

Television Centre Fire Wardens Procedure

Version	Issued	Reviewed	Author
V1.5	25 th September 2017		Clare Sillitto
V1.6	28 th November 2017		Clare Sillitto
V1.7	15 th March 2018		Clare Sillitto
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V1.9	16 th August 2018	20 th February 2019	Clare Sillitto
V1.10	27 th June 2019		Clare Sillitto
V1.11	27 th November 2019	23 rd October 2020	Delia Harris
V1.12	4 TH October 2022		Delia Harris
V2.0	22 nd August 2023		Delia Harris

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 1400 every Friday

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.

For more information on how the alarm system is set up please refer to 'BBC Studioworks Fire Alarm System Overview' document which is available from the Facilities Office.

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.
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 muster point on Wood Lane.
5. For occupants with restricted mobility take them to the nearest DDA 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. The Security team are trained in using evac chairs so inform an officer as you exit the building or at the muster point of anyone who may need assistance.
6. If an occupant refuses to leave the floor leave them and make a mental note of where they are located
7. At the muster point seek out a member of the Security team 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.

A building 'invac' will be signalled by a message on the Fire Wardens Whatsapp Group. This group will also be used as the main point of communication during an evacuation to keep the team as informed as possible.



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

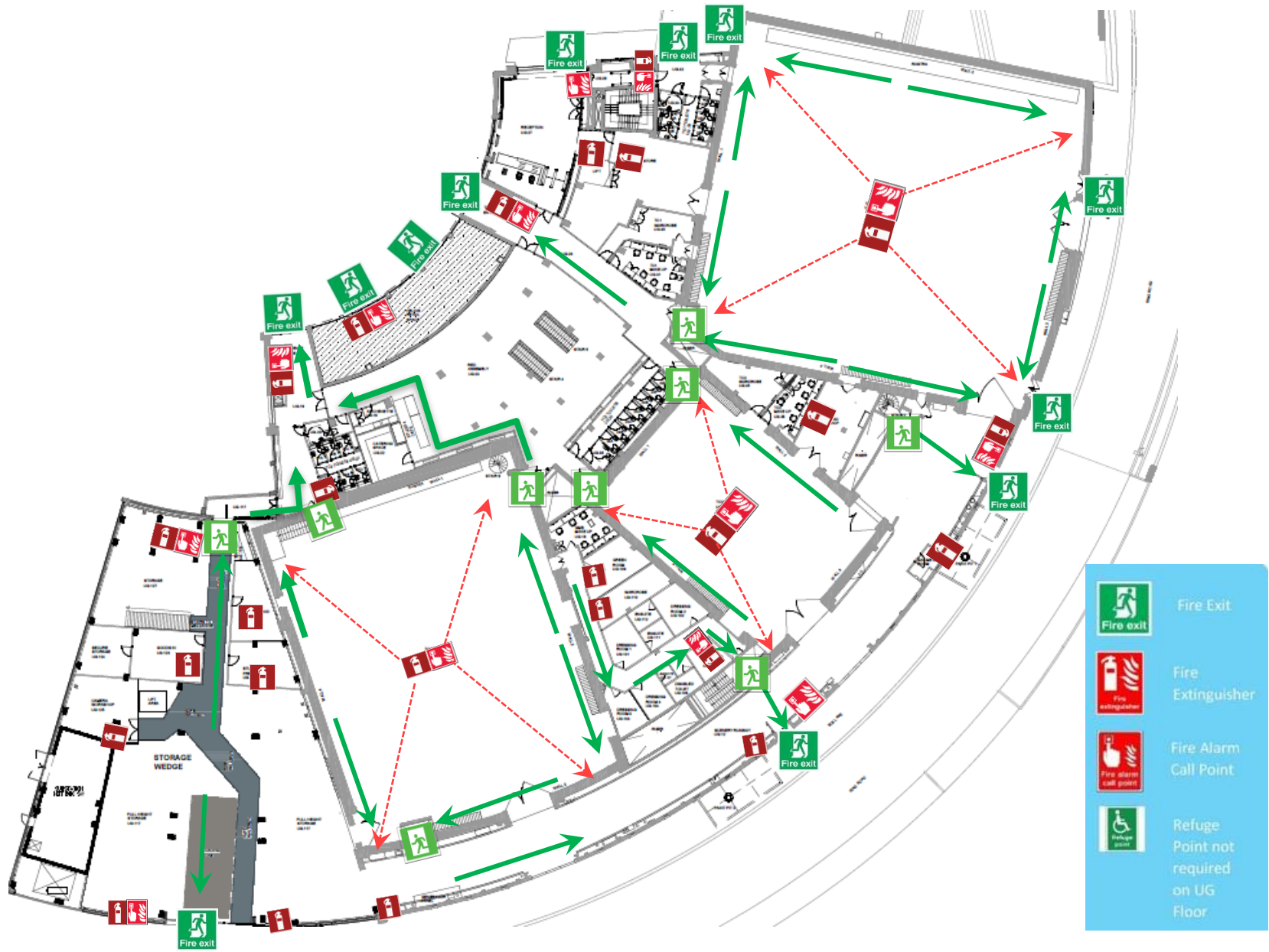
FIRE EVACUATION PLAN LG FLOOR



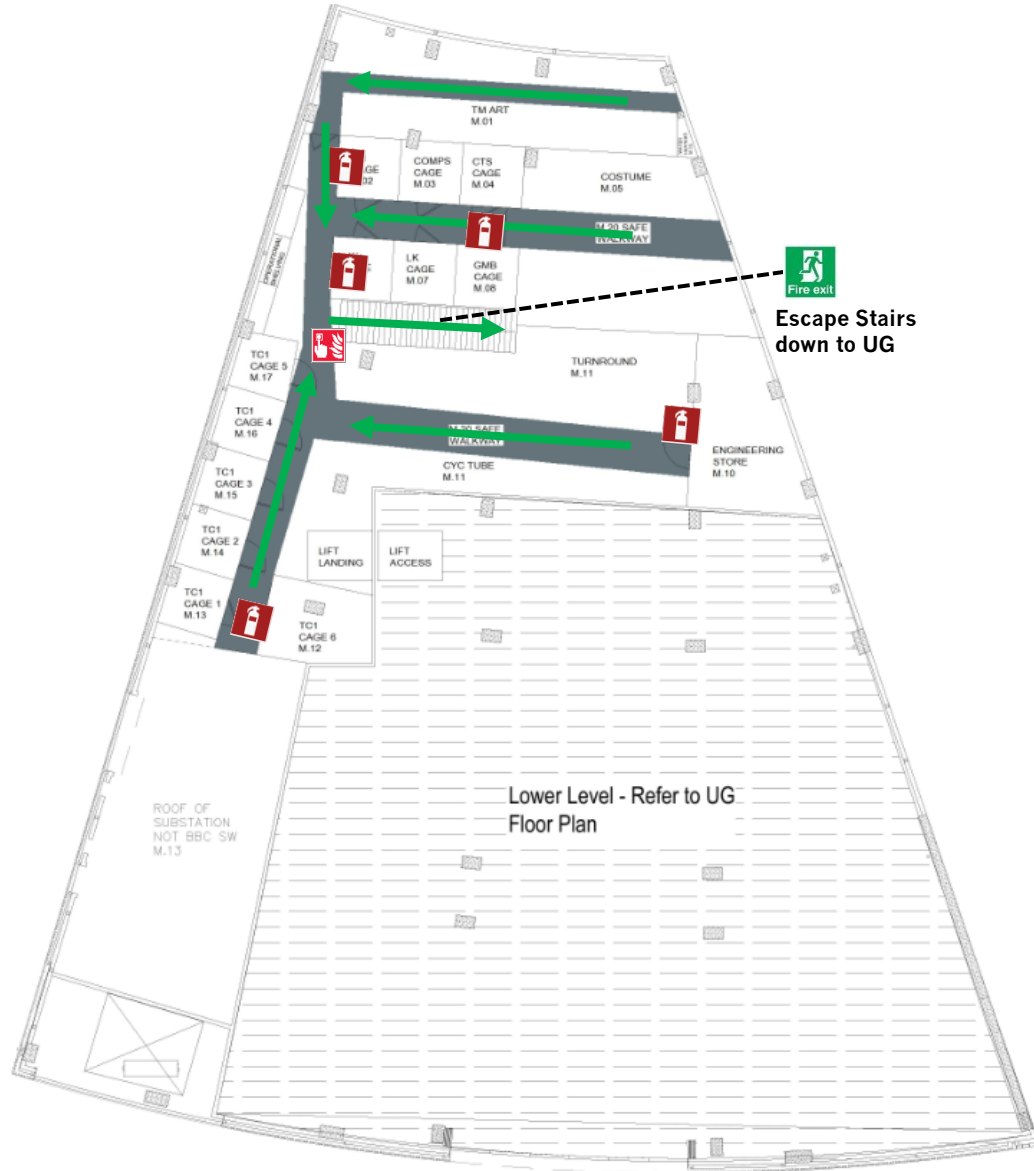
	Fire Exit
	Fire Extinguisher
	Fire Alarm Call Point
	Refuge Point not required on UG Floor
	Gas Suppression

