

# Studio Fire Alarm Procedures

## Elstree Studios Stages 5 & 6

### Contact numbers

Security                      020 8324 2662                      020 8324 2650  
 Stage 5 PCR                      0208 327 1764

### Normal operating procedure

- All smoke detectors and sounders will be active
- In the event of a smoke detector activating, a single stage alarm is triggered
- Security will commence their Fire Alarm Investigation Procedures

### Single Stage Alarm

- Normal evacuation procedures to be followed

### Use of smoke in the studio

- If smoke is being used in the studio, a show specific production risk assessment should be produced.
- The Resource Manager (RM) will give this risk assessment and a Smoke Isolation Permit Request Form to the Elstree Studios FM team in advance. The FM team will produce a Permit and pass this permit and the RA onto Security.
- To prevent a false alarm, the smoke detectors within the studio area will be isolated (areas to be specified on Permit).
- Isolation key switches are installed within the studio for the studio smoke heads.
- At the permitted time, Security will bring the isolation keys to the relevant panel from Main Gate
- Security will confirm with the RM (or nominated deputy) that the smoke heads are to be isolated
- Security will turn the keys in the isolation panel to isolate the smoke heads/beams
- Security will confirm to the RM via phone or in person when this isolation happens
- The RM will notify crew in the studio over talkback – the Floor Manager will announce on the studio floor
- Whilst the studio has no active fire detection, a ‘fire watch’ must be maintained by the Fire Watch Warden, Floor Manager and RM (or nominated deputies). The isolation should only remain in place so long as this fire watch is maintained. If it is not possible to maintain the fire watch, then the smoke heads should be returned to active on the key switches by Security.
- If there are periods of time when the smoke detection isolation is not required; the detection should be returned to normal
- If a fire is suspected in the studio, then the Floor Manager will inform the RM over talkback. The RM will phone security to raise the alarm. If for any reason this system fails, then the alarm should be raised by a break-glass
- Once the alarm has been raised, normal evacuation procedures should be followed.
- The RM will confirm with Security via phone or in person when smoke is no longer being used in the studio.
- When the studio has been given sufficient time to clear of all smoke, then Security will then turn the isolation key switches normal and return them to the keys to Main Gate.

|         |          |
|---------|----------|
| Version | 1.2      |
| Date    | 27/06/24 |

Please send the following permit request form to [garry.morgan@elstreestudios.co.uk](mailto:garry.morgan@elstreestudios.co.uk) no less than 48 hours prior to the isolation date.

# ELSTREE STUDIOS



## Isolation Request Form

|  |  |
|--|--|
| Asset to be Isolated - Sprinkler/Smoke Detection |  |
| Device or Zonal area to be isolated              |  |
| Reason for isolation/Works being carried out     |  |
| Duration Required for Isolation                  |  |
| Name of Individual requesting the isolation      |  |

Signed ..... Date .....

Approved By .....  
Name .....

Signed ..... Date .....