

Studioworks Kelvin Hall Fire Wardens Procedure

Version	Issued	Reviewed	Author
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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

Weekly Fire Alarm Test

There will be a weekly fire alarm test at 07:30 every Wednesday

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.

Call Points

All manual call points in the building are programmed as 'double knock' which means 2 x inputs (such as call points/smoke detectors) would have to be activated to trigger the alarm to sound. This is to prevent accidental and malicious fire alarm activations.

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. 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 muster point on Argyle Street.
5. For disabled occupants take them to the nearest disabled refuge point and show them how to use the emergency call point. If trained, use the evacuation chairs positioned at the refuge point to assist them out of the building. Please alert a trained person, details can be found on the notice board on the ground floor.
6. If an occupant refuses to leave the floor leave them and make a mental note of where they are located and inform the emergency services.
7. At the muster point seek out a member of the responsible person 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 for 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.

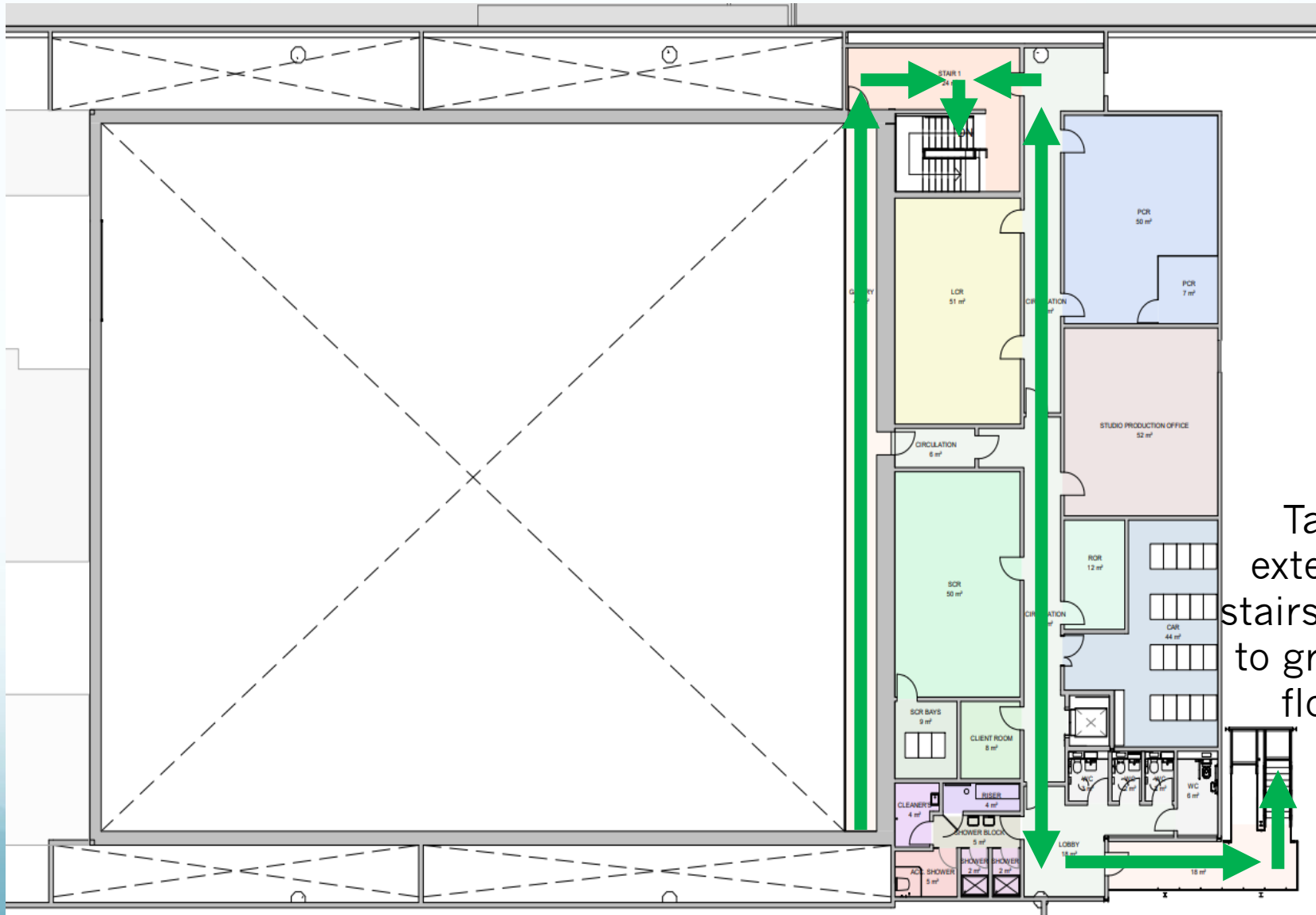
A building evacuation will be signalled by the fire alarm sounding and all building users should congregate at the designated muster point, unless told otherwise. In some instances, depending on the nature of the incident, building occupants may be asked to disperse away from the area and not gather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

