Code of Practice

Fire Industry Association

Leading Excellence in Fire Since 1916

NFCC National Fire Chiefs Council

Code of Practice for the provision of secure information boxes in residential buildings

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FIRE INDUSTRY ASSOCIATION FOREWORD

As the largest fire protection trade association in Europe with over 1,250 members, the Fire Industry Association (FIA) continues to promote, improve and perfect fire protection methods, devices, services and apparatus. We welcome the opportunity to work with the National Fire Chiefs Council (NFCC) on this guidance around secure information boxes (SIB). By bringing cross industry experts together in a collaborative manner, the FIA can create far-reaching guidance incorporating expertise from all aspects from those who provide fire safety.

In the constantly shifting grounds of new legislation, new regulators and the recommendations of the Grenfell Tower inquiry, there is a need for guidance to promote best practice to ensure consistency of application and regulation; especially in keeping resident's safe in high rise residential buildings. Equally, the principles can be applied to a range of other premises where there would be a need for the provision of emergency response plans and to ensure the safety of occupants using dependable, readily available, concise and clearly presented information.

The need to ensure that information is available to the fire and rescue service in a consistent format to assist with the emergency response, especially taking into account those with mobility, cognitive or sensory impairments, is crucial. This guide helps ensure that those most in need of support are fully considered in the decisions and plans for managing an incident. This is why the FIA are pleased to co-produce this code of practice.

Ian Moore OBE

Chief Executive Officer

Fire Industry Association

NFCC FOREWORD

The National Fire Chiefs Council (NFCC) welcomes the opportunity to continue working with the Fire Industry Association on the review of this Code of Practice. This collaboration is particularly timely given the introduction of the Fire Safety (England) Regulations 2022, the Fire Safety (Residential Evacuation Plans) (England) Regulations 2025, and recent amendments to Approved Document B.

Effective collaboration across industry enables the expertise of those who design, construct, regulate and respond to fire risk to be brought together to produce well-rounded, practical guidance. This Code represents a further step in responding to the Dame Judith Hackitt Review and the recommendations arising from the Grenfell Tower fire, ensuring that learning is translated into clear expectations and improved practice.

It is essential that those with ongoing responsibility for building safety have access to guidance that is clear, consistent and grounded in best practice. Equally, those charged with regulating and enforcing compliance must be able to assess standards against a shared and informed understanding. This Code supports both aims, helping to promote consistency, confidence and assurance across the system.

In recent years there has, rightly, been significant focus on the safety of buildings in terms of their design, construction, materials and the competence of those involved. These factors are critically important. However, we must not lose sight of the fact that buildings are not simply assets or structures; they are people's homes. Everyone has a fundamental right to feel safe where they live, particularly those with mobility, cognitive or sensory impairments.

The NFCC therefore strongly welcomes the emphasis within this Code on the protection of vulnerable people, and the requirement for accurate, up-to-date information to be provided through Emergency Response Packs. Ensuring that firefighters have timely access to vital information during an incident supports informed decision-making and enables those most at risk to be properly considered in operational planning and response.

This Code of Practice represents a positive and important contribution to improving building safety and supporting the collective responsibility we share to protect life.

Phil Garrigan

Chair

National Fire Chiefs Council

ACKNOWLEDGEMENTS

This code of practice was produced thanks to the support, experience and expertise of representatives of the following organisations:

Fire Industry Association (FIA)

National Fire Chiefs Council (NFCC)

Police Crime Prevention Initiatives – Secured by Design

London Fire Brigade

East Sussex Fire and Rescue Service

Gerda Security Products Ltd

CS Todd & Associates

National Social Housing Fire Strategy Group (NSHFSG)

Ensure Safety and Compliance

Fire Sector Federation

The Safety Letterbox Company Ltd

ASSA ABLOY UK

The Golden Key Secure Co

Note: The authors of this Code of Practice are grateful to Gerda Security Products Ltd for their contribution of plans and drawings given as examples in the appendices of this publication.

INTRODUCTION

This code of practice has been prepared jointly by the Fire Industry Association (FIA) and the National Fire Chiefs Council (NFCC), with the assistance of the other organisations set out in the Acknowledgements section.

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

The report recommended that secure information boxes (SIBs) should be provided in all high-rise residential buildings. The report also recommended that the contents of SIBs should include various information that will be of value to firefighters during an emergency.

There were specific recommendations for building owners and managers:

- To provide their local fire and rescue services 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 secure information box, 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 fire and rescue service
- To prepare Residential Personal Emergency Evacuation Plans (RPEEPs) for all residents whose ability to evacuate may be compromised, such as people with reduced mobility or cognition
- To include up-to-date information about people with reduced mobility and their associated RPEEPs in the secure information box
- To draw up and keep under regular review Building Emergency Evacuation Plans (BEEPs), copies of which are to be provided in electronic and paper form to their local fire and rescue service and placed in an information box on the premises

These recommendations have now been incorporated into the following legislation and guidance, which has led to the review of this code of practice:

- The Fire Safety (Residential Evacuation Plans) (England) Regulations 2025
- Fire Safety (England) Regulations 2022 Regulation 4 and Regulation 6
- Approved Document B – Secure information boxes for new buildings over 11m in height

SIBs have existed in a variety of forms for many years. They have been used extensively at locations such as transport hubs, shopping centres, sports stadiums and buildings with fire engineered solutions. Their purpose is to provide a secure, readily accessible storage facility for information for firefighters.

Traditionally this included building plans showing facilities, such as control equipment for smoke control systems and service shut-off controls but now might include information about

vulnerable residents and the contact details of the responsible person (RP).

In this code of practice, the entire contents of a SIB are described as the Emergency Response Pack (ERP). The contents of the ERP, and the security of the SIB that contains it, is produced for general needs blocks of flats, and might be different from that applicable to other types of premises.

1. SCOPE

1.1 This code of practice provides recommendations for the provision of SIBs and ERPs in high-rise residential buildings.

It is provided for RPs of high-rise residential buildings to assist them in providing and managing SIBs, ERPs and RPEEPs. It also provides advice to fire and rescue services in ensuring access and managing access systems. Building designers, Building Control Bodies and Building Safety Regulators will also find benefit from the guidance where a SIB is proposed for new buildings. The code of practice provides recommendations for the:

- Location of the SIB
- Security against unauthorised access
- Signage
- The ERP
- Maintenance of the SIB and ERP
- Exchange of information between stakeholders and definition of responsibilities.
- Storage and maintenance of RPEEPs information

This code of practice applies to the provision of SIBs and ERPs within the following types of premises:

- New premises:
  - New build blocks of flats with storeys over 11 metres as described in Approved Document B Volume 1

Note: Consideration should also be given to other buildings with large, complex or uncommon layouts where the provision of a SIB may be beneficial.

- Existing premises:
  - The Fire Safety (England Regulations) 2022 defines a 'high-rise residential building' as a building containing two or more sets of domestic premises that:
    - (a) is at least 18 metres above ground level; or
    - (b) has at least seven storeys
  - The Fire Safety (Residential Evacuation Plans) (England) Regulations 2025
    - more than 11 metres in height above ground level and has a simultaneous evacuation strategy if the fire and rescue service has chosen to receive RPEEPs information by hard copies placed in the SIB

1.2 However, the principles set out in this code of practice can be applied to other types of premises that are outside the scope of the code of practice.

1.3 This code of practice does not include recommendations for electronic storage and transfer of information to the fire and rescue service.

1.4 This code of practice is not intended to be retrospectively applied to existing installations where that SIB installation is meeting the outcomes of this code of practice.

2. LOCATION OF THE SECURE INFORMATION BOX (SIB)

2.1 The SIB needs to be sited at a location where the fire and rescue service can readily locate it and gain access to it. Therefore, it should be sited at the entrance at which the fire and rescue service is most likely to arrive when attending a call to the building. This location needs to be determined in consultation with the fire and rescue service if not immediately obvious. Normally, there will be a need for only one SIB within any block of flats. However, in a large flat complex, with multiple entrances, any of which might be used for fire and rescue service access (e.g. according to the location of the fire), the need for more than one SIB cannot be discounted.

Likewise In simple estates consisting of a small number of low or medium rise simple purpose-built blocks of flats it may be sufficient to provide one SIB to serve several blocks at the fire and rescue service entrance to the estate.

2.2 The siting of the SIB should take into account the following:

- Secured to resist unauthorised access but readily accessible by firefighters. The RP must satisfy themselves that the fire and rescue service have the appropriate means to access SIBs and the areas where they are sited
- The need to locate the SIB in close proximity to other systems or equipment that will be used by fire and rescue service personnel during a fire, such as Evacuation Alert Control and Indicating Equipment (EACIE), smoke control equipment and rising main inlets
- The ability of the SIB to be properly maintained
- That ideally the SIB should be located internally within the building. However, if fitted externally, it should be preferably located in a sheltered, well-lit area and protected from the weather
- That 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 fire and rescue service. In this case, directional signage may be necessary to assist the fire and rescue service (see Section 4).
- Sized to accommodate all necessary information

2.3 The bottom edge of the SIB enclosure should be located at least 1.4m above floor level to facilitate access by fire and rescue service personnel wearing personal protective equipment. Where required, due to risk of unauthorised access and vandalism, it is permissible for the bottom edge of the SIB to be located at no more than 2.5m above floor level to facilitate fire and rescue service personnel access by a short ladder. However, this should be considered alongside the maintenance issues that this may create.

2.4 The location of the SIB needs to be such that the box can be firmly bolted to the building structure in accordance with the manufacturer's instructions.

3. SECURITY OF THE SECURE INFORMATION BOX

3.1 It is imperative that appropriate care is taken to secure the SIB to prevent unauthorised access or vandalism. In this connection, the ERP may include sensitive personal information about the RP and people with mobility, cognitive and sensory impairments, and building systems which must be kept secure. The highest level of security is required in general needs blocks of flats.

3.2 Residents who are giving consent for their RPEEP information to be shared with the fire and rescue service through storage in a SIB need to be confident in the security of that information. Any obvious breaches of the SIB are likely to undermine a resident's confidence in sharing their information and defeat the objective of the RPEEPs legislation.

