

**Tuesday, February 18, 2025 03:26:19 PM**

Dear Colleagues,

The Fire Alarm panel at Union St., activated at approx. 14:40, 18-2-25. The panel was activated by a smoke detector in the 3<sup>rd</sup> floor toilets.

On investigation, it was apparent that this was a false alarm, with no fire present.

At this point facilities cancelled the alarm and issued a recall to staff who had exited.

Thanks you for your patience and swift response to the activation. A follow up email will be distributed with further detail and any lessons learned.

Thank you.

Regards,

**Monday, February 24, 2025 03:06:40 PM**

An alarm activation in the first floor toilets cased an evacuation today at approx. 14:00.

On investigation there was no fire or source of smoke at the indicated location.

The evacuation was allowed to continue to a full resolution, with the full evacuation of the building.

The building was cleared in good time and there were no serious issues.

Thank you to all colleagues for following correct procedures and contributing to this.

A full report with lessons learned will be distributed in due course.

Regards,

**Friday, June 20, 2025 12:10:34 PM**

Dear Colleagues,

Thank you for your patience and cooperation during the recent emergency evacuation drill at Union St.

As part of our legal obligations under Jersey's fire safety regulations—and our commitment to best practice—GoJ must conduct fire evacuation drills at the Union St. office every six months.

These drills are essential for ensuring staff readiness, validating evacuation procedures, and identifying areas for improvement.

We understand that such interruptions can be frustrating. However, they are a mandatory requirement, and we ask that everyone continues to approach them positively and treat the colleagues responsible for organising and managing them with respect.

Please remember that we are all responsible for our own safety and that of our colleagues. While our volunteer fire marshals play a key role, they are not solely responsible for ensuring a safe evacuation.

You should never evacuate past unclaimed fire cards. As covered in your induction, you are expected to take control of any unclaimed cards and follow the instructions on them. Familiarity with the fire cards and the building's Fire Arrangements is essential—just a quick glance while waiting for the lift can make a big difference.

Finally, please ensure you complete your annual refresher of the Union St. Building Health & Safety Induction on Connect.

Please see the attached report for a summary of the drill and lessons learned.

Regards,

**Thursday, August 7, 2025 08:21:33 AM**

Dear Colleagues,

Thank you for your patience following the recent alarm activation.

I'd like to acknowledge that a follow-up message should have been sent sooner after the event. I appreciate your understanding and will ensure timely communication in future instances.

The alarm was triggered by a malfunctioning detector head located in the car port on the Magistrate's side of the building. This issue has since been addressed and the equipment serviced.

As we identified the alarm as false, we attempted to limit the evacuation to only those floors that had already begun evacuating. Unfortunately, this approach did not work as intended and caused some confusion and distress.

Following a review of our procedures, we have decided that any future alarm activation will trigger a full evacuation protocol without exception. This change is aimed at ensuring clarity and safety for all building occupants.

Please find attached the updated evacuation plan for your reference.

Thank you again for your cooperation.

Regards,

**Friday August 15, 2025 03:28:49 PM**

Good Afternoon,

We had an alarm activation today at 15:15 from a smoke detector in the toilets on the first floor.

We quickly determined that it was a false alarm, but following the newly agreed arrangements, we allowed the evacuation to continue to run its course.

When all floors were reported clear, the alarm was silenced and reset and a recall was sent to bring colleagues back to the building.

A full lessons learned and report will follow early next week.

Thank for your patience and cooperation.

Regards,

Thursday, August 21, 2025 11:44:56 AM

Good Afternoon,

We had an alarm activation today at 11:27 from a smoke detector in the toilets on the fourth floor.

We quickly determined that it was a false alarm, but allowed the evacuation to continue to run its course.

When all floors were reported clear, the alarm was silenced and reset and a recall was sent to bring colleagues back to the building.

A full lessons learned and report will follow early next week.

Thank for your patience and cooperation.

Regards,

Wednesday, September 10, 2025 07:06:13 AM

Dear colleagues,

Yesterday, a fire alarm was triggered by a smoke detector in one of the toilets.

We're pleased to note that the evacuation was carried out smoothly and efficiently. Thank you to all colleagues for your cooperation, patience, and calm response throughout the process.

Initial indications suggest the activation may have been caused by vaping. We would like to remind all staff that **smoking and vaping are strictly prohibited on government premises**, including within and around the building. Further details are available here: [Smoke free policy](#).

**Please be advised that smoking and vaping are strictly prohibited on government premises. Engaging in these activities constitutes misconduct and may lead to disciplinary action.**

Best Regards

Thursday, September 16, 2025 09:31:48 AM

**Evacuation update:**

A fire alarm was triggered by a detector in one of the 1<sup>st</sup> floor toilets just after 08:00 this morning.

We're pleased to note that the evacuation was carried out smoothly and efficiently. Thank you to all colleagues for your cooperation, patience, and calm response throughout the process.

We are continuing to investigate the root cause with our contractors, and are acutely aware of the disruption that these evacuations have. We will provide a further update when we can.

20 January 2025

## Government office, Union Street

Thank you for the feedback you've submitted around the evacuation. Evacuating a building of this size is a complex process, and we continually strive to improve with each activation. Your patience and collaboration are greatly appreciated.

The activation was a false alarm, and we decided to cancel the evacuation once this was realised, which caused some confusion. There were also long queues due to closed access gates.

### Going forward, we will:

- not cancel an evacuation halfway through, even if it's a false alarm, to ensure regular practice
- ensure entry and exits are not hindered by access gates
- improve communication between fire marshals and the facilities team
- review fire marshals allocation and provide additional training

### During an evacuation, you can help by:

- doing only as instructed by Fire Marshals and the tannoy announcements
- using the staircase or exit nearest to you
- not moving between floors if you hear the "we are investigating an alarm condition" announcement
- remembering our Assembly Point is Parade Gardens, on the grass area opposite All Saints Church
- familiarising yourself with the fire cards at the central stairwell; you may need to act as Fire Marshal if the designated one is absent.
- ensuring your ID Card is visible when re-entering the building
- for business continuity purposes, if you have your laptop to hand at the time

## Evacuation process

In the event of a fire or evacuation, a phased evacuation strategy will be used to safely and calmly evacuate everyone, floor by floor, minimising congestion in the stairways.

Initially, those closest to the fire will evacuate, followed by other areas after a short period. Depending on your floor, you will hear one of two messages.

Floors required to evacuate immediately will hear:  
**“There has been an alarm activation. Please evacuate via the nearest available exit. Do not use the lifts. ”**

Floors waiting for the next phase of the evacuation will hear: **“Attention please, Attention please. We are investigating an alarm condition. It may be a necessary to evacuate the building. Please await further announcements.” ??**

Every three minutes, two more floors will evacuate, ensuring the entire building is evacuated within nine minutes. This approach may differ from what you are accustomed to, but it's designed to enhance safety and efficiency.

## Fire Marshals

Our Fire Marshals are dedicated volunteers who play a critical role during emergencies, potentially making life-saving decisions. When the alarm sounds, it's essential that we all promptly focus on evacuating the building, following tannoy announcements and the instructions from our Fire Marshals.

We'd appreciate if we could all fully support and cooperate with our Fire Marshals and colleagues responsible for zone cards.