

# BBC Studioworks

## Fire Wardens Procedure

### ELSTREE STUDIOS

Version	Issued	Author
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## Fire Coordination Contacts

### **Fire Officer – Main Gate**

Security Manager/Shift Supervisor (24 hour cover)

Email: [security@elstreestudios.co.uk](mailto:security@elstreestudios.co.uk)

Tel: 0208 324 2650

### **Garry Morgan – Elstree Studios Facilities Manager**

Email: [garry.morgan@elstreestudios.co.uk](mailto:garry.morgan@elstreestudios.co.uk)

Tel: 07977 460 462

### **Clare Sillitto – BBC Studioworks Facilities Manager**

Email: [clare.sillitto@bbcstudioworks.com](mailto:clare.sillitto@bbcstudioworks.com)

Tel: 07710 964 435

## Fire Warden Responsibilities

- Ensure you know the Fire Exit routes for your area
- Check all Fire evacuation signage is present, visible and clear
- Check all Fire Exits are kept clear
- Remove or report any excessive build up of waste that may pose a fire risk
- Ensure paper and other such flammable consumables are kept in appropriate storage
- Ensure Fire Doors are not propped open
- Ensure all Fire Extinguishers are present and report any missing or damaged canisters
- Report any dangerous/damaged electrical equipment or installations that may pose a fire risk
- Ensure all staff are inducted and aware of fire exits and evacuation procedures
- In the event of a fire follow the Fire Evacuation Procedure
- Report all fire related incidents including near misses to the BBC Studioworks Facilities Manager

## Weekly Fire Alarm Test

Testing commences from 07.00, every **Tuesday**, and will be carried out in the following sequence:

- Platinum 04 - 07.00
- Platinum 03 & HV Switch room - 07.15
- Platinum workshops - 07.30
- George Lucas - 08.00
- Enigma Building - 08.15
- Mitchell Building - 08.30
- Maxwell Building - 08.45
- Stage 06 - 09.00

Currently there will be not be testing scheduled for the following areas, until the construction works are completed.

- Stages - 07,08,09
- Ancillary building

These areas are currently connected via a temporary fire alarm system, which is monitored through the security control room.

## Fire Drills

A fire drill will be undertaken no less than once yearly. Advance notification of this drill may or may not be given. Upon the activation of any fire alarm the evacuation procedure must be strictly followed.

# Fire Warden Evacuation Procedure

1. Upon discovering a fire, first activate the nearest fire call point to activate the alarm. Only use a fire extinguisher if you are confident the fire is small enough to tackle. **Never** try and extinguish an established fire.
2. Upon activation of the alarm sounders, fire wardens should put on their Fire Warden high vis jacket and quickly sweep their designated area and shout 'fire' to alert all occupants that a fire alarm has sounded and evacuation is required. Particular attention should be paid to isolated offices, dressing rooms, post production suites and apps rooms.
3. Whilst sweeping area before opening doors check temperature of doors with back of hands. Close all doors as you sweep the area. This helps prevent fire spread, as well as limiting the spread of smoke and toxic gases.
4. Direct occupants to the **nearest** fire exits. Remind them not to use the lift and to head towards the designated assembly point.
5. For disabled occupants, take them to the nearest disabled refuge point. If trained, use the evacuation chairs positioned at the landing of the protected stairwells to assist them out of the building. Inform the Fire Officer at assembly point of any disabled occupants who have been left in the building, where they are and what assistance they require.
6. If an occupant refuses to evacuate the building, do not spend time trying to persuade them. Leave them and make a mental note of where they are located and inform the Fire Officer and/or emergency services.
7. At the assembly point seek out the Fire Officer or a member of Elstree Studios Management to inform them of anybody left in the building including mobility impaired people who may be positioned at disabled refuge points. You must also inform them if you were unable to do a full sweep of your area and somebody may be left inside the building.



## Other building Emergencies

Fire Wardens will also be asked to assist in other building emergencies, other than fires, where an evacuation is required or for a building 'invac' where, because of an external incident, the building becomes locked down and building occupants are advised to stay in the building for their own safety.











A building evacuation will be signalled by the fire alarm sounding and all building users should congregate at the designated assembly point, unless told otherwise. In some instances, depending on the nature of the incident, building occupants may be asked to disperse away from the area and not gather at the assembly point or return to the building.



A Fire Wardens Whatsapp Group will be used as the main point of communication during any evacuation or major emergency to keep the team as informed as possible.

# Fire Extinguisher Chart

*Symbols found on fire extinguishers & what they mean*

					
	Water	Foam spray	ABC powder	Carbon dioxide	Wet chemical
Wood, paper & textiles 	✓	✓	✓	✗	✓
Flammable liquids 	✗	✓	✓	✓	✗
Flammable gases 	✗	✗	✓	✗	✗
Electrical contact 	✗	✗	✓	✓	✗
Cooking oils & fats 	✗	✗	✗	✗	✓

# 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