3.3 The security of the box is broken down into separate elements below for ease of explanation, but it is important to understand that the security of the box depends on each element contributing to an overall secure system. If any one of those elements is compromised, it may undermine the security of the other elements.

3.4 The RP is responsible for ensuring that the SIB manufacturer can demonstrate that the product meets all of the security specification recommendations in this section of the code of practice and that there are protocols and agreements in place with the relevant fire and rescue service for the chosen SIB and access system. Any adaptation or alteration of any element of a SIB from the manufacturers' original design, installation and locking system is likely to compromise the security standard the box was tested to.

3.5 The RP is responsible for ensuring that any personal information contained within the ERP shall comply with UK General Data Protection Regulation (GDPR) and associated guidance. The SIB, therefore, should meet minimum security standards as defined in 3.6 (below) and it is imperative that there are appropriate key control and access protocols in place.

3.6 RPs should have a key or code management policy in accordance with BS 7984-1:2016 Part 1: General recommendations for key holding and response services. The RP should note that the loss of any key, or compromise of any code, could result in a potential security breach. Therefore, they must have in place a system where they advise the SIB manufacturer immediately of any such breach.

3.7 The security of the SIB, and the information therein, relies on two separate matters:

- The physical security of the SIB, which includes the structure of the enclosure, the locking system, associated hardware and fixings and substrate type
- Management of the key or code system

SIB Physical security

3.8 Given the nature of the information contained within the SIB and its value to firefighters in the event of an emergency, specifically to assist with the risk to life, it is of paramount importance that SIBs should remain secure during an unlawful attempt to gain access.

All SIBs should therefore be tested and certificated, to one of the following standards:

- LPS 1175 Issue 7.2:2014 Security Rating 2+
- LPS 1175 Issue 8:2018 Security Rating B3+
- LPS 1673 Issue 1:2024 Attack Rating AR.B180+
- STS 205 Issue 5:2015 Burglar Resistance BR 2
- STS 205 Issue 8: DATE Burglar Resistance BR2

3.9 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 the ERP should remain inaccessible – the SIB must form a complete enclosure.

3.10 Any alteration or replacement of any part of the housing or locking mechanism with non-standard parts may undermine the security of the SIB and leave it non-compliant with the security standard certification.

SIB Key security and management protocols

3.10 A SIB can be unlocked using one of the following two methods:

- A key system
- A mechanically operated keypad

The lock system should form part of the overall security enclosure test referenced with paragraph 3.8 of this publication.

3.11 The integrity of both the key, or the code for the keypad, are of paramount importance to ensure that the information contained within the SIB may be used by the fire and rescue service in the event of a critical incident. The loss of keys within the stewardship of either the RP or fire and rescue service or the loss of the integrity of the keycode, can lead to information within a SIB being lost prior to the fire and rescue service arriving at the building and accessing the SIB.

3.12 Furthermore, because a fire and rescue service key (specifically) may also provide access to numerous SIBs within individual fire and rescue service areas, and possibly neighbouring fire and rescue service areas, the loss of a key can be significant and result in a significant security breach. It is also important that keypad codes are managed by the RP to ensure that the code is changed when appropriate. A suitable protocol should be agreed with the fire and rescue service to ensure that any change of codes is effectively communicated to the fire and rescue service within a mutually agreed time period. Guidance such as BS7984-1 Keyholding and response services - General recommendations for keyholding and response services may assist in this regard.

3.13 The serious consequences of the loss of a key will be further compounded where the

same key also operates the EACIE housing, conforming to BS 8629:2019 or an Access Control Box (ACB) containing a firefighters' access switch. A breach in the security of both of these additional essential firefighting controls may seriously compromise the ability of the fire and rescue service to address an emergency incident. The loss of a fire and rescue service key that will also release the access door to an ACB may also result in a substantial security breach for a significant number of unrelated buildings.

Key security

3.14 It is the responsibility of the RP to select a suitably security certificated SIB with a locking system that is acceptable to the fire and rescue service that serves the building. The RP, by liaison with the relevant fire and rescue service, should ensure that the fire and rescue service holds sufficient keys to equip all relevant fire appliances (of that service and any other relevant neighbouring fire and rescue services that may provide mutual aid).

3.15 SIB key systems must be protected from being copied. Therefore, key operable SIB enclosures should only be openable with a 'key' which is protected from copying through the minimum of a registered International Patent. The Patent must apply to the key or key and cylinder combination. For electronic or electro-mechanical keys, a valid Patent is not required if the key and cylinder combination is certificated to DHF TS 007-2:2019 or Sold Secure SS504:2025 / SS312:2024 and the digital communication between the key and the cylinder is proven to meet the Advanced Encryption Standard 128 (AES 128) or AES 256 and contact based, ensuring a high degree of protection against copying or cloning. However, if the electronic cylinder incorporates a mechanical key mechanism, then this mechanical element must be protected by a patent.

Note: A registered Three-Dimensional trade mark, in addition to a registered International Patent (for the key or key/cylinder combination), offers protection against third party misuse and abuse of keys and key blanks with manufacturers enforcing trade mark restrictions to limit reproduction. Specifically, under the Trade Marks Act 1994, Section 9 - Rights conferred by a registered trade mark, it is stated at (1) that 'The proprietor of a registered trade mark has exclusive rights in the trade mark which are infringed by use of the trade mark in the United Kingdom without his consent'. Stakeholders should therefore carry out due diligence to ensure the solution they choose provides the right level of key control security required for their organisation and applications.

3.16 The key system must be capable of providing a dedicated key for the fire and rescue service that will open all SIBs and, where appropriate, other equipment such as EACIE or ACB within a defined area; this will be defined by the fire and rescue service that operates within the geographical area. Designated fire and rescue keys should not display any identifying information, such as details that will identify it to the fire and rescue service or a building.

3.17 Key systems must be capable of providing a suited system that allows the RP, or their agent, to access the SIB to update the ERP.

3.18 Fire and rescue keys shall be designated as equipment and each fire and rescue service shall have a specific protocol to ensure the long-term security of the key and the integrity of the locking system. This may include signing the key over from one watch commander to another or, in areas where the fire and rescue service have higher numbers of on-call firefighters, a vehicle safe shall be installed in fire appliances and other vehicles where applicable. A security protocol shall also include a management process for reporting lost or stolen keys and, in the event of such a security breach, a lock replacement or reprogramming policy to prevent the key being used to gain access to any or all SIBs, and other systems such as EACIE or ACB. The reporting procedure should include the fire and rescue service, RP, manufacturer and maintainer to ensure the concern is reported promptly and the SIB is returned to secure use as soon as reasonably practicable by the RP or maintainer.

3.19 The physical security of the lock cylinder should conform to the minimum requirements of BS EN 1303:2015 'Building Hardware – Cylinders for locks. Requirements and test methods (for security and durability) classified as follows:

- Key related security – Grade 6 (Digit 7)
- Attack Resistance – Grade 2 (Digit 8)
- Durability – Grade 6, 100,000 cycles (Digit 2)
- Corrosion and Temperature Resistance – Grade C (Digit 6)

3.20 Any Electronic Key system to be used in lieu of the mechanical key and cylinder system must be of a contact-based technology with encrypted communication between key and cylinder via the contact connection (NOT Radio Frequency Identification (RFID)) and achieve a minimum-security rating for the mechanical security element if incorporated, as defined above for mechanical security grading. The minimum level of encryption should be Advanced Encryption Standard 128 (AES 128), the standard for all communication between keys, locks and administration devices. Locks should not be powered and any battery operation should be integral to the key, for easy user management.

3.21 In addition, the electronic or electro-mechanical cylinder should also be shown to comply with BS EN 15684:2012 'Building Hardware – Mechatronic Cylinders – Requirements and Test methods' and use a 'Key' for mechanically rotating the cylinder plug.

- Electronic Key Related Security – Grade F (Digit 6)
- Attack Resistance Grade 2 (Digit 8)
- Durability – Grade 6 (Digit 2)
- Corrosion and Temperature Resistance – Grade C or above to EN 1670

3.22 If a key is lost or stolen, the RP should contact the manufacturer to ascertain the impact of the loss and the appropriate action to be taken to maintain access and ensure security.

Mechanically operated keypad security

3.22 It is the responsibility of the RP to select a SIB with a locking system in consultation with the fire and rescue service where the building or buildings are located, to ensure that locking system can be supported by the fire and rescue service key management or code management protocols. For example, a fire and rescue service may not be able to support protocols for code type systems.

3.23 The RP should agree a specific protocol with the fire and rescue service to ensure the long-term security of the keypad code. This may include a single point of contact, such as a control room, to retain the keypad code for each SIB within their operational area and agreed code storage and security protocols.

3.24 Each site should have a different code; sites with multiple SIBs may have the same code to avoid confusion during an incident.

3.25 The RP, in conjunction with the fire and rescue service, should also agree a protocol to manage code updates. Codes should be changed at regular intervals, such as at least once a year, after an emergency incident, or if it is suspected that the code has been compromised and the security of the contents of the SIB may be at risk.

3.26 The physical security of the mechanically operated lock cylinder should conform to the minimum requirements of BS 8607: 2014+A1: 2016 ‘Mechanically operated push button locksets. Requirements and test methods’ – Grade 5.

3.27 Wherever possible a third-party certification scheme should be adopted to demonstrate that the recommendations in Section 3 of this code of practice have been met.

4. SIGNAGE

4.1 A square or rectangular sign, bearing the words ‘SIB for Fire and Rescue Service Use Only’ should be fixed to the door of the SIB enclosure, as shown in the figure 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 flames pictogram specified for firefighting 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 either rivets, at least four security screws or a security adhesive.



Figure 1: Diagram showing the signage for a secure information box (SIB)

4.2 Where a SIB is not clearly on view for fire and rescue service personnel entering the building, for example if it is located in a secure room, directional signage should be prominently located to unambiguously direct fire and rescue service personnel to the location of the SIB. The directional sign should comprise a white arrow on a red background in conjunction with the flames pictogram specified for firefighting equipment in BS 5499-10 and bear the letters 'SIB'.

