

# BBC Studioworks Fire Wardens Procedure

**B B C** Elstree Centre

Version	Issued	Author
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## Fire Coordination Contacts

### **Fire Officer – Main Gate**

Security Manager/Shift Supervisor (24 hour cover)

Email: [security.control.room-Elstree@bbc.co.uk](mailto:security.control.room-Elstree@bbc.co.uk)

Tel: 0207 7651 666 (or 666 from an internal phone)

### **Rory Williams– BBC Elstree Workplace Facilities Manager**

Email: [rory.williams@mitie.com](mailto:rory.williams@mitie.com)

Tel: 07467 685500

### **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**

The weekly fire alarm test is carried out on Sundays at 11am

## **Fire Alarm System**

BBC Elstree Centre operates a double knock fire alarm system for when shows are live on air and/or smoke effects are being used. BBC Workplace engineers will manage the isolation process and carry out a fire watch while the system is isolated. There is a period of 7 minutes after an initial activation for a potential fire to be investigated. If a second device is activated or the investigation time expires the system will automatically activate and audibly alarm.

Whenever there is an audible alarm, an evacuation should take place.

## **Fire Drills**

A fire drill will be undertaken every 6 months. 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 BBC Elstree Security 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 	✗	✗	✗	✗	✓



# FIRE ALARM & EVACUATION PROCEDURE ELSTREE CENTRE



## IF YOU DISCOVER A FIRE

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**Immediately** operate the nearest **Break Glass Fire Alarm** call point.

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**Dial 666** (external 0207 7651 666) from a place of safety on the nearest internal telephone and tell Security Control Room:

- **Who you are.**
- **The precise location and nature of the fire.**

The Fire Brigade will be called by the Security Officer on duty who will also arrange for an immediate response to your call.

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**Try to extinguish the fire** using the nearest suitable fire extinguisher but

**DO NOT TAKE ANY PERSONAL RISKS**

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**Leave the building immediately** by the nearest available route closing doors behind you and go to the **NEAREST** assembly point.

## IF YOU HEAR THE FIRE ALARM

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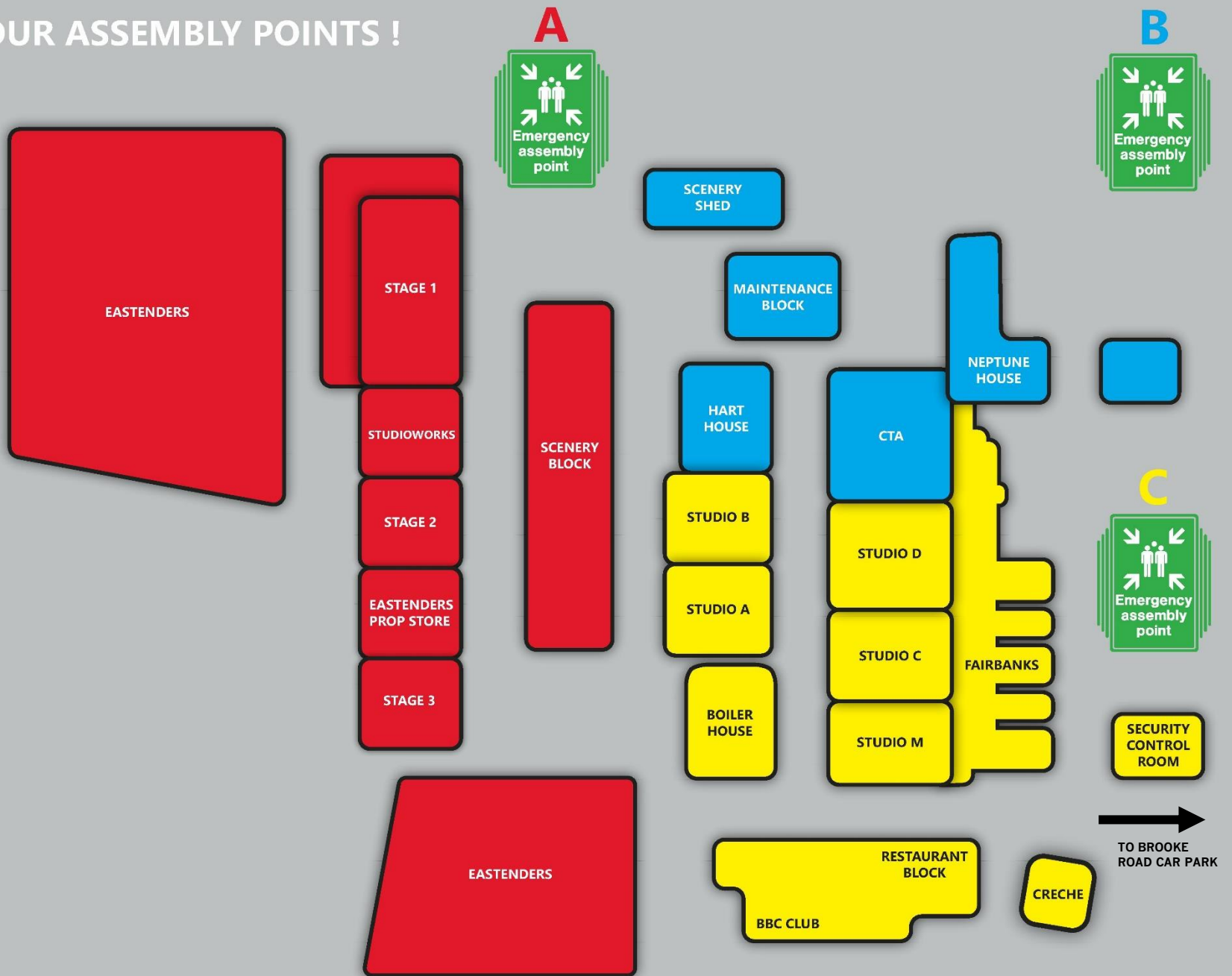
**On hearing the EVACUATION ALARM:**

- Leave the building immediately by the nearest available route.
  - If it is safe to do so, turn off all electrically powered equipment, unless there are local instructions to the contrary, and close doors behind you.
  - Go to your **NEAREST** assembly point and wait for further instructions.
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- **DO NOT TAKE ANY PERSONAL RISKS.**
- **DO NOT USE LIFTS TO EVACUATE THE BUILDING.**
- **DO NOT STOP TO COLLECT PERSONAL BELONGINGS.**
- **DO NOT STOP TO CHECK IF THE ALARM IS GENUINE.**
- **DO NOT RE-ENTER THE BUILDING UNTIL TOLD IT IS SAFE TO DO SO BY THE FIRE BRIGADE THROUGH PREMISES MANAGEMENT.**
- **DO FOLLOW THE INSTRUCTIONS OF THE FIRE WARDENS.**



# KNOW YOUR ASSEMBLY POINTS !



# OFF SITE ASSEMBLY POINT BROOKE ROAD CAR PARK