FIRE EVACUATION PLAN

UG FLOOR



FIRE EVACUATION PLAN STORAGE WEDGE MEZZANINE

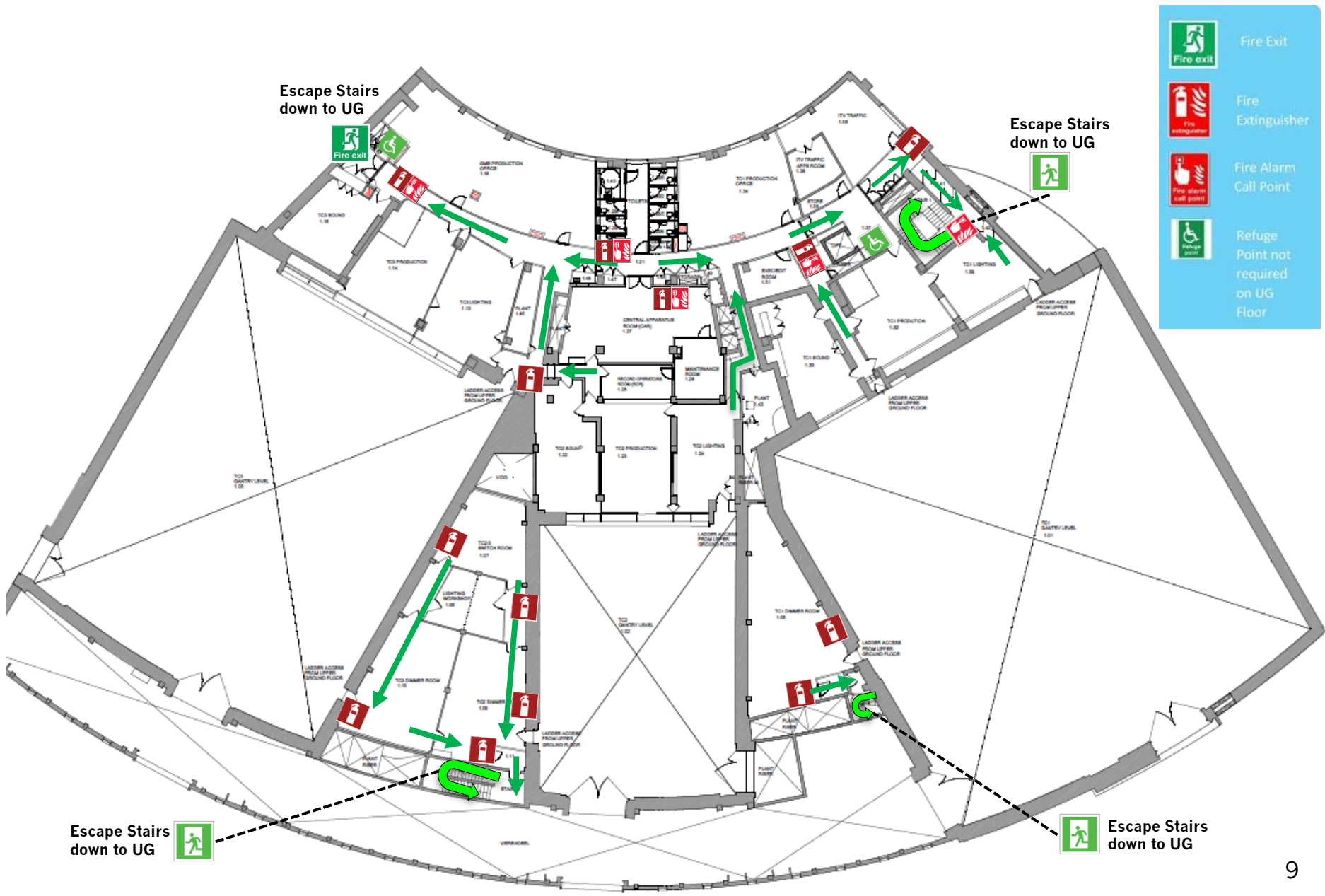


Escape Stairs down to UG

-  Fire Exit
-  Fire Extinguisher
-  Fire Alarm Call Point
-  Refuge Point not required on UG Floor


FIRE EVACUATION PLAN

1st FLOOR



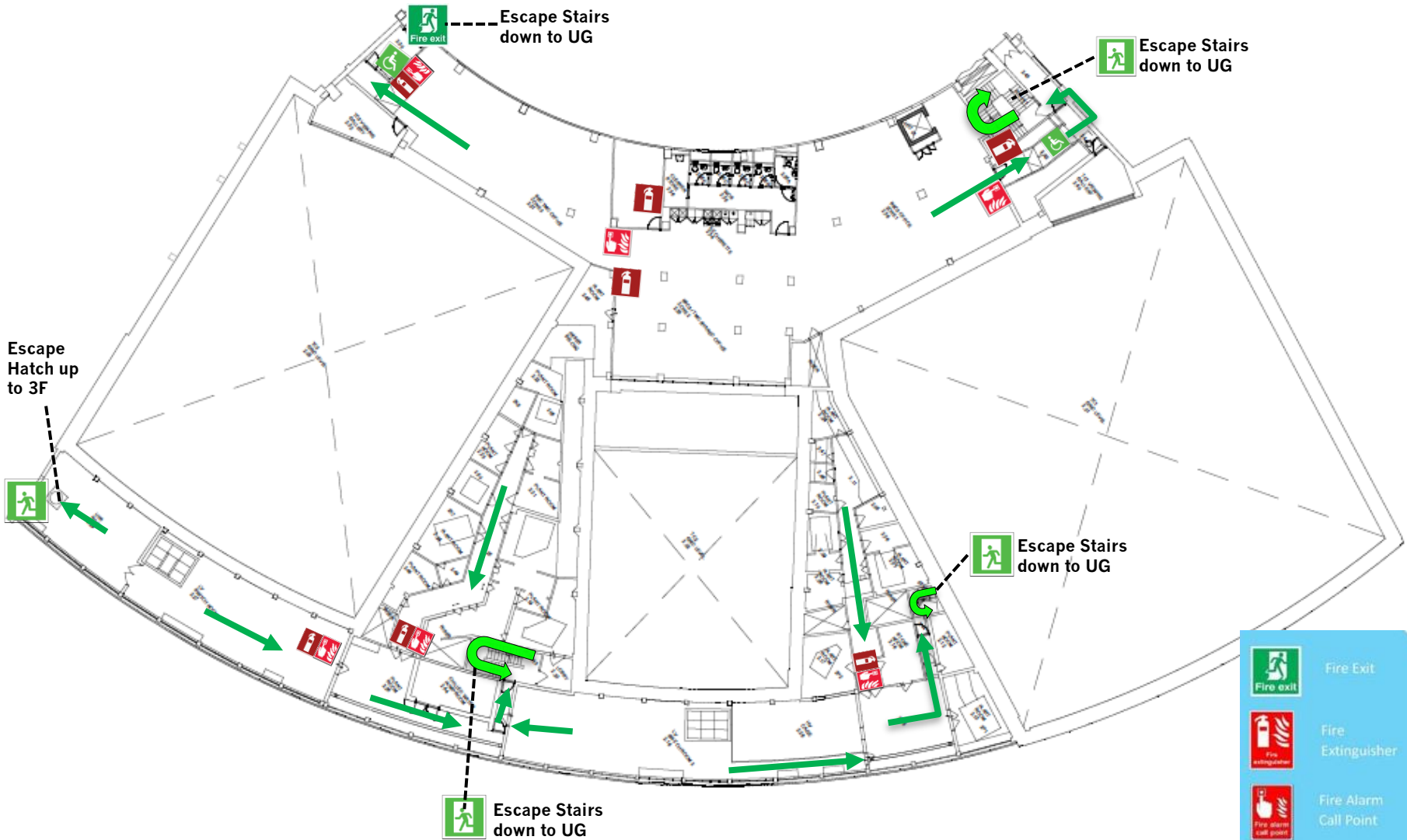
-  Fire Exit
-  Fire Extinguisher
-  Fire Alarm Call Point
-  Refuge Point not required on UG Floor