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

Note: This guide is concerned with 'secure information boxes', which are required for blocks of flats over 18 metres in height by the Fire Safety (England) Regulations 2022; similarly, Approved Document B under the Building Regulations 2010 recommends the provision for blocks of flats over 11 metres in height. Previously, secure information boxes were commonly described as 'premises information boxes'. In a form of genericide, secure information boxes are sometimes described by the abbreviation PIB. However, the term PIB is the licensed trademark of one manufacturer. The term 'secure information boxes' is used throughout this current document, as it is in the relevant legislation but use of the term PIB by this manufacturer will not make the secure information box non-compliant with this code of practice.

5. EMERGENCY RESPONSE PACK (ERP)

5.1 The SIB is a facility for firefighters, and the content should be restricted to information relevant for the fire and rescue service during an incident. Unnecessary and unclear information could delay the fire and rescue service response.

5.2 The Fire Safety (England) Regulations 2022 require the RP to install a suitably secure information box in or on their high-rise building. The RP will also be required to provide in the box:

- Their UK contact details
- The UK contact details of any other person who has the facilities to and is permitted to access the building as the RP considers appropriate
- Copies of the building's floor plans, which identify specified key firefighting equipment
- A single page block plan, which identifies specified key firefighting equipment

5.3 The following section gives some practical guidance to ensure plans meet the practical requirements for the incident commander.

Building plans

5.4 The Fire Safety (England) Regulations 2022 (Reg 6) outlines a specific list of building features and key firefighting equipment which should be included on the building plan

5.5 Building plans should be A3 size and be encapsulated or placed inside plastic wallets so that they can stand up to the rigours of use. There should be two sets of all plans.

5.6 The ERP contains information that is required for the purpose of operational firefighting and rescue. Accordingly, the contents need to be tailored for the building and residents in question, but should always comprise, as a minimum:

- A log book for the purpose of recording events that occur in respect of the SIB system, including emergency use or system updates
- An 'Off the run' notice containing details of any firefighting fixed installations not available for use or unresolved fire safety issues
- A summary of information useful to the fire and rescue service on arrival at an incident
- An orientation plan, showing the location of the building in relation to surrounding buildings and other reference points, such as roads and water supplies
- A building layout plan showing the internal layout, including up-to-date floor plans
- A simple layout plan, if not provided in the orientation plan, showing water supplies for firefighting, including hydrants, emergency water supplies and wet riser supplies
- Simple layout plans showing facilities of particular relevance to operational firefighting and rescue, including relevant information regarding any lifts intended for use by the fire and rescue service and evacuation lifts.
- Information on residents with mobility, cognitive or sensory impairments and those residents that require assistance to evacuate the building in the event of fire.
- Significant fire safety issues, including any compartmentation, external wall system or other fire safety issues that may affect fire behaviour in the building

- A description of the current evacuation strategy, for example, stay put or simultaneous evacuation
- The Building Emergency Evacuation Plan (BEEP) as outlined in The Fire Safety (Residential Evacuation Plans) (England) Regulations 2025 (Reg 13)

The detail and examples of plans that cover the above components of the ERP are contained in the appendices of this guide.

Premises access key and lift key storage

5.7 The need for a straightforward yet practical key holder has become necessary for lift keys for the use of attending fire and rescue service personnel:

- This must be robust and securely fixed to the inside door of the SIB
- It should be designed so that the keys cannot easily fall out of place when opening or closing the door
- Each key should have a clearly defined key tag (colour tag, written label or both) that sits firmly in each section of the key holder that should be marked 'Lift keys'.
- The lift key holder should have a limited number of key holding sections for keys to be used in an emergency by firefighters. The SIB should not become a key store for everyday use
- It should be immediately apparent if a key is missing; therefore, any unused key holding section should be occupied by a 'blank'

5.8 As this is likely to require retrofit to existing as well as to new SIBs, the key holder must be cost-effective, properly designed to meet the above criteria and be able to be fitted easily by the end user or third parties, with no structural change to the SIB.

6. MAINTENANCE OF THE SIB AND THE ERP

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

6.2 The SIB should be checked to ensure it is operational and that any defects are actioned in suitable timescales. The RP should ensure that the competent maintainer or the person with responsibility for updating and checking the ERP has access to the SIB, or alternatively arranges access by a professional keyholding service that conforms to BS 7984-1 General recommendations for keyholding and response services.

6.3 Maintenance instructions given by the supplier or 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.

6.4 It is vital that the RP, or their agent, ensures that a competent person checks and updates the SIB and ERP on a regular basis. It is recommended that this process of

review should include:

Post incident checks:

- After any incident when 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 – to check that plans and information sheets are still present and protected in plastic wallets or properly laminated
- Data and information 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 in RPEEPs
- The SIB housing, locks, seals and fixings should be inspected for damage or degradation

Annual checks (or if there have been changes in circumstances through physical works, occupation, processes or usage):

- Review ERP information for adequacy in scope and detail, as well as accuracy

6.5 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.

7. EXCHANGE OF INFORMATION AND DEFINITION OF RESPONSIBILITIES

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

7.2 The RP for the SIB and ERP, or an appointed representative, should ensure that there is consultation at, or prior to, the SIB and ERP design stage with all relevant stakeholders.

7.3 It is essential that there is also relevant consultation between the RP and the local fire and rescue service. The extent to which such a consultation is necessary may be minimal for simple premises and more extensive for more complex buildings or buildings that employ complex evacuation procedures or fire safety systems.

7.4 If the building is under the control of more than one occupant, any new SIB or ERP should be subject to co-operation and co-ordination between all the building occupiers, although this is not intended to include individual flat residents.

7.5 All new SIBs should be registered with the local fire and rescue service in accordance with their notification procedures, in addition to any significant changes to the SIB, its location or the ERP.

7.6 The RP should ensure that the fire and rescue service is notified of any significant

change to the operation of the building in line with the Fire Safety (England) Regulations 2022. Significant changes include:

- Significant fire safety issues – any compartmentation, external wall system or other fire safety issues that may affect fire behaviour in the building
- Firefighting fixed installations, including lifts unavailable for use
- Change to the evacuation strategy

8. VARIATIONS OF RECOMMENDATIONS

8.1 This publication is a code of practice, and, as such, its contents take the form of recommendations, rather than requirements. The recommendations are primarily based on recognised good practice in the design, installation, commissioning and maintenance of SIBs and ERPs.

8.2 In certain circumstances, variations from the recommendations may be necessary in order to achieve the overall aims of the SIB and ERP concept. However, it does not imply that the designer or installer can ignore the recommendations of this code of practice. Variations always need to be the subject of specific agreement amongst all interested parties and need to be clearly identified in all relevant system documentation.

GLOSSARY

This glossary sets out definitions to assist users in understanding some of the technical terms used in this guide. In some cases, the definitions relate specifically to this guide and therefore may differ, to some degree, from more generically applicable definitions. This glossary is not exhaustive, and more precise definitions may be available from other sources.

TECHNICAL TERM	DEFINITION
Approved Document B	Guidance issued by the Government in support of the fire safety aspects of the Building Regulations
Competent person	A person with enough knowledge, skills, experience and behaviours to enable them to properly assist in undertaking the fire safety measures recommended in this guide
Emergency Response Pack (ERP)	A package of information containing building information and plans, and information about residents, of importance to the fire and rescue service on arrival at a block of flats in the event of fire or other emergency
Evacuation Alert Control and Indicating Equipment (EACIE)	Control and indicating equipment for an evacuation alert system conforming to BS8629
Evacuation Alert System (EAS)	Conforming to BS8629, 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
Evacuation lift	A lift designed for the evacuation of people requiring level access or egress that has appropriate structural, electrical, fire and smoke protection – BS4422
Firefighters' lift	A lift, conforming to BS EN 81-72, which has protection, controls and signals that enable it to be used under the exclusive control of firefighters
Firefighting lift	A lift which has protection, controls and signals that enable it to be used under the exclusive control of firefighters, but that are less stringent than those of a firefighters' lift
Firefighting shaft	A fire-resisting enclosure containing a firefighting stair, fire mains, firefighting lobbies and, if provided, a

	firefighting lift
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 of flats, the main is 'wet' and is permanently charged with water from a pressurised supply.
Firemen's lift	Lift installed before firefighting lift standards were made available, incorporating only a simple means to recall the lift to a designated floor, with no complex lift controls or protection measures for fire and rescue service use
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
General needs block of flats	A block of flats intended for occupation by members of the general public, and not those of a specific demographic or impairment vulnerability
Means of escape	Routes provided to ensure safe egress from the premises or other locations to a place of ultimate safety
Protected route	An escape route that is adequately protected from the rest of the building by fire-resisting construction
Responsible person	The person who has control of the premises (as an occupier or otherwise) as per the Regulatory Reform (Fire Safety) Order 2005
Resident Personal Emergency Evacuation Plan	A person-centred fire risk assessment as defined by The Fire Safety (Residential Evacuation Plans) (England) Regulations 2025
Secure information box (SIB)	A secure enclosure for the storage of the ERP, which is accessible to the fire and rescue service and RP. It contains plans and building information of importance to the fire and rescue service on arrival at a block of flats in the event of fire or other emergency.
Simultaneous evacuation	Procedure in which all parts of a block of flats 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

BIBLIOGRAPHY

Legislation and guidance

- The Regulatory Reform (Fire Safety) Order 2005
- The Fire Safety (Residential Evacuation Plans) (England) Regulations 2025
- Fire Safety (England) Regulations 2022
- Approved Document B – Secure information boxes for new buildings over 11 metres in height

British Standards

- BS 9991: 2015. Fire safety in the design, management and use of residential buildings. Code of practice.
- BS 9999: 2017. Fire safety in the design, management and use of buildings. Code of practice.
- BS 7984-1:2016 Part 1: General recommendations for keyholding and response services

Other guidance

- Secured by Design Homes 2025. Published by Secured by Design.

