

Studio Fire Alarm Isolation Procedures Digbeth Loc Studios - Stage 1

Contact numbers

Security 0121 270 5999
Facilities Team Office 0121 227 3330

Normal operating procedure (Single Stage Alarm)

- All smoke detectors 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
- 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 nominated Responsible Person from Production will give this risk assessment and a Smoke Isolation Permit Request Form to the BBC Studioworks Facilities Team in advance. The FM team will produce a Permit and pass this permit onto Security.
- To prevent a false alarm, the smoke detectors within the studio area will be isolated
- At the permitted time, Security/FM Team will confirm with nominated Responsible Person from Production that the smoke heads are to be isolated via phone or walkie talkie
- Security/FM Team will isolate the S1 detectors at the panel located in S2 foyer
- Security/FM Team will press the pre-programmed button on the fire panel to isolate the S1 smoke heads
- Security/FM Team will confirm to the nominated Responsible Person from Production via phone or walkie talkie when this isolation happens
- The nominated Responsible Person from Production will notify crew in the stage over talkback – the Stage/Floor Manager will announce on the stage floor
- Whilst the studio has no active fire detection, a 'fire watch' must be maintained by the Fire Watch Warden – the Stage/Floor Manager (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/FM Team member.
- 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 Stage/Floor Manager will inform the nominated Responsible Person from Production over talkback. The nominated Responsible Person from Production will phone security to raise the alarm. If for any reason this system fails, then the alarm should be raised by a break-glass call point.
- Once the alarm has been raised, normal evacuation procedures should be followed.
- The nominated Responsible Person from Production will confirm with Security/FM team 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/FM Team will press the pre-programmed button on the fire panel button to return the system and all the detectors to be fully active

Please send the following permit request form to dls.facilities@bbcstudioworks.com no less than 48 hours (working week) prior to the isolation date.