Escape Stairs down to UG 

 Escape Stairs down to UG

FIRE EVACUATION PLAN

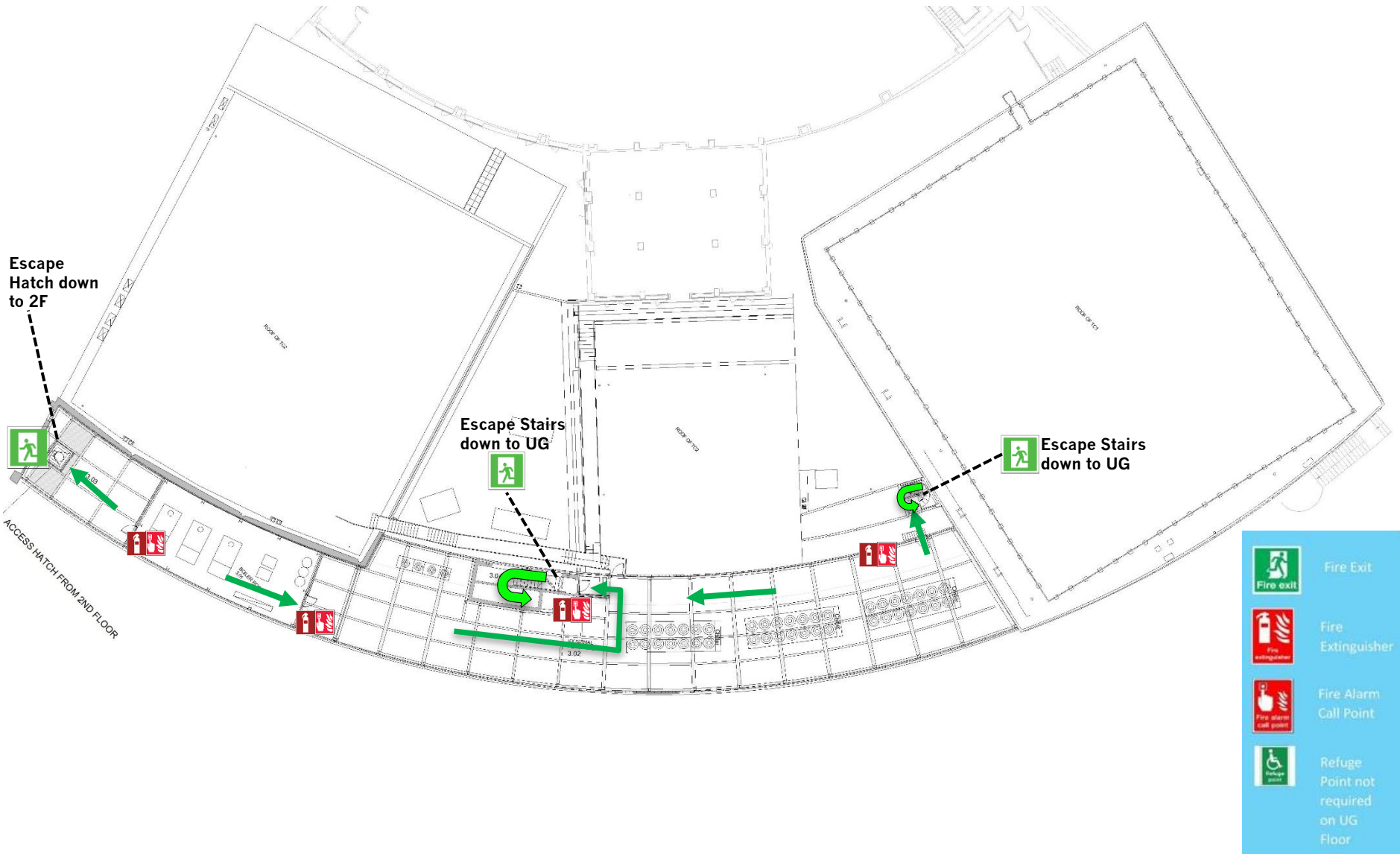
2nd FLOOR



	Fire Exit
	Fire Extinguisher
	Fire Alarm Call Point
	Refuge Point not required on UG Floor