APPENDIX A – EMERGENCY RESPONSE PACK

A1.1 The Fire Safety (England) Regulations 2022 require the RP to install a suitably secure information box in or on their high-rise building. They will also be required to provide in the box:

- Their UK contact details
- The UK contact details of any other person who has the facilities to and is permitted to access the building as the RP considers appropriate
- Copies of the building's floor plans that identify specified key firefighting equipment
- A single page block plan that identifies specified key firefighting equipment

A1.2 The following section gives some practical guidance to ensure plans meet the practical requirements for the fire and rescue service incident commander.

The ERP should provide relevant information to assist the fire and rescue service in an incident. It is expected to include:

SECTION	ITEM	DESCRIPTION
A1.3	Log book	A log book for the purpose of recording events that occur in respect of the SIB system, including emergency use or system updates
A1.4	Off the run notice	An off the run notice containing details of any firefighting fixed installations unavailable for use or unresolved fire safety issues
A1.5	Orientation plan	An orientation plan, showing the location of the building in relation to surrounding buildings and water supplies for firefighting, including hydrants, emergency water supplies and wet riser supplies
A1.6	Fire and rescue service on arrival information	Summary of information useful to the fire and rescue service on arrival at an incident
A1.7	Building layout plans	A building layout plan showing the internal layout, including up-to-date floor plans
A1.8	Firefighting facilities location plan	Simple layout plans showing facilities of particular relevance to operational firefighting
A1.9	Residential Personal	Residential Personal Emergency Evacuation Plans (RPEEPs) for residents with mobility,

	Emergency Evacuation Plans (RPEEPs)	cognitive or sensory impairments, or those who require assistance in an evacuation situation
A1.10	Significant fire safety issues	List and description of any compartmentation, external wall system or other fire safety issues that may affect fire behaviour in the building
A1.11	Description of current fire evacuation strategy	A description of the current fire strategy, such as stay put or simultaneous evacuation
A1.12	Building Emergency Evacuation Plan (BEEP)	The Building Emergency Evacuation Plan (BEEP) as outlined in The Fire Safety (Residential Evacuation Plans) (England) Regulations 2025 (Reg 13)

A1.3 Log book

A log book is kept in the SIB for the purpose of recording events that occur in respect of the SIB system, including emergency use or system updates. The following information should be recorded in the log book under the following headings:

- Date and time: Date and time of all access to the SIB by the fire and rescue service or RP, regardless of whether accessed as a result of an inspection, update, maintenance or operational incident
- Person accessing SIB: Name, contact details and organisation of the person accessing the SIB
- Reason for access: Brief details of the reason for access, for example maintenance of SIB, reviewing the ERP or responding to an operational incident

SECURE INFORMATION BOX ACCESS AND REVIEW LOG BOOK					
Date	**Time**	**Name of person accessing SIB**	**Contact details**	**Organisation of person accessing SIB**	**Reason for access, for example, maintenance, review contents, operational incident**

A1.4 Off the run notice

This form should be used to detail any firefighting fixed installations that are unavailable for use or any unresolved fire safety issues.

OFF THE RUN (UNAVAILABLE FOR USE) – FIREFIGHTING FIXED INSTALLATIONS OR UNRESOLVED FIRE SAFETY ISSUES					
Firefighting fixed installation or Fire safety issue	**Available**	**Not available**	**Reason**	**Date of Defect**	**Defect resolved**

A1.5 Orientation plan

A plan should be provided to enable firefighters to orientate themselves with the building and its location in relation to:

- Surrounding streets
- Neighbouring or adjoining buildings
- Other features that might cause them operational difficulties, such as:
  - Adjacent rivers
  - Railway lines

Where the amount of information is too much for a single plan, information can be split across more than one plan. This information should include:

- The occupancy of the building, for example, ground floor commercial, 1st to 17th floor residential,15th floor under refurbishment
- The dimensions of the building – length, breadth, height
- Number of floors, including ground and basements
- Streets giving access to the front, rear, and sides of the building
- Firefighter access location, for example, podium level
- Fire appliance access to the front, back, and sides of the building
- Weight restrictions for fire appliance or rescue ladders
- Location of and type of nearest water supplies, such as hydrant, alternative hydrant and emergency water supplies, including the distance in metres from the building
- Rising main inlet
- SIB location

The orientation of the building should show its ‘footprint’ or ground floor on an A3 size plan. Although absolute precision is not necessary, the drawing must be approximately to scale.

It should be immediately obvious to anyone looking at this simple plan of the building, as to where the access roads are and where to find

the main entrance and alternative ways into and out of the building.

The plan should clearly show:

- The address of the building
- The name of the author with responsibility for accuracy of the plan
- The date of the plan
- A key that includes all the symbols used on the plan and their meaning

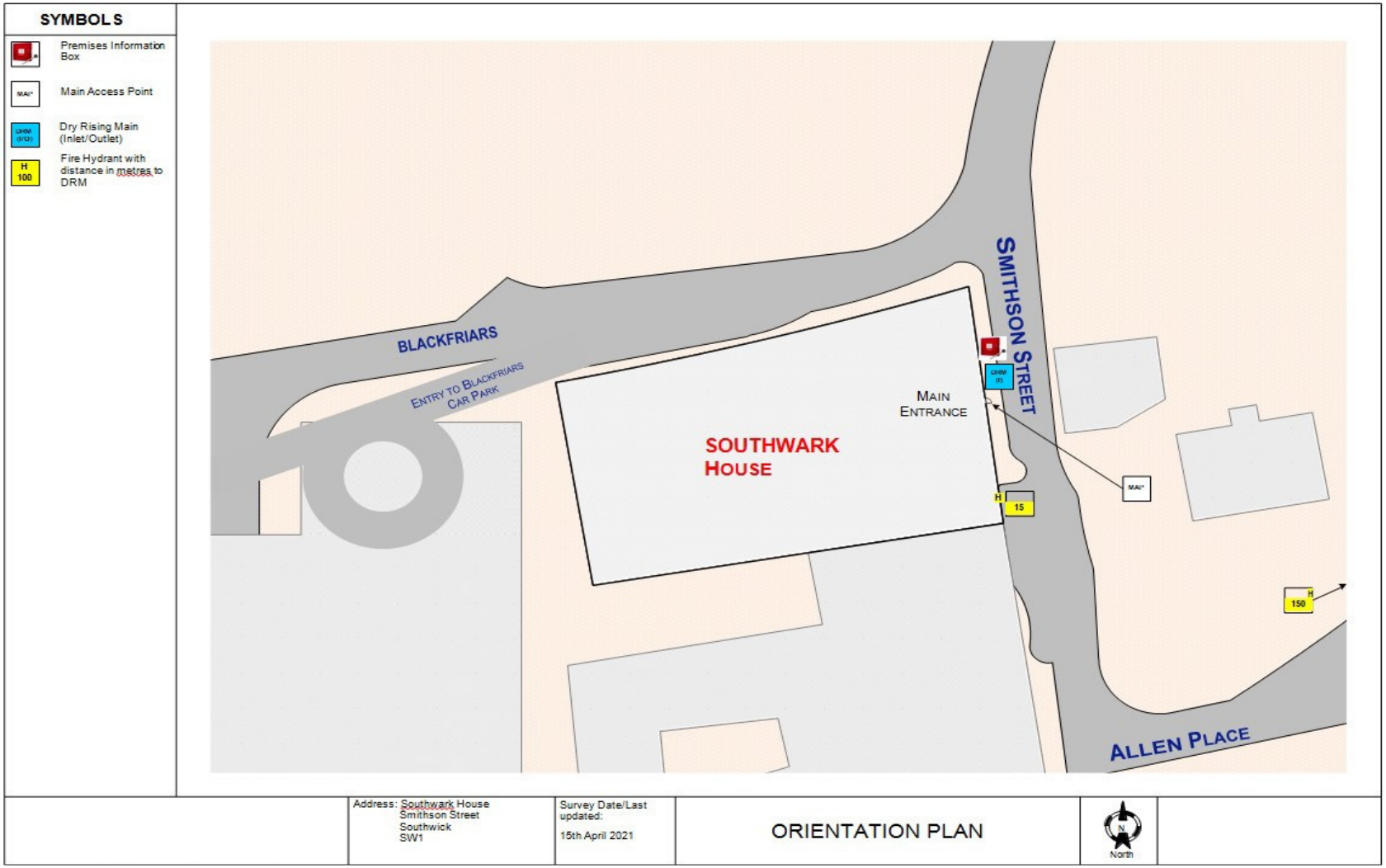


Figure 2: Example of an orientation plan

A1.6 Fire and rescue service on arrival information

This should be a summary of information that will be useful to the fire and rescue service on arrival at an incident.

BUILDING LAYOUT	
Size	66m x 33m
Construction	Concrete framed building with masonry walls, concrete floors, concrete stairs and a flat roof. Timber decked balconies to all flats.
Numbers of floors	13. Basement, ground and 11 upper floors
Layout	Basement, ground and first floor are predominately car parking. The main access point to the building is from Smithson Street at ground floor level. Access is also available at basement level from the shopping centre. A staircase serves all floors at the main access point. The main staircase at the shopping centre end of the building is accessed from the ground floor car park. The basement level has a retail unit and residents gymnasium and swimming pool. The swimming pool is not in use. Staircases are connected by a corridor at all levels above 1st floor by a corridor serving flats.
Lifts	4 lifts in a single bank. Only 2 lifts are operational.
Types of Front Entrance Doors	FD30s
Rubbish chutes/bin rooms	No waste chute provided
Common voids	No common voids
Access to roof/service rooms	Roof access at head of main staircase.
Occupants	Approx. 374, based on an average occupancy of 2 persons per flat (187 flats)
Evacuation strategy	Stay Put
Fire alarm/evacuation alarm	Fire alarm system to communal area. Fire alarm panel at reception on basement floor. Repeater panel at fire service access point on Smithson Street.
Caretaker/Concierge	No full time presence.

