

# BBC Studioworks

## Emergency Evacuation Procedures



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## Fire Evacuation Procedure

The activation of the fire alarm in Kelvin Hall during normal day to day operations shall result in the immediate and simultaneous evacuation of all building users from the Kelvin Hall. For the avoidance of doubt there is no staged or phased evacuation of the premises.

The Fire Alarm is a siren with flashing beacons and shall be tested routinely every **Wednesday morning at 07.30 hrs.**

All persons are advised to note the testing of the fire alarm and report where any sounders, flashing beacons and / or other associated equipment e.g., Automatic Fire doors, lifts dropping etc, are not functioning.

### On Discovery of Fire

Operate the fire alarm immediately by the nearest break glass call point.

Attack the fire if possible and only where trained in the use of fire fighting equipment, taking no personal risks.

Leave the area immediately if the fire cannot be brought quickly under control.

Shut doors and windows where possible, to slow down the spread of smoke but only if it will not significantly delay your escape.

### On Hearing the Fire Alarm

Evacuate the building by using your nearest safe fire escape route, If trained assist in the evacuation of any disabled persons from the facility, report to the assembly point at the front of the building.

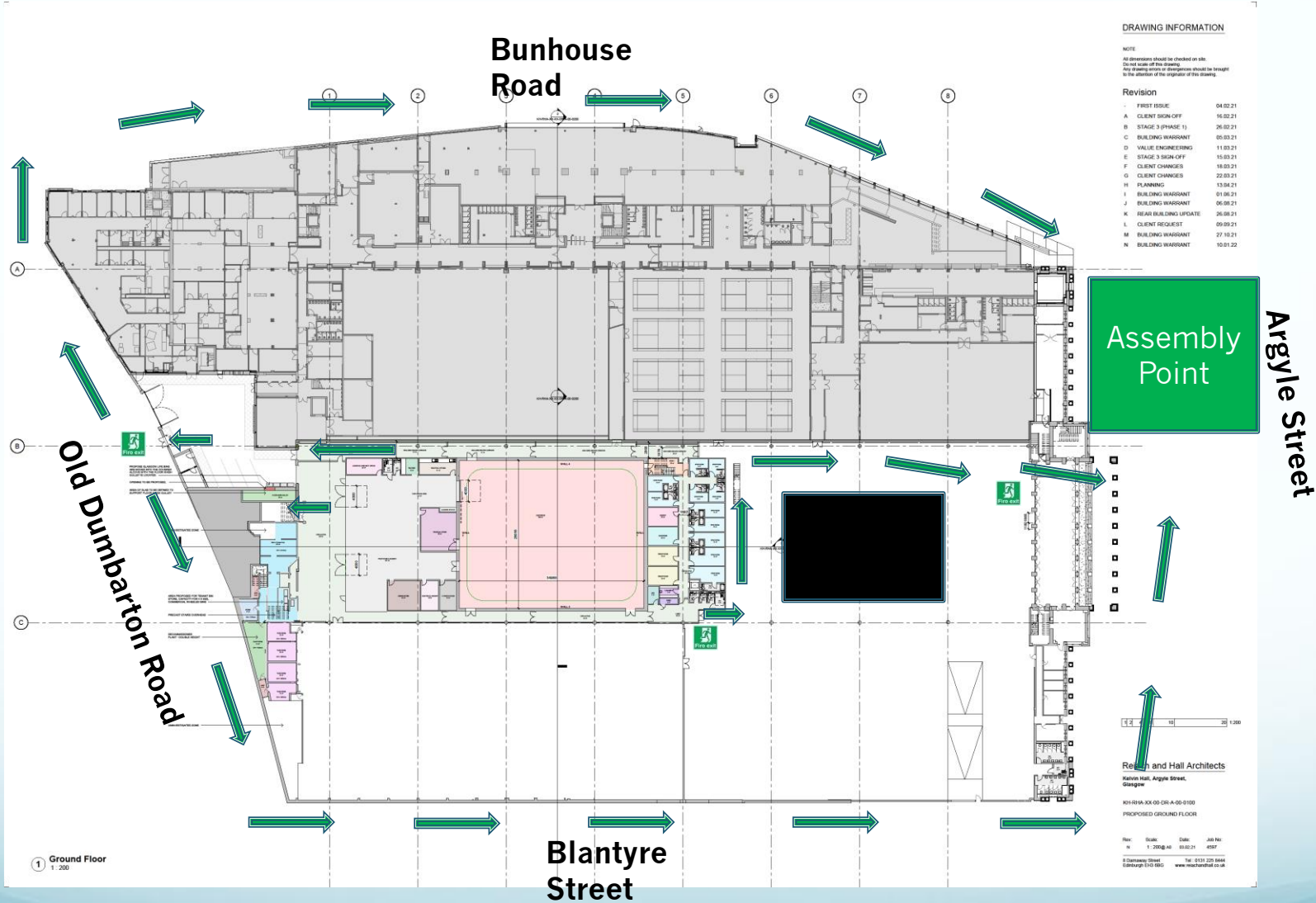
Inform the Duty manager/Fire Warden of any persons at any refuge points in building.

## **Fire Alarm Sounders**

1. On hearing the fire alarm sounders, leave the building and proceed to the Assembly Point using the nearest available exit to leave.
2. Disabled persons, their companions and those requiring assistance with evacuation should move immediately to their designated Refuge Area.
3. Do not use the lifts
4. Do not stop to collect any personal belongings.
5. Take persons you are responsible for with you and to their respective Assembly Point.
6. Do not re-enter the building until instructed that it is safe to do so by Duty Manager.

# FIRE EVACUATION PLAN

# ASSEMBLY POINT





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