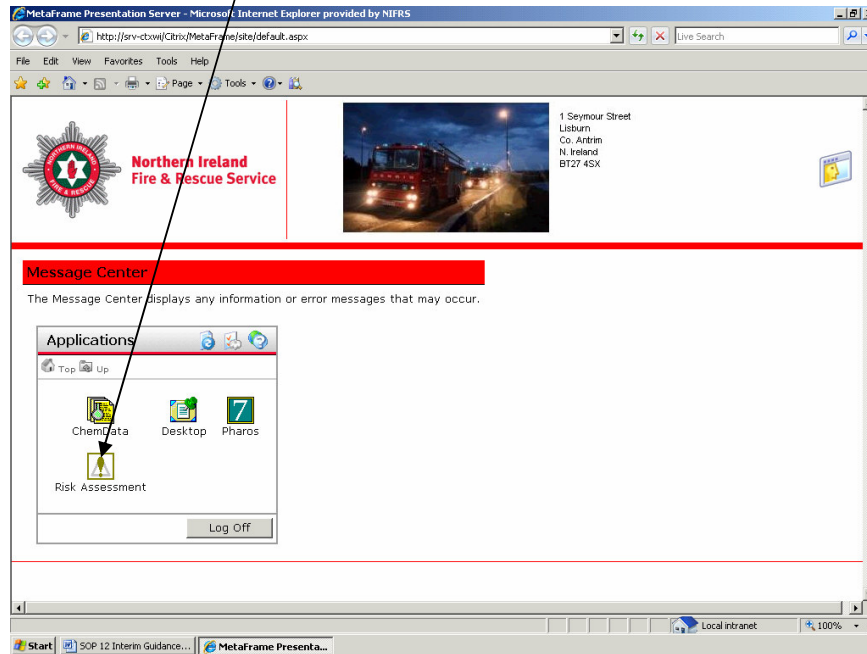
SOP 12 Users' Interim Procedure to Access ASSETCO MODAS Risk Assessment Module (AMRAM)

Please note, this supersedes previous guidance which included steps on entering information gathered from the Occupier's initial questionnaire (Site-Specific Risk Assessment (SSRA) questionnaire). Interim guidance on the operational Intelligence gathering process Point 1 states "Until further notice, the Occupier's Questionnaire (SSRA Questionnaire) is not to be issued".

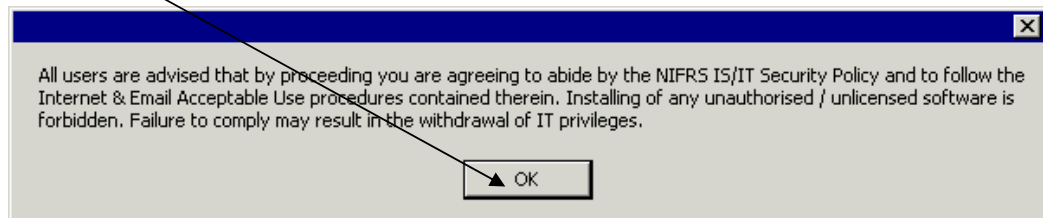
- Step 1:** Switch on computer.
- Step 2:** Left click "Connect"; type in user name, eg, rodney.balmer; type in your designated password - this procedure will allow you to access the desktop.
- Step 3:** If the computer is already logged on to another user, ie, lisburn.station, left click "Start" button; highlight and left click "Log Off", eg, lisburn.station; left click "Log Off" in dialog box; follow Step 2.
- Step 4:** Right click "Corporate Applications" icon on desktop (third icon from top on left-hand side); left click "Open".