FIREFIGHTING SYSTEMS	
Water Supplies	2 fire hydrants 1. Outside car park entrance on Wellington Street (15 metres) 2. Albert Place, next to Notre Dame Mews (150 metres)
Fire Mains	Dry rising main fitted. Inlet outside main access point. Outlets on all floors containing flats in access point staircase only.
Fire Lifts	One firefighting lift
Firefighting Shafts	One provided.
Smoke Control Systems	Manually openable vents to both staircases on every floor level.
Sprinkler Systems	Sprinkler system to car park and all flats. Main sprinkler stop valve in basement car park in tank room. Stop valve for sprinklers in flats located on each floor in service cupboard in main staircase as indicated on plan.

DANGEROUS SUBSTANCES	
Location, type and quantity	None

SERVICES	
Electricity	Main electrical intake in basement car park. Main electrical isolation point to riser shaft in main staircase on ground floor.
Gas	No gas supplies

	Address: Southwark House Smithson Street Southwick SW1	Survey Date/last updated: 15th April 2021	ON ARRIVAL INFORMATION	

Figure 3: Example of basic information for the use of firefighters on arrival at an incident

A1.7 Building layout plans

An A3 size building layout plan should show the internal layout of the premises, and what each area is used for. The plan should be clear and simple to understand. Complex architect-type drawings are not suitable.

Vertical plan

A vertical plan of the building provides additional information that is very useful to the fire and rescue service in the event of an emergency. It provides information on the number of floors, the floor itself and the flat numbers on each floor.

If buildings have access on several levels, these must be shown on an additional drawing, with the specific address for each access level.

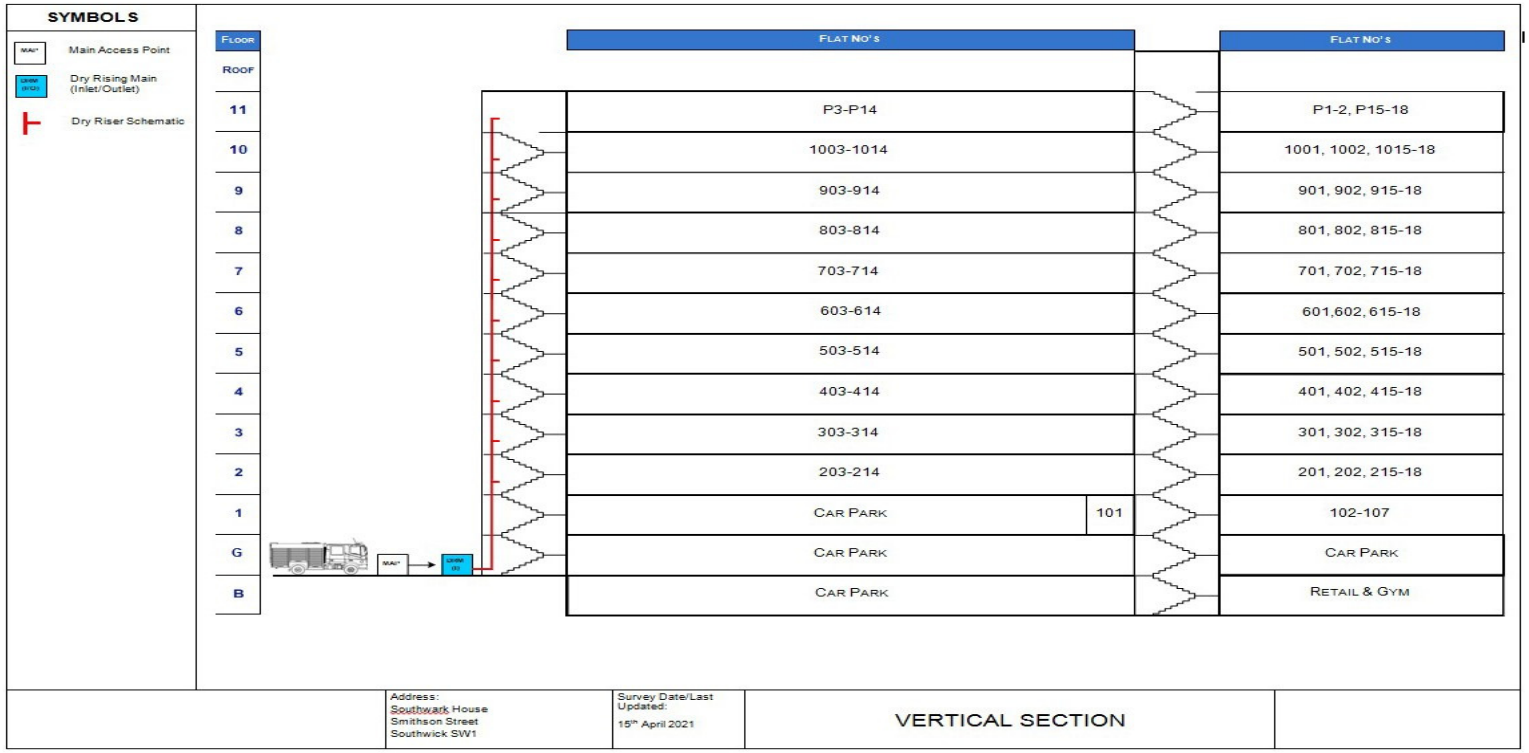


Figure 4: Example schematic showing fire and rescue service access level, floor numbers and flat numbers

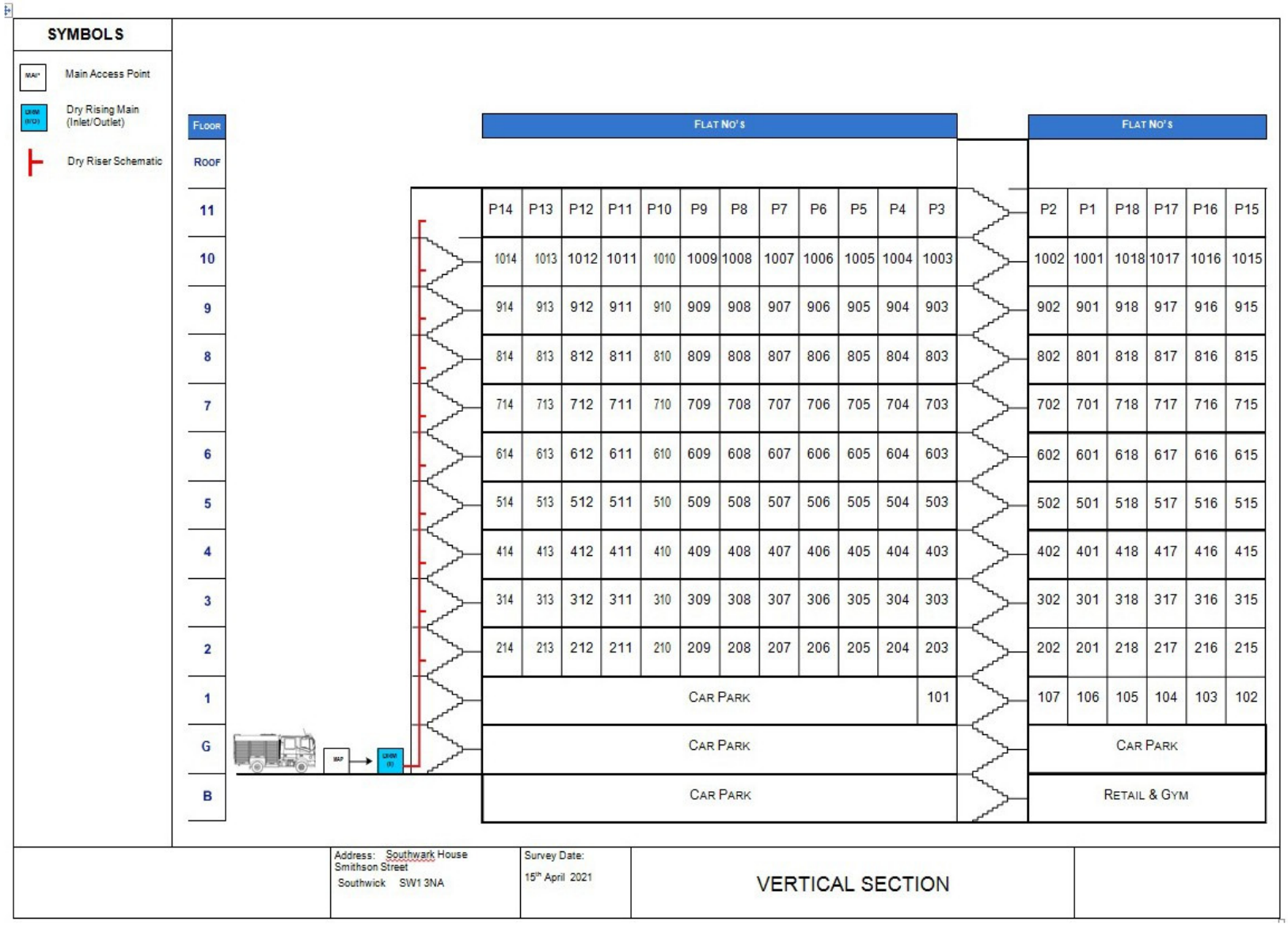


Figure 5: Example schematic showing flat numbers for evacuation monitoring

Note that floor numbering should be representative of the actual numbering at the premises

Scissor flat layout

Some types of flat layouts are difficult to understand without a diagram. For example, it can be very difficult to carry out firefighting activities in poor visibility in scissor flats. A section drawing can help show the arrangement.

Each different scissor flat layout needs to be included and show the flat numbers for which it applies.

In the example below, it provides the vertical perspective of a more complex scissor flat, which is invaluable for firefighter situational awareness.