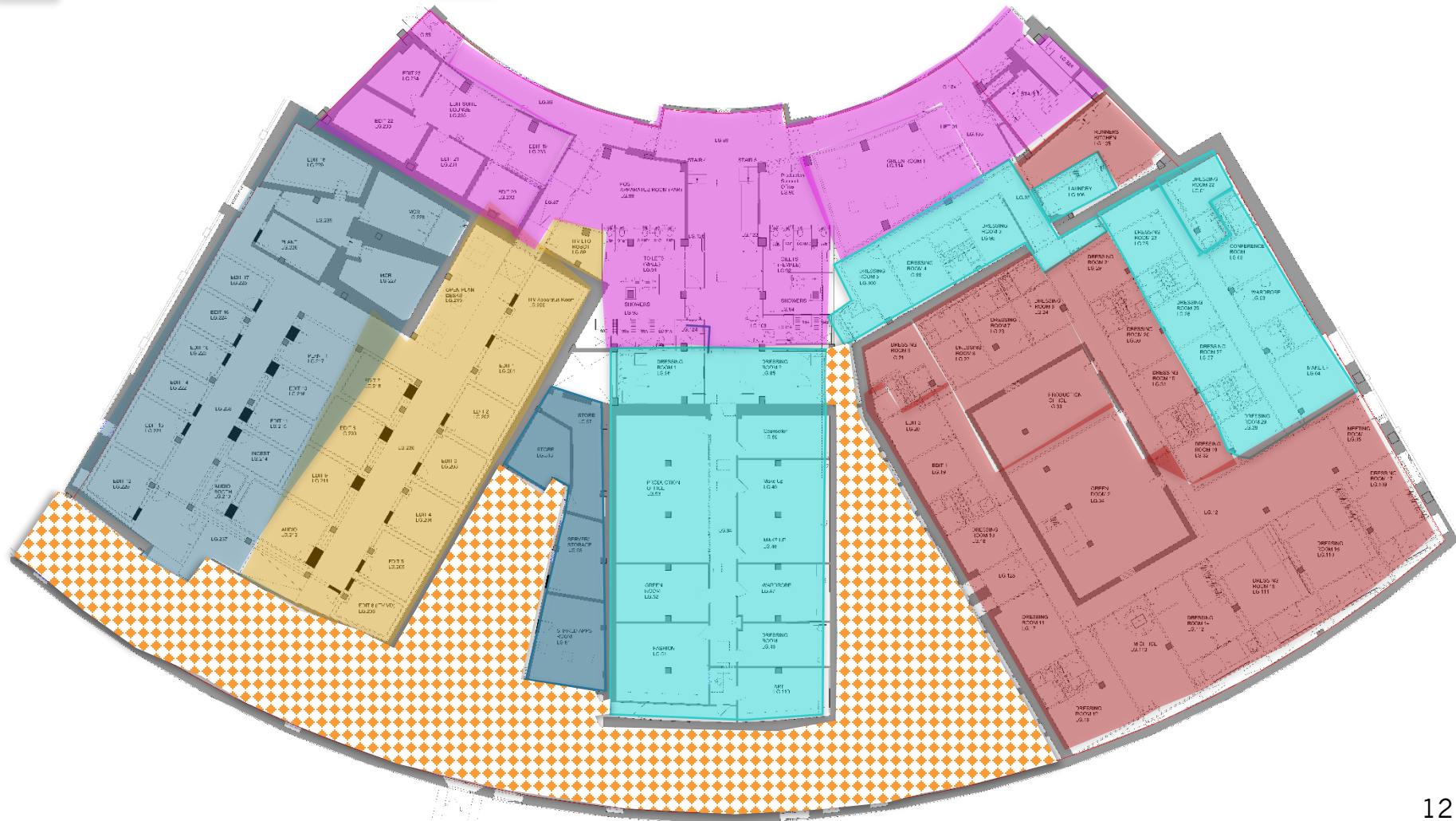
FIRE EVACUATION PLAN

3rd FLOOR



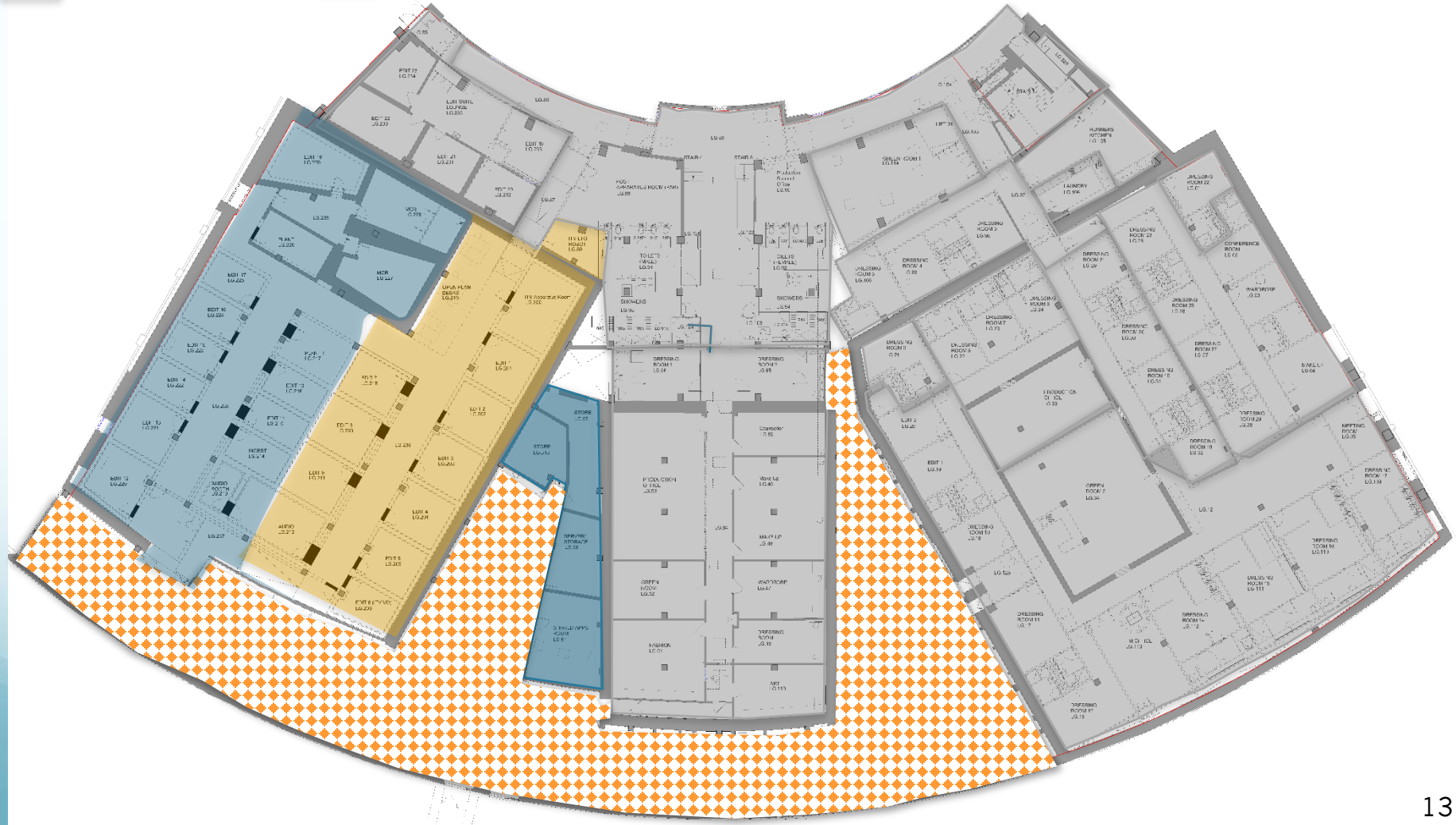
DESIGNATED FIRE WARDEN SWEEP AREAS - LG FLOOR (AM)

- BBC TMO
- ITV Edits
- ITV Daytime
- Low footfall area- MEP Engineers & Site-Specific contractors
- Studioworks Facilities
- Production Support





DESIGNATED FIRE WARDEN SWEEP AREAS - LG FLOOR (PM)

- BBC TMO
- ITV Edits
- ITV Daytime
- BBC Studioworks Security
- Studioworks Facilities
- Production Support
- Low footfall area- MEP Engineers & Site-Specific contractors