Fire Extinguisher Chart

Extinguisher		Type of Fire				
Colour	Type	Solids (wood, paper, cloth, etc)	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats
	Water	✓ Yes	✗ No	✗ No	✗ No	✗ No
	Foam	✓ Yes	✓ Yes	✗ No	✗ No	✓ Yes
	Dry Powder	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✗ No
	Carbon Dioxide (CO2)	✗ No	✓ Yes	✗ No	✓ Yes	✓ Yes

FIRE EVACUATION PLAN

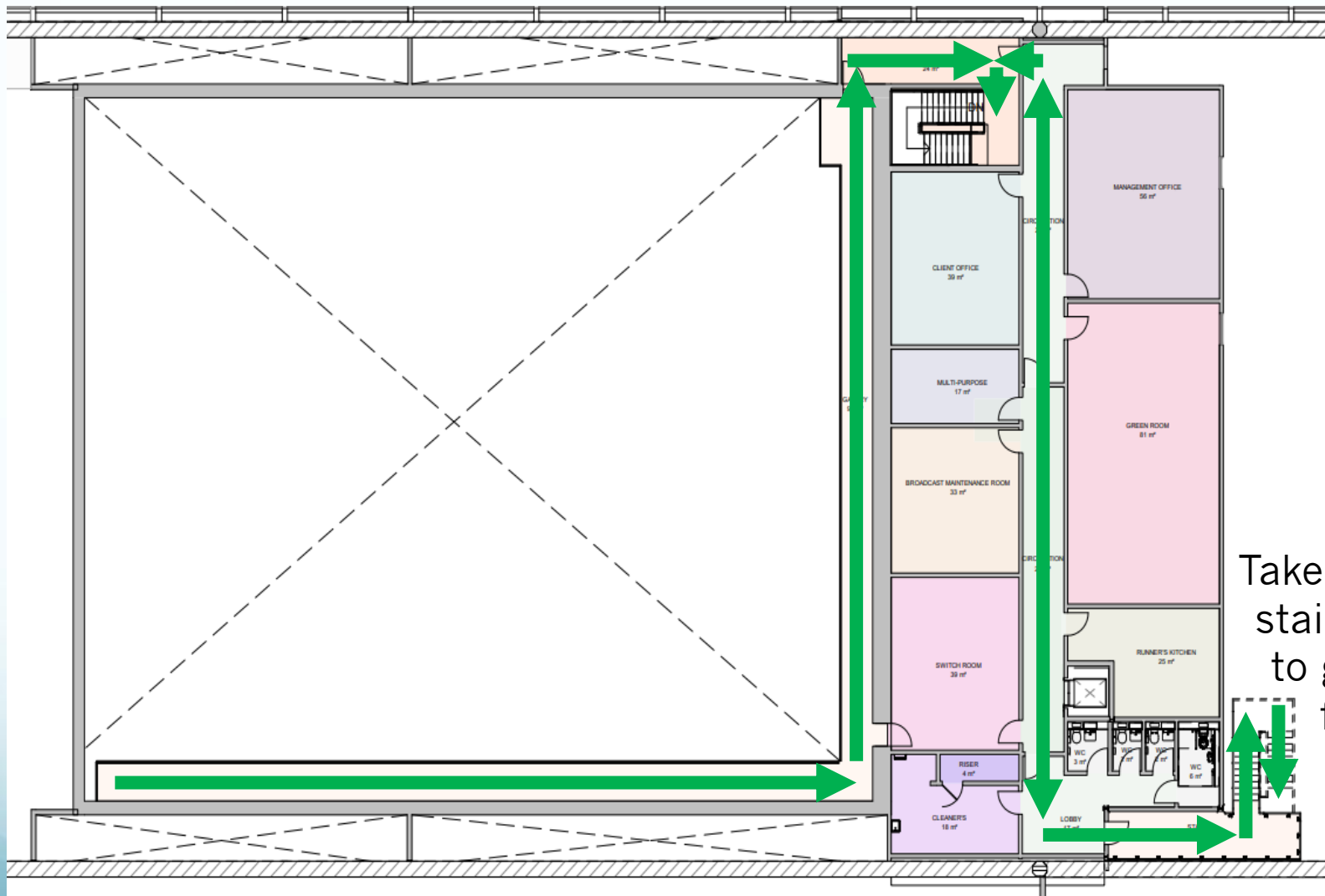
FIRST FLOOR



Take external stairs down to ground floor

FIRE EVACUATION PLAN

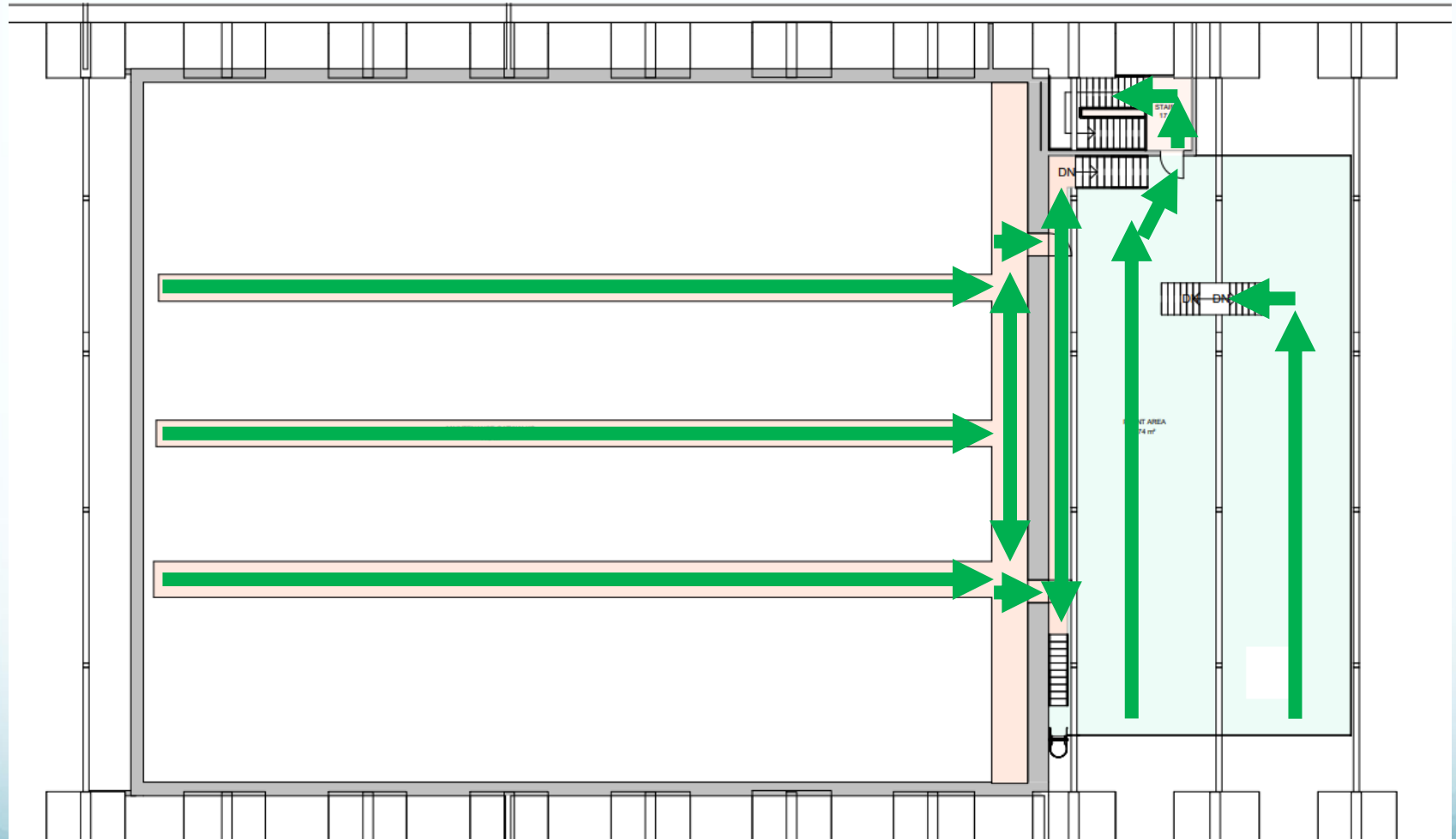
SECOND FLOOR



Take external stairs down to ground floor

FIRE EVACUATION PLAN

PLANT DECK & GRID



FIRE EVACUATION PLAN

MUSTER POINT