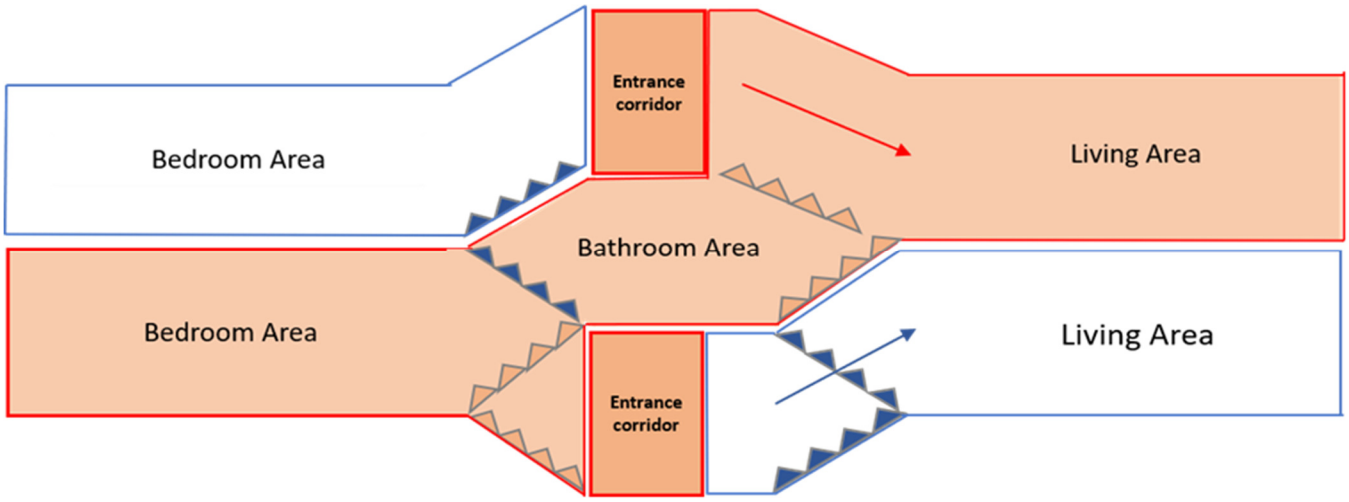


Figure 6: Example vertical plan of scissor construction flat

Floor plans

Floor plans are invaluable to fire and rescue service personnel when recording evacuation and rescue, and the numbers of people who left each property.

Each floor must have a separate floor plan, even if the floors are identical in layout. This list is not exhaustive, but the plan should include:

Floor layout	The plan should clearly illustrate the floor plan layout and identify the type of area or room, for example, lobby or shaft. As a minimum the protected means of escape and firefighting shaft should be clearly identifiable. Stairs should be labelled or numbered as they are provided, for example, Stair 1 or East Stair.
Floor numbers	Each plan should identify the floor number as it is signed in the building
Flat numbers	Each plan should identify the flat numbers as they are signed in the building
Fire resisting compartmentation	The lines of fire resisting compartmentation that divide premises into fire compartments should be marked on the building plan with distinctive line or colour marking. This guidance shows fire resisting

	compartments indicated by red lines.
Firefighting facilities	Facilities provided for use by the fire and rescue service should be identified, clearly showing their location
Escape facilities	Facilities provided for escape should be identified, clearly showing their location
Access	Where access is not readily recognisable from the building layout, routes of access should be identified, for example, access hatch to roof
Fire protection systems	Key systems provided as part of the building fire strategy should be identified, for example, smoke control system panels, vents, sprinkler controls and pumps
Hazards	Areas that could present a potential hazard in a fire should be clearly identified. Hazards may include boilers, oil storage tanks, stores containing potentially hazardous materials (such as chemicals, paint, solvents or gas cylinders), underground car parks (that may contain large numbers of vehicles) and residents' storage areas.
Firefighting shaft	Access to and location of the firefighting shaft including the extent of fire resisting enclosure
Lifts	Floors serviced by a lift and the type of lift – firemen's lift, firefighter's lift, firefighting lift or evacuation lift
Location and access to service rooms	Details of the access arrangements, for example, special keys or access codes
Rising main	Type of rising main, inlets and outlets and pumps
Main services intake	Type of service installed (electricity or gas), location of isolation points (for the building or individual flats) and instructions on how to isolate each service
Location of the secure information box (SIB)	The SIB is an excellent orientation point as that is where the incident commander will be when accessing this information
Stairs	Location, number and use of stairs, for example, protected escape route
Bin storage areas and rubbish chutes	Location of every chute and bin storage area. Installation of any active or passive fire suppression systems if fitted. Details of access to all bin storage rooms.
Service risers	Types of utilities and services provided in risers