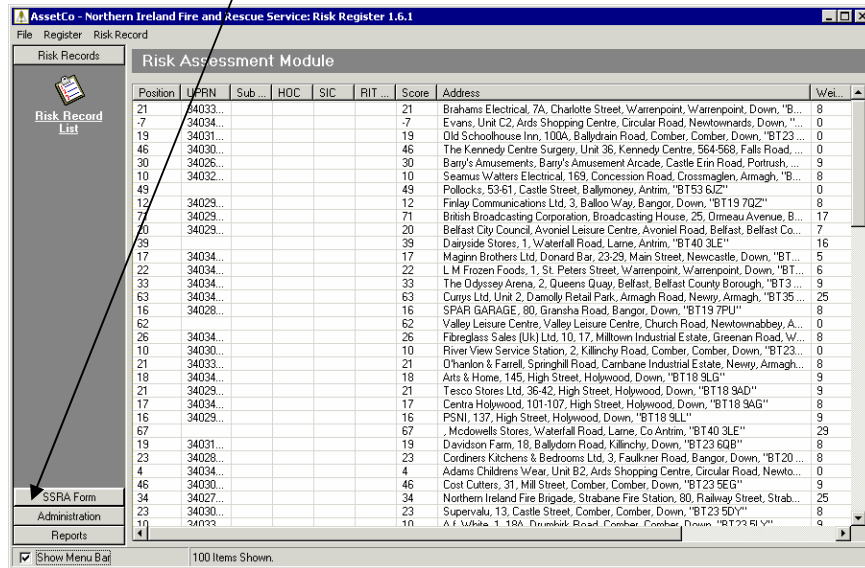
Step 5: Left click "Risk Assessment" - this will open up the Risk Assessment module.



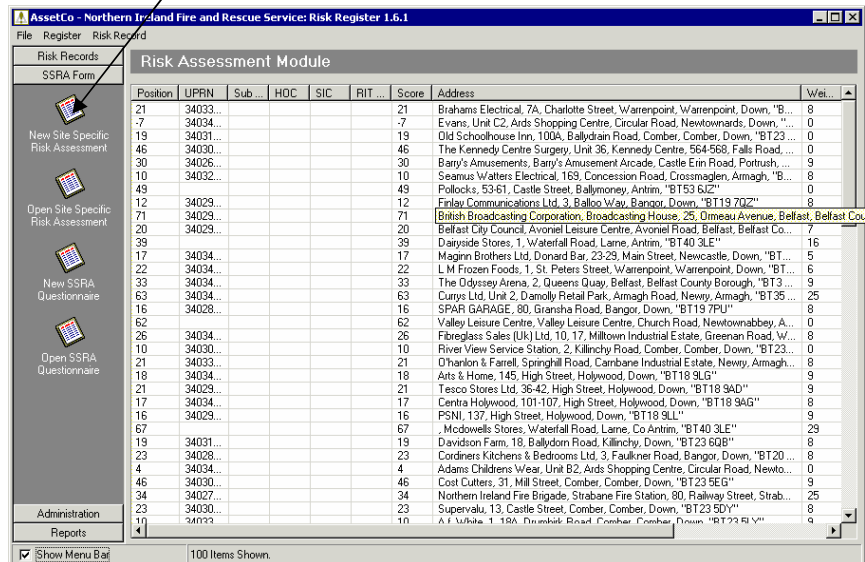
The IT/IS security policy dialogue box will appear on screen - left click "OK".



Step 6: To enter, score and grade a premises as high, medium or low from the information received from the Site-Specific Risk Assessment (SSRA) Form); left click "SSRA Form" (bottom left-hand side).



Step 7: Left click "New Site Specific Risk Assessment" (first icon - top left-hand side) - this will open up the compass filter.



Step 8: To search for address premises name using the wildcard type % or * on either side of text in specified field, eg, to find Tesco in Bentrin Road, Lisburn, in "Company Name" field, type %Tesco% or alternatively *Tesco* and/or type in address field %Bentrin Road% or alternatively *Bentrin Road* and/or in "Post Code" field, type in %BT282GB% or *BT282GB*; left click "Apply".

Note: At present the system is exceptionally case sensitive, eg, entering *tesco* instead of *Tesco* will produce no matches found.

Step 9: Highlight the correct premises and then left click the "Select" tab.

Organisation	Building	Street	Town	County	Post Code
Tesco Stores Limited	Bentrin Centre	Bentrin Road	Lisburn	Antrim	BT28 2GB
Tesco Service Station		Bentrin Road	Lisburn	Antrim	BT28 2GB

Step 10: Fill in the respective fields in the SSRA application from the SSRA Form.

Step 11: Once all the relevant sections have been completed, left click "File" (1); on the drop-down menu, left click "Save" (2); left click the "Record Score" button on the right-hand side (3).

Step 12: Enter NIFRS service number in "Assessor" field (1) and any other relevant information in "Comments" field (2); left click "OK" (3).

