

BBC Studioworks Emergency Evacuation Procedures

ELSTREE STUDIOS

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ELSTREE STUDIOS

Emergency Procedures

February 2023

FOR TENANTS & EFS STAFF

What People / Staff Should Do If They Discover a Fire

- ❖ Raise the alarm by operating the nearest fire alarm call point – or shout fire if outside of a building
- ❖ Evacuate the building/area to a safe place following the fire directional signs in the building
- ❖ Close any doors on the route without delaying escape
- ❖ Do not stop or return to collect personal belongings left in the building
- ❖ Call the Studio Security Officers Office:
 - **Landline: 0208 324 2650**

Tenant/Production Fire Wardens and senior staff are responsible for ensuring their staff and visitors leaving the building are directed to the fire assembly point.

- ❖ Everyone must remain at the designated fire assembly point
- ❖ Return to the building only when authorised to do so by Studio Management or the Fire Officer

What People / Staff Should Do If They Hear the Fire Alarm

- ❖ Occupants must leave the building by the nearest exit following the fire directional signs
- ❖ Close any doors en-route without delaying your escape
- ❖ Do not stop or return to collect personal belongings
- ❖ Call the Studio Security Officers Office:
 - **Landline: 0208 324 2650**
- ❖ Pass any relevant information to the building Fire Warden at the assembly point.
e.g. location of the fire, staff on site today, hazards in the building
- ❖ Everyone must remain at the designated fire assembly point – this is identified on the fire action notice or fire plan relating to the building
- ❖ Return to the building only when authorised to do so Studio Management or the Fire Officer

Contacting the Emergency Services

The Studio Security Team will contact the emergency services if a fire or other serious incident is confirmed on site.

Machines or Power That Must Be Shut Down

This should include the following where appropriate: -

- ❖ Production/Tenant Staff - responsible for ensuring generators and any hot work equipment is turned off
- ❖ Kitchens / Catering Wagons are shut down or moved away from buildings at risk if safe to do so.

In working hours – The Facilities department are responsible for isolating all electrical power and mains gas to the stages and workshops.

Out of working hours - to be contacted to request assistance for isolating power supply via the Security staff

- **Landline: 0208 324 2650**
- **Facilities Manager: 07977 460 462**

Assembly Points

ELSTREE STUDIOS FIRE ASSEMBLY LOCATIONS - 2023