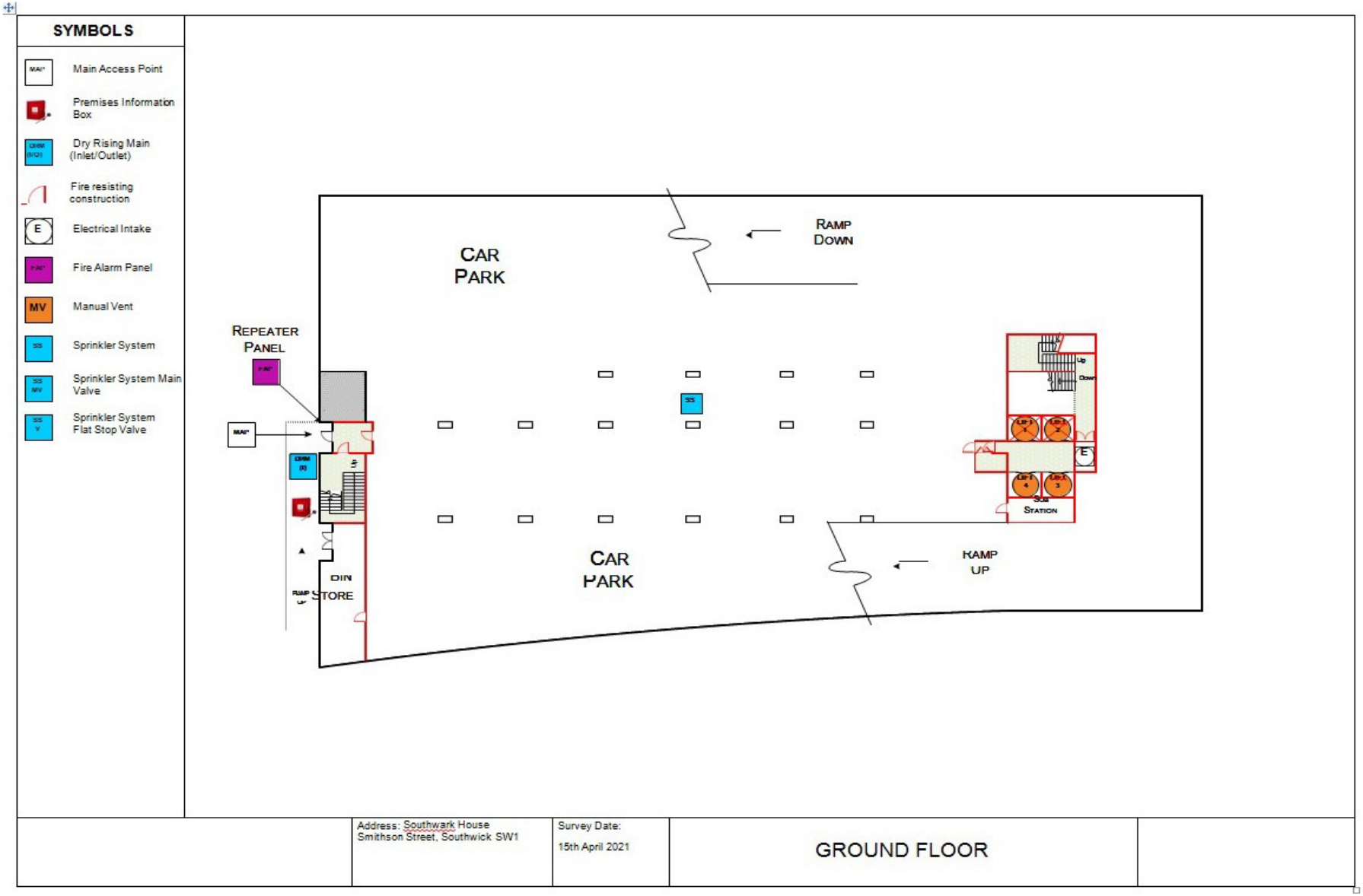


Figure 7: Example plan showing car park floor layout

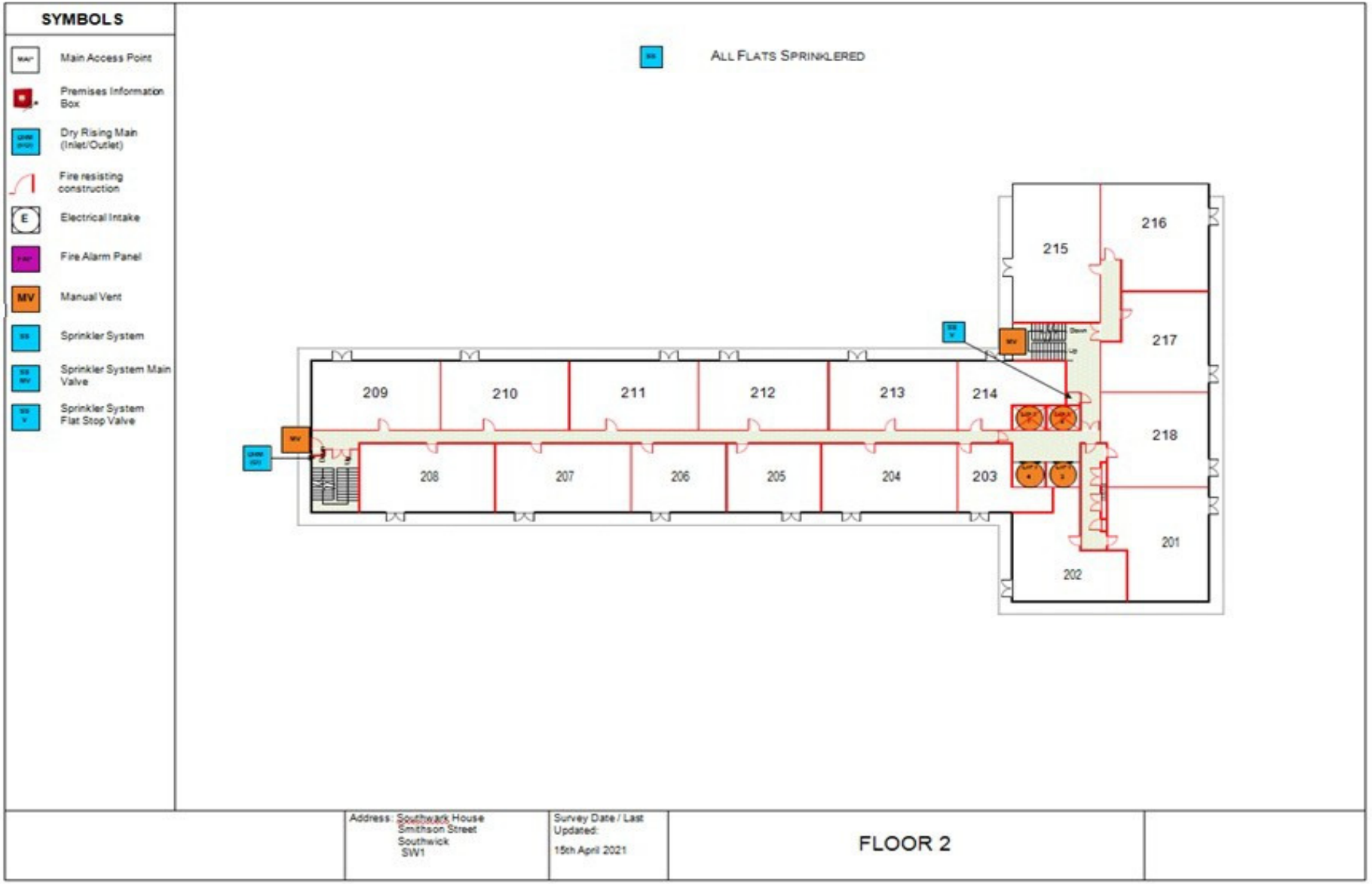


Figure 8: Example plan showing residential floor layout

A1.8 Firefighting facilities location plan

Ideally the firefighting facilities will be shown on the orientation plan, floor plans or vertical section plans.

If the amount of information makes the plan too complicated, consideration should be given to providing a separate plan showing firefighting facilities. This plan should identify the location of facilities provided for use by the fire and rescue service and include:

- SIB
- Fire main inlets and outlets
- Fire hydrants
- EACIE panel
- Firefighting lifts:
  - Numbers and locations
  - The types installed – hydraulic, pneumatic, cable
  - Design capabilities – firemen's lift, firefighting lift, firefighter's lift
  - Location and access arrangements of all lift motor rooms
- Evacuation lifts:
  - Numbers and locations
  - Capacities
- Control rooms
- Smoke outlets
- Fire alarm panel
- Sprinkler or suppression system controls:
  - Type of sprinkler system installed
  - Amount of protection provided by the system
  - Location of the main isolation valve
  - Location of individual flats' isolation valves
- Smoke control or ventilation system controls:
  - The type of system installed – natural or mechanical
  - Manual or automatic?
  - Does it combine smoke control and environmental ventilation?
  - How it should be operated? – this may be provided separately in the form of a

diagram or simple instruction

- The location of the control panel, if installed
- Instructions for the fire and rescue service to operate the system if required

Include any firefighting equipment such as wet or dry rising mains, sprinklers, manual or automatic smoke extraction or ventilation systems, firefighting shafts and firefighting lifts. Refer to the symbols and definitions in Appendix B for a description of these features.

Note: Do not include individual fire extinguishers – this is too much detail and in any event for operational and safety reasons, the fire and rescue service will normally use their own equipment.

A1.9 Residential Personal Emergency Evacuation Plans (RPEEPs)

The Grenfell Inquiry Phase 1 recommendations and Fire Safety (Residential Evacuation Plans) (England) Regulations 2025 highlight the need for the whereabouts and information pertaining to people with mobility, cognitive or sensory impairments to support the fire and rescue service 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. The fire and rescue service should be provided with the minimum information detailed below.

The RP must share the following prescribed information on all relevant residents with their local fire and rescue authority, subject to the explicit agreement of each relevant resident to this information being shared:

- The resident's flat number
- The resident's floor number
- Basic information regarding the degree of assistance that the resident may require to evacuate the building. This should include the number of people the RP estimates will be required to assist the resident out of the building.
- Whether the resident has an emergency evacuation statement

For fire and rescue service purposes, a simple list of flat numbers is needed with an indicator of:

- Whether a person needs to be alerted that there is an incident taking place
- Whether a person requires assistance to evacuate or be rescued including an estimate of how many people might be needed to assist
- Whether any critical equipment is needed to assist the evacuation or carry out a rescue

To achieve this, the location of the resident requiring assistance should be recorded on a schematic drawing of the building, with one of the following categories assigned to them:

Note: The estimate of the number of people required to assist a resident out of the building is an indicative guide only. This will give an indication to the incident commander about the fire and rescue service resources that will be required.

Category 1 (Red)

Person requiring rescue or evacuation by 3 or more people, including any additional equipment. Examples could include:

- A bariatric person
- Wheelchair user
- Someone who requires a stretcher
- Someone who has medical equipment with them

The additional equipment and number of people required should be recorded under the category, along with contact details of any telecare provider if the person uses such a service.

Category 2 (Amber)

Person requiring rescue or evacuation by 2 or less people with no additional equipment required. Examples could include:

- A person with a mobility impairment but who is not a wheelchair user
- A person with a mobility impairment who walks using a mobility aid, for example sticks or a walking frame
- Some who is blind or partially sighted
- Some people with a hearing impairment
- Some people with a cognitive impairment

Although less likely in the case of Category 2 (Amber) residents, information should include contact details of any telecare provider if the person uses such a service.

The adoption of this methodology gives an immediate view of the location of any residents requiring assistance, enabling a simple calculation of the resources required to carry out a rescue or emergency evacuation.

Individual residents cannot be compelled to provide information on their category; however, the RP should clearly explain the purpose of this information and its storage in the SIB in their resident engagement strategy.

It is critical that any information stored about Category 1 or 2 residents is kept up to date and secure. Firefighters responding to an operational incident are only able to act on the information available at the time, potentially risking their lives or losing precious time trying to locate a resident who no longer lives in the building, or who no longer requires assistance.

The one exception to this approach would be if a known higher risk multi-occupied residential building has a ‘waking watch’ on site. This is a temporary measure to facilitate a change to simultaneous evacuation, due to the level of risk posed by a building. In such cases, provision should be put in place to manage the evacuation of a building, following a suitable assessment of the risk.

Residential Personal Emergency Evacuation Plans (RPEEPs): Summary information for firefighters

Full building address:		**Total number of floors:**	
		Total number of flats:	
		Number of residents who have difficulty evacuating:	
		Floor plans included in secure information box:	
		Information correct as of:	dd/mmm/yyyy

Floor number	**Flat number**	**Number of people who may require assistance?**	**Information about the degree of assistance that the resident may require to evacuate the building**	**Potential number of people required to assist or rescue the resident**	**Resident has Emergency Evacuation Statement?** **Y/N**	**Location of or access to Emergency Evacuation Statement**	**Social alarm monitoring centre contact details**	**Connected to the Evacuation Alert System** **Y/N**
10	*40*	*1*	*Older person who uses mobility scooter. Difficulty using stairs. Oxygen cylinder in bedroom.*	*3+*	*Y*			
6	*18*	*1*	*Using crutches. Can use stairs slowly.*	*2*	*Y*			

3+ People	Person requiring rescue or evacuation by 3 or more people, including any additional equipment. For example, bariatric person, wheelchair user or person who requires stretcher or medical assistance. The additional equipment and number of people required should be recorded in the individual RPEEP.	**1 or 2 People**	Person requiring rescue or evacuation by 1 or 2 people, with no additional equipment required. For example, people with visual impairment, hearing impairment or cognitive impairment but who are mobile.

Residential Personal Emergency Evacuation Plan

No personal or health information should be included in this form.

Name of block of flats	
Address of block of flats	
Flat number	
Floor number	
Category 1 (Red) *	Yes/No
Category 2 (Amber) *	Yes/No
Information about the degree of assistance that the resident may require to evacuate the building including an estimate of the number of people required to assist or rescue the resident	
Emergency Evacuation Statement	Yes/No
Location of and access to Emergency Evacuation Statement	
Social Alarm Monitoring Centre name and phone number	
Social Alarm connected to Evacuation Alert System	Yes/No

* Category colour and description in accordance with FIA/NFCC Code of Practice for secure information boxes

Schematic showing the location of Category 1 (Red) and Category 2 (Amber) residents								
Name of building								
Address of building								
Floor number	**Flat numbers and RPEEP Category**							
15	Plant rooms							
14								
13	Flat 51		Flat 52		Flat 53		Flat 54	
12	Flat 47		Flat 48		Flat 49		Flat 50	
11	Flat 43		Flat 44		Flat 45		Flat 46	
10	Flat 39		Flat 40		Flat 41		Flat 42	
9	Flat 35		Flat 36		Flat 37		Flat 38	
8	Flat 31		Flat 32		Flat 33		Flat 34	
7	Flat 27		Flat 28		Flat 29		Flat 30	
6	Flat 23		Flat 24		Flat 25		Flat 26	
5	Flat 19		Flat 20		Flat 21		Flat 22	
4	Flat 15		Flat 16		Flat 17		Flat 18	
3	Flat 11		Flat 12		Flat 13		Flat 14	
2	Flat 7		Flat 8		Flat 9		Flat 10	

1	Flat 3		Flat 4		Flat 5		Flat 6	
Ground	Flat 1		Flat 2		Communal			
L1	Car park							
Last updated by (name)							Date	

Risk Category 1 (Red)	Person requiring rescue or evacuation by 3 or more people, including any additional equipment. For example, bariatric person, wheelchair user or person who requires stretcher or medical assistance. The additional equipment and estimated number of people required should be recorded in the individual RPEEP.
Risk Category 2 (Amber)	Person requiring rescue or evacuation by 1 or 2 people, with no additional equipment required. For example, people with visual impairment, hearing impairment or cognitive impairment but who are mobile.