The image shows a software window titled "Risk Score" with a close button (X) in the top right corner. The window contains three main sections:

- Risk Assessment Score:** This section contains the following fields:
 - Assessor:** A text box containing the value "7070". A callout box with the number "1" has an arrow pointing to this field.
 - Date:** A text box containing the value "17/11/2008 14:36:10".
 - Calculated Score:** A text box containing the value "0".
 - Calculated Weighting:** A text box containing the value "0".
 - Adjusted Score:** A text box containing the value "0".
- Added Value from Previous Inspection:** This section contains the following fields:
 - Current Adjusted Score:** A text box containing the value "0".
 - Previous Adjusted Score:** A text box containing the value "0".
 - Added Value:** A text box containing the value "0".
- Comments:** A large text area containing the text "SSRA completed by WC Black". A callout box with the number "2" has an arrow pointing to this text area.

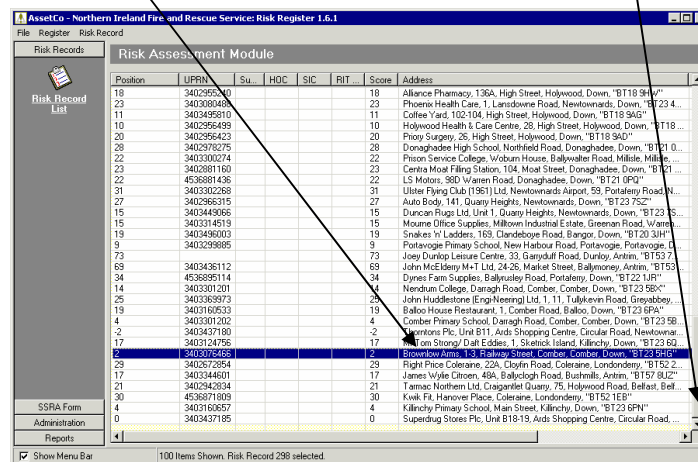
At the bottom of the window, there are two buttons: "OK" and "Cancel". A callout box with the number "3" has an arrow pointing to the "OK" button.

AMRAM SEARCH/FILTER PROCEDURES

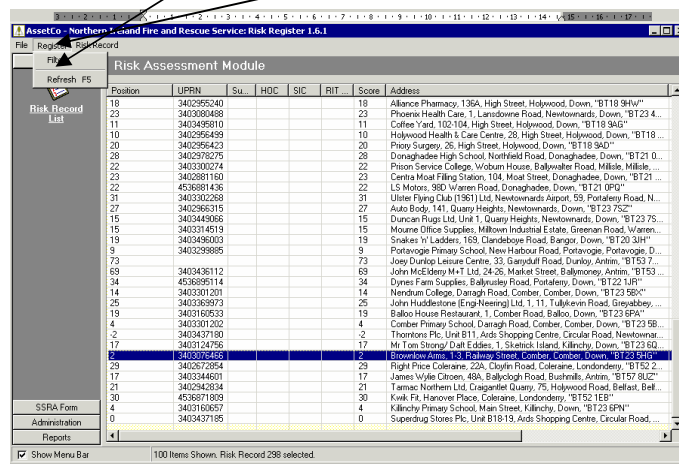
There are a number of options to search for premises that has information already entered into the system by either the Occupier's Initial Questionnaire (SSRA Questionnaire) or the SSRA Form.

Follow Steps 1 to 5 as above for the SOP 12 Users' Interim Procedure to access ASSETCO MODAS Risk Assessment Module (AMRAM).

Option 1: The screen will display the last 100 records. Left click repeatedly the tab button to scroll down all 100 records. If the record you wish to view is there, highlight it and double left click.



Option 2: (Note: Unavailable at present.) Left click "Register" in the drop-down menu; left click "Filter".



Left click "Show All"; left click "OK"; this will display all records, then follow Option 1.

Fire Safety Enforcement Filter

Risk Assessment Filter

Filter the items displayed in the fire safety enforcement register using one or more of the following options.
Use * or % as a wildcard for pattern matching text fields.

Maximum number of records to display in register:

☐ Show Only Risks ☒ Show All

Inspection Date:

☐ Allocated ☐ Unallocated ☒ All

Next Inspection By:

☐ Only show incomplete inspections

Score range: From: To:

SIC:

RIT Area:

File Number:

Field: Value:

Field: Value:

Add Remove

Reset OK Cancel

Option 3: Left click "Register" in the drop-down menu; left click "Filter".

