

Dear All,

I write to confirm the procedure of fire alarm evacuation at your building due to the changes made by the Scottish Fire and Rescue Service (SFRS).

From the 1 July 2023, SFRS will stop attending automatic fire alarm (AfA) call outs to commercial business and workplace premises, such as factories, offices, shops and leisure facilities – unless a fire has been confirmed. Further information can be found on [Scottish Fire & Rescue Service: Unwanted Fire Alarm Signals \(UFAS\) \(firescotland.gov.uk\)](https://www.firescotland.gov.uk)

**For buildings without a building manager:**

Please evacuate the building when the fire alarm goes off. If you see/smell signs of fire please call 999. The keyholder (Securigroup) will make their way to the building ASAP and will check the building. If the officer detects a fire they will call the fire services, when they arrive SFRS will take over the situation.

If Securigroup do not detect a fire, they will silence and reset the panel and make all tenants aware it is safe to enter the building and complete an incident report.

**For buildings with a building manager:**

Please evacuate the building when the fire alarm goes off. If you see/smell signs of fire please call 999. The building manager will check the building. If they detect a fire, they will call the fire services, when they arrive SFRS will take over the situation.

If the building manager does not detect a fire, they will silence and reset the panel and make all tenants aware it is safe to enter the building and complete an incident report.

If you have any queries on the above please do not hesitate to contact me.

Kind regards.

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