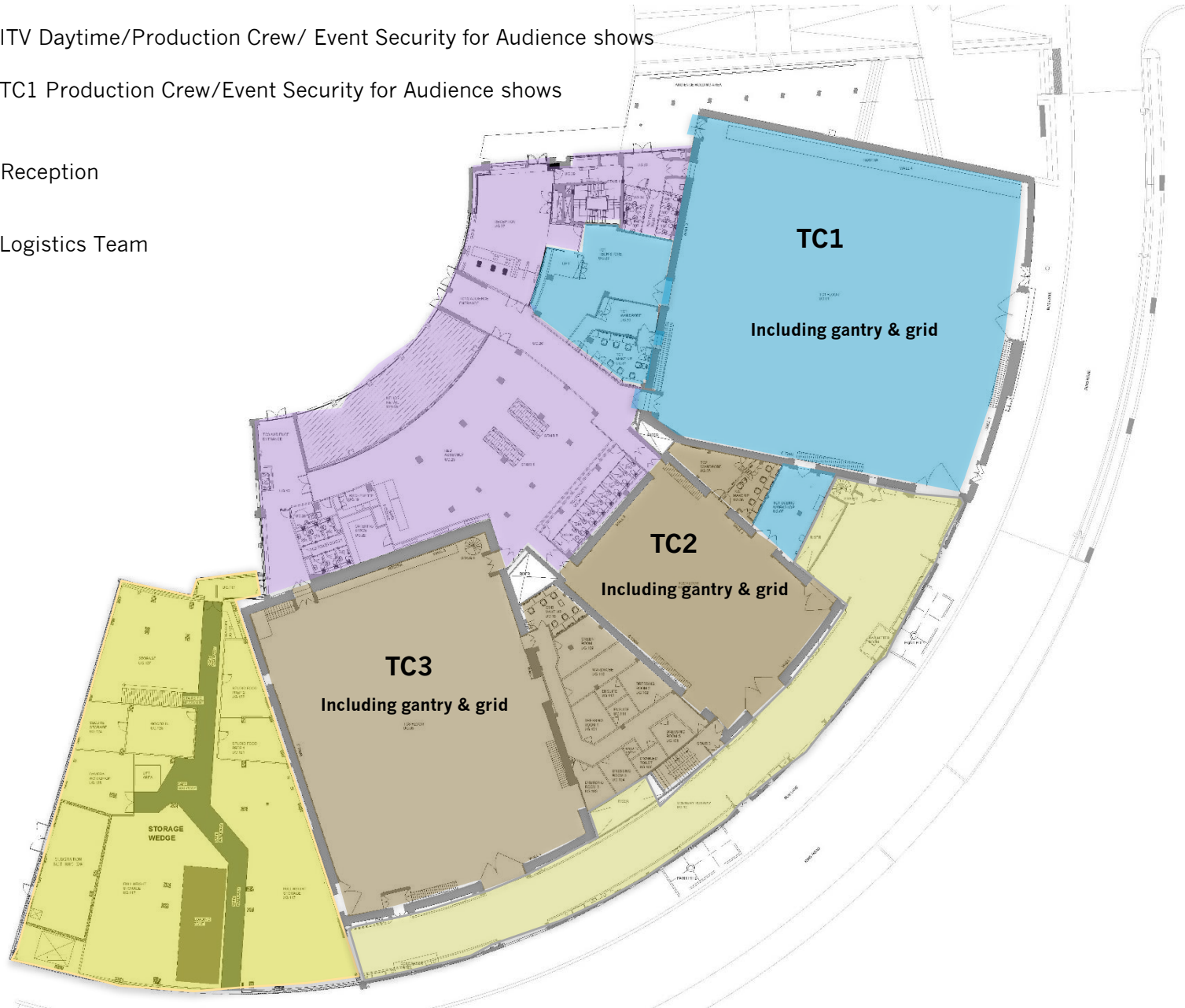
DESIGNATED FIRE WARDEN SWEEP AREAS - UG FLOOR (AM)