Risk Assessment Module

Position UPRN Su HOC SIC RIT Score Address

18	340295530					18	Alliance Pharmacy, 136A, High Street, Holywood, Down, 'BT18 9HU'
23	3403080488					23	Phoenix Health Care, 1, Lansdowne Road, Newtownards, Down, 'BT23 4...
11	3403499810					11	Coffee Yard, 102/104, High Street, Holywood, Down, 'BT18 9AG'
10	3402956499					10	Hollywood Health & Care Centre, 20, High Street, Holywood, Down, 'BT18 ...
20	3402956423					20	Priory Surgery, 26, High Street, Holywood, Down, 'BT18 9AD'
28	3402978275					28	Donaghadee High School, Northfield Road, Donaghadee, Down, 'BT21 0...
22	340300274					22	Prison Service College, Wilson House, Ballyvaughan Road, Millisle, Millisle, ...
23	3402881160					23	Centra Meat Filling Station, 104, Moat Street, Donaghadee, Down, 'BT21 ...
22	4536881436					22	LS Motors, 38D Warren Road, Donaghadee, Down, 'BT21 0PQ'
31	3403032288					31	Ulster Flying Club (1961) Ltd, Newtownards Airport, 59, Portlough Road, N...
27	3402966315					27	Auto Body, 141, Quarry Heights, Newtownards, Down, 'BT23 752'
15	3403449866					15	Duncan's Rugs Ltd, Unit 1, Quarry Heights, Newtownards, Down, 'BT23 75...
15	3403148819					15	Moyane Office Supplies, Milltown Industrial Estate, Greenan Road, Warren...
19	3403498003					19	Snakes 'n' Ladders, 169, Clondeboy Road, Bangor, Down, 'BT20 3HH'
9	3403299885					9	Portlough Primary School, New Harbour Road, Portlough, Portlough, D...
73	3403436112					73	Joey Dunlop Leisure Centre, 21, Gaughall Road, Dunlop, Antim, 'BT13 7...
69	3403436112					69	John McElerny M-T Ltd, 24-26, Market Street, Ballymoney, Antim, 'BT53...
34	4536895114					34	Dynes Farm Supplies, Ballyvaughan Road, Portlough, Portlough, D...
14	3403010201					14	Nendrum College, Donagh Road, Comber, Comber, Down, 'BT23 8BC'
25	3403369973					25	John Huddleston (Eng-Neering) Ltd, 1, 11, Tullykevin Road, Greystown, ...
19	3403169533					19	Balco House Restaurant, 1, Comber Road, Balco, Down, 'BT23 8PA'
4	3403010202					4	Comber Primary School, Donagh Road, Comber, Comber, Down, 'BT23 9B...
2	3403437180					2	Thornhill Plc, Unit B11, Ard Shopping Centre, Circular Road, Newtownar...
17	3403124796					17	Mt Tom Shrop's Dalt Eddies, 1, Slatnick Island, Killybegs, Down, 'BT23 6Q...
12	4536895114					12	Edward & Sons, 18, Clonagh Road, Clonagh, Down, 'BT23 8BC'
23	3402672854					23	Right Price Coleraine, 22A, Clavin Road, Coleraine, Londonderry, 'BT52 2...
17	340344601					17	James Wyle Cycles, 48A, Ballycogh Road, Bushmills, Antim, 'BT57 8JC'
21	3403462634					21	Fernac Northern Ltd, Casaghat Quarry, 75, Hollywood Road, Belfast, Bell...
30	4536871809					30	Kwik Fit, Hanover Place, Coleraine, Londonderry, 'BT52 1EB'
4	3403169857					4	Killybegs Primary School, Main Street, Killybegs, Down, 'BT23 8PN'
0	3403437185					0	Superdrug Store Plc, Unit B10/19, Ard Shopping Centre, Circular Road...

100 Items Shown, Risk Record 298 selected.

Left click tab in "Field".

Fire Safety Enforcement Filter

Risk Assessment Filter

Filter the items displayed in the fire safety enforcement register using one or more of the following options.
[Use * or % as a wildcard for pattern matching text fields.](#)

Maximum number of records to display in register:
☒ Show Only Risks ☐ Show All

Inspection Date:
☐ Allocated Next Inspection By:
☐ Unallocated
☒ All ☐ Only show incomplete inspections

Score range: From: To:
SIC:
RIT Area:
File Number:

Field	Value
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Field Add
Value Remove

Reset OK Cancel

Repeatedly left click the tab button (1); scroll down to "StnArea" (2); highlight, and left click.