* Category colour and description in accordance with FIA/NFCC Code of Practice for secure information boxes

A1.10 Significant fire safety issues

This section should be a brief summary of any significant findings of the fire risk assessment that may impact on firespread, firefighting, the stay put or simultaneous evacuation strategy, or the means of escape. If appropriate, these concerns may be marked on a plan, for example 'External wall system only on floors 8 to 12'.

Examples of significant fire safety issues include:

- External wall system that may facilitate firespread
- Breaches in compartmentation that may facilitate firespread
- 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
- Simultaneous evacuation supported by fire alarm or waking watch
- Flat front doors if they are identified in the Fire Risk Assessment as a 'significant finding', such as the doors not being compliant; this must be stated within this significant fire safety issues section
- Defective rising mains
- Alternative to a stay put evacuation strategy
- Defective firefighting lifts

A1.11 Current evacuation strategy

A description of the current fire strategy, for example, stay put or simultaneous evacuation. The description should include details of the reason why an alternative evacuation strategy has been adopted and the operation of that strategy.

If a waking watch is employed, details including:

- How many people are in the waking watch
- The contact details of the waking watch
- Their role during an evacuation

A1.12 Building Emergency Evacuation Plan

The Building Emergency Evacuation Plan requirements are outlined in Regulation 13 of the Fire Safety (Residential Evacuation Plans) (England) Regulations. It should include:

- Any instructions to residents relating to the evacuation strategy for the building required under regulation 9(2)(b)(i) of the Fire Safety (England) Regulations 2022
- Confirmation as to whether or not there are relevant residents
- Information relating to any other arrangements for evacuating the building

APPENDIX B – PLAN SYMBOLS[1]

In this guide the symbols used include symbols for all the features commonly found in buildings that need to be marked on ERP plans, and generic symbols to record and identify hazards and business critical assets.

This section has not yet been updated, and will be revised during 2026 and provided as an addendum once available.

The aim is to ensure the information is:

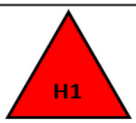
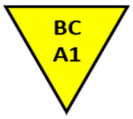
- **Simple** – contains essential information that is not detracted or lost by unnecessary detail
- **Clear**– careful consideration of spacing, alignment and sizing provide accessible information in a readable format. The plans may be used in reduced visibility and so factors such as contrast become important.
- **Intuitive and easily recognisable** – uses symbols and drawing conventions that are readily understood, adopting common drawing conventions where available, and which do not heavily rely on cross referencing (although a key should be provided).

The plans should include all of the following:

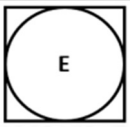
- Clear and unambiguous key on the left-hand side of every plan, listing what each symbol refers to
- Printed in A3 size with all text and symbols being clearly legible at this scale
- Marked with the appropriate symbols showing safety and emergency features

The list is comprehensive and includes the most common fire safety and emergency features associated with a high-rise building. Only symbols relevant to the building should be used. The list is not exhaustive and there might be a feature in the building that is not represented on the list. If that is the case a suitable standard symbol should be used if possible. Reference can be made to: BS EN ISO 7010:2012+A7:2017 Safety Signs and Colours / BS 5499-10:2014 – Fire Safety Signs, Notices and Graphic Symbols.

[1] Plan symbols will be revised as a separate workstream and reissued once confirmed

	Hazard number 1 (2,3 etc)	Specific Hazard in the event of fire The symbol should be cross-referenced to a detailed inventory sheet included with the plans
	Business Continuity Asset number 1 (2,3,etc)	Specific high value asset. Symbol should be dross-referenced to detailed inventory sheet included with plans
	Foam inlet (serving oil tank room)	Pipe installation that enables fire and rescue service to inject foam directly into oil tank room in basement
	Dry Falling Main	Pipe installation that enables fire and rescue service to pump water into fire hoses to fight fire in a basement
	Rising Fire Main	Pipe installation that enables fire and rescue service to pump water to upper floors to feed fire hoses. (D) Denotes dry main, kept empty of water. (W) Denotes wet main kept filled with water
	Sprinkler System	Fixed pipe work that automatically detects outbreak of fire delivers water to suppress fire
	Sprinkler System Main Valve	Main control valve for sprinkler system
	Water Mist System	Automatic fire suppression system that delivers fine mist of water under very high pressure
	Water Mist System Control Panel	Control Panel for water mist system
	Drencher System	Automatic fire suppression system that delivers intense deluge of water to protect oil or petroleum installations
	Drencher System Control Panel	Control systems for water drenchers

TP	Fire Telephone	Phone system that enables fire officers to report the status of any emergency within a building to a central control room
MSE	Mechanical Smoke Extraction	System to extract smoke from part of a building
MSE CP	Mechanical Smoke Extraction Control Panel	Control panel for smoke Extraction system
PV	Pavement Vents	Covered openings in pavement that can be broken to enable smoke to escape from basement area
FCR	Fire Control Room	Specially equipped room in large building/complex from which firefighting and emergency operations can be controlled
FFL	Fire Fighting Lift	Specially equipped and protected lift used by fire fighters to carry personnel and equipment to upper floors to fight fire
H	Fire Hydrant	Water outlet fitted to street water mains to supply water for fire fighting
SIB	Secure information box	Secure information box location
FSEA	Fire Alarm Panel	Fire service evacuation alarm
MAP	Main Access Point	Main way into premises or complex site-accessible to fire engines
	User defined safety or emergency feature	To mark feature not covered by other symbols above. Mark sequentially 1,2,3 or A,B,C and cross reference to plan

	Rendezvous point A	Primary location where fire and rescue service and other emergency service vehicles will gather to deal with incident at premises
	Rendezvous point B	Alternative rendezvous point if needed
	Disabled Means of Escape Lift	A lift that may be used to evacuate disabled persons in the event of fire. Consult fire and rescue service over suitability of any lift
	Assembly Point 1	Location where people evacuating a premise, assemble for roll call
	Assembly point 2	Alternative assembly point if needed
	Marshalling Area	Location where fire and rescue service will assemble, reserve resources to deal with an incident
	Gas Stop Value	Location of valve to close gas supplies to premises
	Fire Fighting Shaft 1	A specially protected staircase and lift to enable firefighters to fight fire on upper floors
	Fire Fighting Shaft 2	Second firefighting shaft in building
	Hard Standing	Paved area adjacent to building strong enough to support weight of fire appliance

APPENDIX C – SECURE INFORMATION BOX INSTALLATION AND START-UP CHECKLIST

The following checklist may assist in completing the ERP. It may also assist with installing and registering the SIB.

STEP	DATE COMPLETED
Consult with local fire and rescue service reference the approved SIB and key or code management system	
Decide on location for SIB with the fire and rescue service as appropriate	
Fit SIB and any necessary directional signs	
Gather information on people with mobility, cognitive or sensory impairment and prepare schematic for their location	
Prepare 'off the run' notice; this includes firefighting equipment, lifts and rising mains that are defective	
Prepare building orientation plans	
Prepare building layout plans	
Prepare building safety and emergency feature plans	
Apply appropriate symbols to plans and index them in a key	
Mark user defined features on plans and index them	
Consult staff and premises users on accuracy of the plans	
Sign and date plans to complete ERP	
Compile additional BEEP information	
Register the SIB and ERP with the local fire and rescue service	
Schedule SIB and ERP inspections, reviews and SIB maintenance	
Notify fire and rescue service of the installation date including key/code provision and location of the SIB	

APPENDIX D – CONSIDERATIONS FOR KEY AND CODE MANAGEMENT PROTOCOLS FOR FIRE AND RESCUE SERVICES

The fire and rescue service will need to consider the following when deciding to support a SIB provider. Each fire and rescue service will need to consider these points against their own service delivery, for example, duty systems and information management systems.

- The fire and rescue service should make effective arrangements to ensure the security of SIB master keys on front line fire appliances and any other agreed vehicles
- The fire and rescue service should ensure arrangements are in place for acceptance of the key from the provider
- The fire and rescue service should keep a register of all keys from each SIB supplier and, as appropriate, their:
    - Location
    - Station
    - Appliance
    - Officer
- The fire and rescue service should ensure that there are arrangements to repair or replace as necessary any damaged or unserviceable fire and rescue service master keys at nil cost to the fire and rescue service
- Arrangements to receive from the fire and rescue service details of any complaint relating to the supplier's products or services and the responsibility for any such complaint and its resolution, including notifying the fire and rescue service when any such complaint has been resolved
- Arrangements for consultation with the fire and rescue service and supplier on any proposed media statement or coverage in relation to the SIB
- Arrangements to provide learning materials for the fire and rescue service to use in the training and familiarisation of their staff in the access and use of the SIB
- The fire and rescue service should maintain accurate records of the locations of these premises and the SIBs installed on them
- The fire and rescue service, in the event of receiving an emergency call to any premises known to have a SIB system, should make arrangements to ensure that personnel attending the call are notified of the presence of a SIB, and code if applicable
- The fire and rescue service should provide adequate training and familiarisation for operational staff in the function and use of SIB systems
- The fire and rescue service should undertake to:

- Notify the SIB supplier within 24 hours about the loss of any SIB supplier key in its charge
- Investigate the circumstances of any such loss
- Implement any measures deemed necessary by the fire and rescue service and SIB supplier to help prevent recurrence of such loss

- The fire and rescue service should ensure that appropriate arrangements are in place to notify the SIB supplier of any significant incidents where a SIB was used to assist in the resolution of a fire or other emergency, and to provide details of such events to support positive media exposure for the fire and rescue service and the SIB supplier. This should include any proposed media statement or coverage that bears in any way on the SIB system.

Fire and rescue services should not issue fire safety officers with keys to SIBs for the following reasons:

- SIB key management needs to be tightly controlled by all parties so distribution of keys should be minimised
- Fire safety officers should be escorted by the RP or the RP's representative during an audit; they should have keys to permit access to the SIB as required
- If by exception a fire safety officer needs to access the SIB, they should be assisted by operational personnel who have access to the keys.

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