Fire Safety Enforcement Filter

Risk Assessment Filter

Filter the items displayed in the fire safety enforcement register using one or more of the following options.
[Use * or % as a wildcard for pattern matching text fields.](#)

Maximum number of records to display in register:
☒ Show Only Risks ☐ Show All

Inspection Date:
☐ Allocated Next Inspection By:
☐ Unallocated
☒ All ☐ Only show incomplete inspections

Score range: From: To:
SIC:
RIT Area:
File Number:

Field	Value
-------	-------

Field Add
Value Remove

OK Cancel

Left click tab in "Value" field (3); repeatedly left click the tab (4) and scroll down to required station, eg, N41- Lisburn Fire Station. Left click on it to highlight (5); left click "Add" (6); left click "OK" (7); this will display all records for N41- Station which an SSRA record has been made (information from the SSRA Form has been entered).

Option 4: Left click "Register" in the drop-down menu; left click "Filter".

Left click tab in "Field".

Fire Safety Enforcement Filter

Risk Assessment Filter

Filter the items displayed in the fire safety enforcement register using one or more of the following options.
[Use * or % as a wildcard for pattern matching text fields.](#)

Maximum number of records to display in register:
☒ Show Only Risks ☐ Show All

Inspection Date:
☐ Allocated Next Inspection By:
☐ Unallocated
☒ All ☐ Only show incomplete inspections

Score range: From: To:
SIC:
RIT Area:
File Number:

Field	Value
Address	%Newtownabbey%

Repeatedly left click the tab button and scroll down to "Address"; highlight, and left click.

Fire Safety Enforcement Filter

Risk Assessment Filter

Filter the items displayed in the fire safety enforcement register using one or more of the following options.
[Use * or % as a wildcard for pattern matching text fields.](#)

Maximum number of records to display in register:
☒ Show Only Risks ☐ Show All

Inspection Date:
☐ Allocated Next Inspection By:
☐ Unallocated
☒ All ☐ Only show incomplete inspections

Score range: From: To:
SIC:
RIT Area:
File Number:

Field	Value
Address	
AdequateAccess	
AdjacentHazard1	
AdjacentHazard2	
AdjacentHazard3	
AdjacentHazard4	

Left click anywhere within the "Value" field.

Fire Safety Enforcement Filter

Risk Assessment Filter

Filter the items displayed in the fire safety enforcement register using one or more of the following options.
Use * or % as a wildcard for pattern matching text fields.

Maximum number of records to display in register:
☒ Show Only 100 Risks ☐ Show All

Inspection Date:
☐ Allocated Next Inspection By:
☐ Unallocated
☒ All ☐ Only show incomplete inspections

Score range: From: 0 To: 0
SIC:
RIT Area:
File Number:

Field	Value
Address	

Field: Address Value:

Add Remove

Reset OK Cancel

Using the wildcard feature, type in, eg, %Newtownabbey%; left click "Add"; left click "OK".

Fire Safety Enforcement Filter

Risk Assessment Filter

Filter the items displayed in the fire safety enforcement register using one or more of the following options.
Use * or % as a wildcard for pattern matching text fields.

Maximum number of records to display in register:
☒ Show Only 100 Risks ☐ Show All

Inspection Date:
☐ Allocated Next Inspection By:
☐ Unallocated
☒ All ☐ Only show incomplete inspections

Score range: From: 0 To: 0
SIC:
RIT Area:
File Number:

Field	Value
Address	

Field: Address Value:

Add Remove

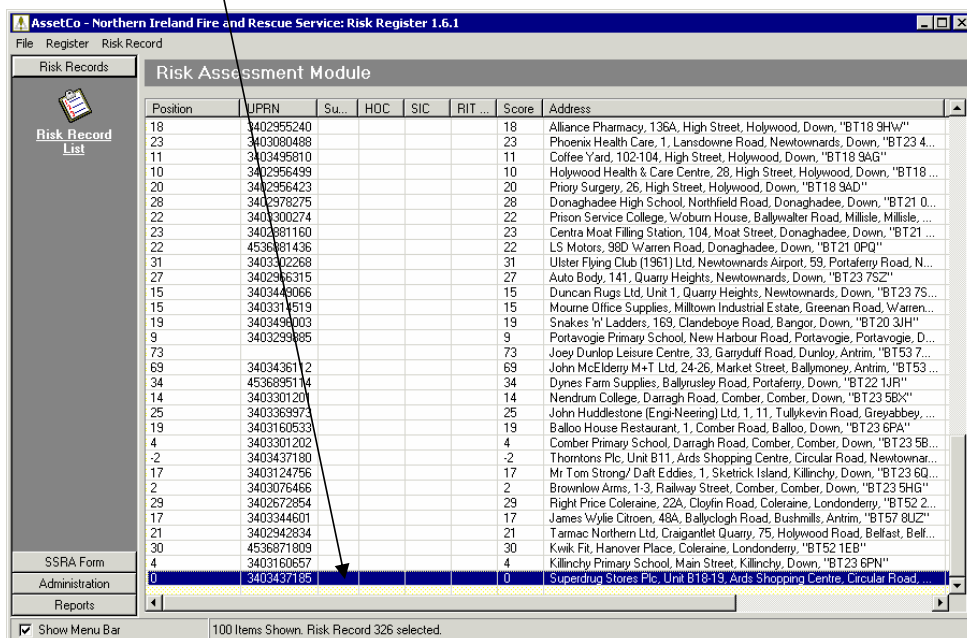
Reset OK Cancel

PLEASE NOTE THE FOLLOWING POINTS:

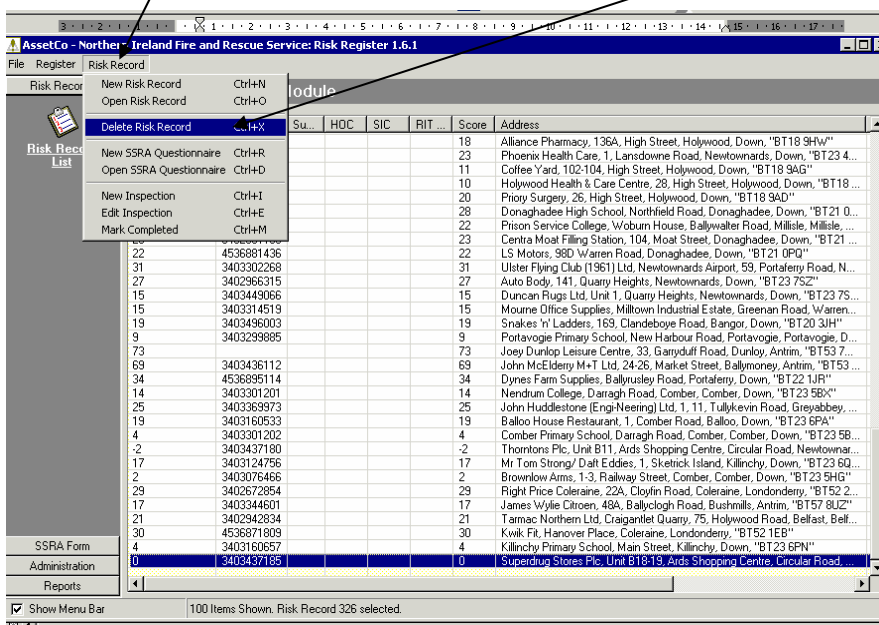
- 1 This will **only** display the records which have (as in this example) Newtownabbey within their address. You will be unable to display all of the station ground if this encompasses different areas within the Station Area, eg, Glengormley, Mallusk, Newtownabbey.
- 2 This will display both records made from the SSRA and the initial Occupier's Questionnaire, provided they conform to point 1.

DELETING RECORDS

Access the required record following AMRAM search/filter procedures as above.
Highlight the record you wish to delete.



Left click "Risk Record"; in the drop-down menu, highlight and left click "Delete Risk Record".



In the delete warning box, left click "Yes".

AssetCo - Northern Ireland Fire and Rescue Service: Risk Register 1.6.1

File Register Risk Record

Risk Records

Risk Assessment Module

Risk Record List

Position	UPRN	Su...	HOC	SIC	RIT ...	Score	Address
18	3402955240					8	Alliance Pharmacy, 136A, High Street, Holywood, Down, "BT18 9Hw"
23	3403080488					23	Phoenix Health Care, 1, Lansdowne Road, Newtownards, Down, "BT23 4..."
11	3403495810					11	Coffee Yard, 102-104, High Street, Holywood, Down, "BT18 9AG"
10	3402956499					10	Hollywood Health & Care Centre, 28, High Street, Holywood, Down, "BT18 ..."
20	3402956423					20	Priory Surgery, 26, High Street, Holywood, Down, "BT18 9AD"
28	3402978275					28	Donaghadee High School, Northfield Road, Donaghadee, Down, "BT21 0..."
22	3403300274					22	Prison Service College, Woburn House, Ballywalter Road, Millisle, Millisle, ...
23	3402881160					23	Centra Moat Filling Station, 104, Moat Street, Donaghadee, Down, "BT21 ..."
22	4536881436					22	LS Motors, 96D Warren Road, Donaghadee, Down, "BT21 0FQ"
31	3403302268					31	Ulster Flying Club (1961) Ltd, Newtownards Airport, 59, Portaferry Road, N...
27	3402966315					27	Auto Rnle 141 Quarry Heights, Newtownards, Down, "BT23 7S2"
15	3403449066					15	at 1, Quarry Heights, Newtownards, Down, "BT23 7S..."
15	3403314519					15	es, Milltown Industrial Estate, Greenan Road, Warren...
19	3403496003					19	69, Clandebye Road, Bangor, Down, "BT20 3JH"
9	3403299885					9	chool, New Harbour Road, Portavogie, Portavogie, D...
73						73	Centre, 33, Garryduff Road, Dunloy, Antrim, "BT53 7..."
69	3403436112					69	Ltd, 24-26, Market Street, Ballymoney, Antrim, "BT53 ..."
34	4536895114					34	Ballyrusley Road, Portaferry, Down, "BT22 1JR"
14	3403301201					14	Nendrum College, Daragh Road, Comber, Comber, Down, "BT23 5B4"
25	3403368973					25	John Huddestone (Eng-Neering) Ltd, 1, 11, Tuljykevin Road, Greyabbey, ...
19	3403160533					19	Balloo House Restaurant, 1, Comber Road, Balloo, Down, "BT23 6PA"
4	3403301202					4	Comber Primary School, Daragh Road, Comber, Comber, Down, "BT23 5B..."
-2	3403437180					-2	Thomtons Plc, Unit B11, Ards Shopping Centre, Circular Road, Newtownar...
17	3403124756					17	Mr Tom Strong/ Dalt Eddies, 1, Sketrick Island, Killinchy, Down, "BT23 6Q..."
2	3403076466					2	Brownlow Arms, 1-3, Railway Street, Comber, Comber, Down, "BT23 5HG"
29	3402672854					29	Right Price Coleraine, 22A, Cloyfin Road, Coleraine, Londonderry, "BT52 2..."
17	3403344601					17	James Wylie Citroen, 48A, Ballyclogh Road, Bushmills, Antrim, "BT57 8U2"
21	3402942634					21	Tarmac Northern Ltd, Craiganflet Quarry, 75, Holywood Road, Belfast, Belf...
30	4536871809					30	Kwik Fit, Hanover Place, Coleraine, Londonderry, "BT52 1EB"
4	3403160657					4	Killinchy Primary School, Main Street, Killinchy, Down, "BT23 6PN"
0	3403437185					0	Superdrug Stores Plc, Unit B18-19, Ards Shopping Centre, Circular Road, ...

Delete Warning

Are you sure you want to delete the selected risk record?

Yes No

SSRA Form

Administration

Reports

Show Menu Bar

100 Items Shown. Risk Record 326 selected.

ADDITIONAL GUIDANCE

- 1 Before entering the information from the SSRA Form into the SSRA application, the following information **MUST** be obtained or confirmed correct from Operations Support. This can best be achieved by forwarding on a spreadsheet, as shown in the following example. The Operations Support Department will return the spreadsheet with the confirmed information in "black" or queries in colour.












	A	B	C	D	E	F	G	H
1								
2		SOP 12						
3								
4								
5		OCCUPIERS NAME	ADDRESS	REF/FILE NO.	PDA	MAP REFERENCE	NAMOS	BASIS
6		Lunar Land/Yorkgate Leisure	York St BT15 1WA	ONE21001	2 wRL	J3410075300	No	No
7		Wilson Waste Management	110-114 Duncrose Street BT13 9AR	ONE21002	2 wRL		No	No
8								Comments
9								Not in mobs system - need address
10								LIMESTONE ROAD OR DUNCROUSE STREET
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
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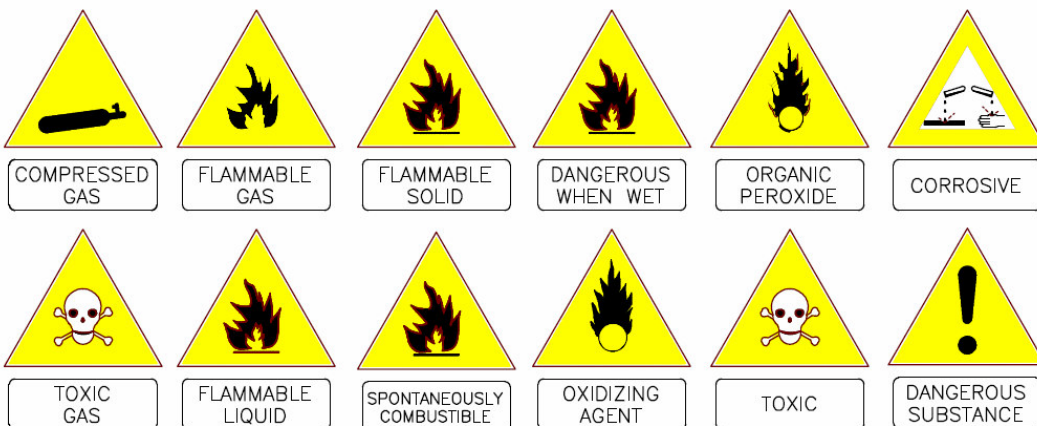
2 GUIDANCE ON PLANS

- 2.1 Where a CAD plan exists in the Fire Safety file for the premises (contact the Area Community Development Department), this may be used.
 - 2.2 If the Fire Safety file has an old style plan, this can be made into a CAD plan at Area Community Development Department (contact the CAD Technician).
 - 2.3 Where no plans exist in Fire Safety records, the management of the premises should be requested to provide paper copies of plans and also electronically stored plans in the format AUTOCAD Release 14 or a more recent version. These can be e-mailed to the Station or District Commander via an internet e-mail address, or alternatively, provided by the company on a CD (using a CD writer).
- 3 An Operational Risk Card "Drawing Aide-mémoire and Legend" is currently being evaluated and will be issued in due course.

PLAN DRAWING SIGNAGE TEMPLATE AND AIDE-MÉMOIRE

LEGEND FOR OPERATIONAL RISK CARD DRAWING

-  – DENOTES FIRE HYDRANT
-  – DENOTES NUMBER OF FLOORS
-  – DENOTES ENTRY POINT @ GROUND FLOOR LEVEL
-  – DENOTES ASSEMBLY POINT
-  – DENOTES FIRE ALARM PANEL
-  – DENOTES GAS SHUT-OFF VALVE
-  – DENOTES SPRINKLER SHUT-OFF VALVE
-  – DENOTES ELECTRICITY ISOLATION POINT
-  – DENOTES GRADIENT DIRECTION (UP OR DOWN)
-  – DENOTES DIMENSION
-  – DENOTES DRAINAGE GRATE



THIS AIDE MEMOIR IS ONLY A GENERAL GUIDE TO HELP IN THE PREPARATION OF THE DRAWING SECTION OF AN OPERATIONAL RISK CARD, ADDITIONAL SYMBOLS AND INFORMATION MAY ALSO BE REQUIRED

OPERATIONAL RISK CARD

"DRAWING AIDE-MÉMOIRE"

- Drawing to be in proportion
- Road names
- Entrance details/gates, etc
- Site dimensions
- Building dimensions
- Entry points
- Number of floors
- Gas bullets/LPGs/Acetylene, etc
- Fuel tanks/silos, etc
- Chemicals/silos, etc
- Building construction/type
- North pointer
- Drainage
- Interceptors
- Significant gradients
- Electric Sub-Stations
- Electric cut-offs
- Overhead power lines
- Assembly points
- Adjacent buildings/sites
- Heights
- Rivers/other water supplies
- Hydrants
- Machine cut-offs
- Rendezvous points
- Racking
- Fire alarm panels
- Corrosives/flammables/hazardous substances, etc
- Sandwich Panels/Cladding/Unprotected Columns
- Type of site, eg, NAMOS, etc
- Label main areas in building, eg, production/office areas, etc
- Any other relevant hazards, etc