 ITV Daytime/Production Crew/ Event Security for Audience shows






 TC1 Production Crew/Event Security for Audience shows

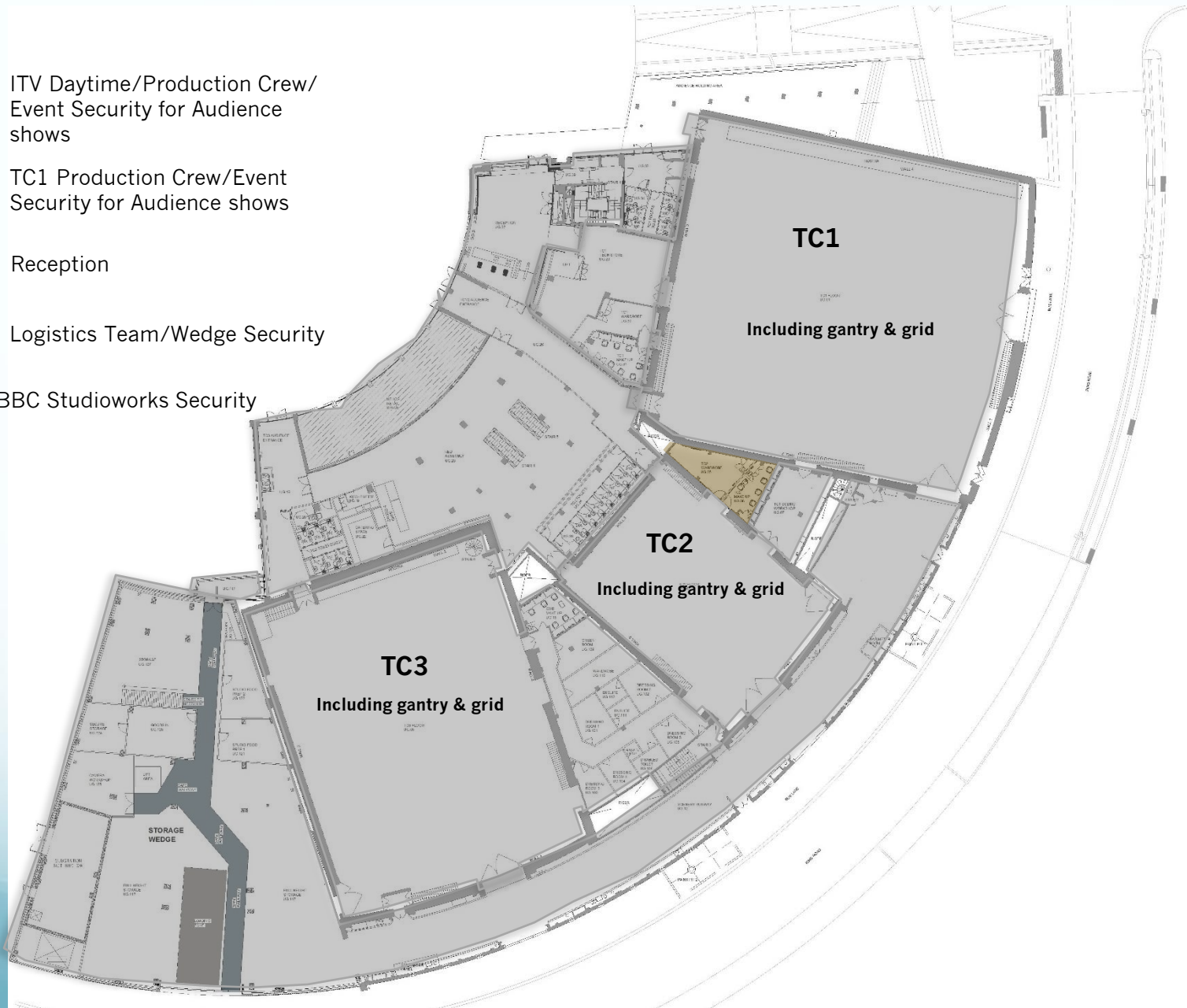
 Reception

 Logistics Team

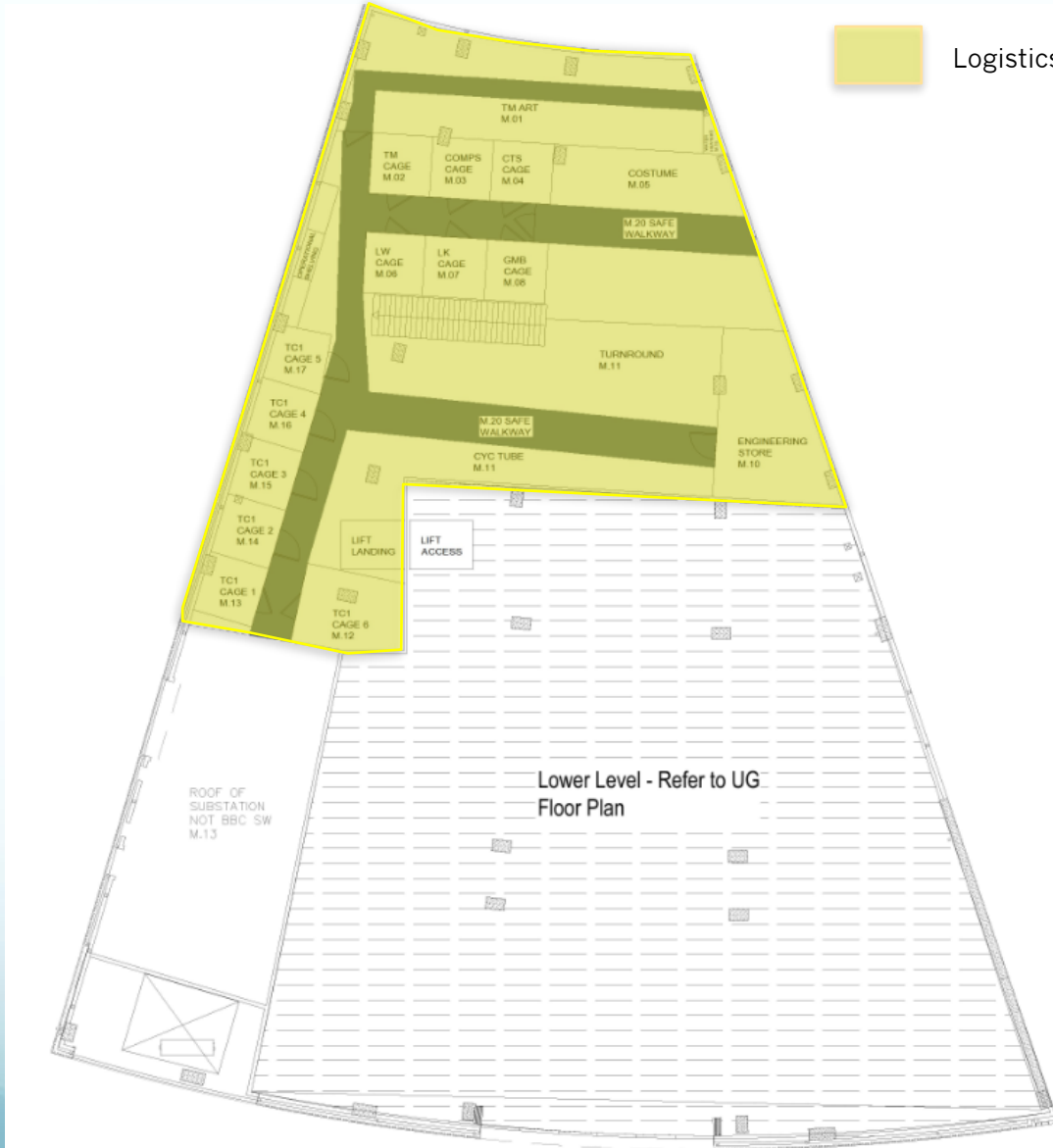


DESIGNATED FIRE WARDEN SWEEP AREAS - UG FLOOR (PM)

-  ITV Daytime/Production Crew/
Event Security for Audience
shows
-  TC1 Production Crew/Event
Security for Audience shows
-  Reception
-  Logistics Team/Wedge Security
-  BBC Studioworks Security

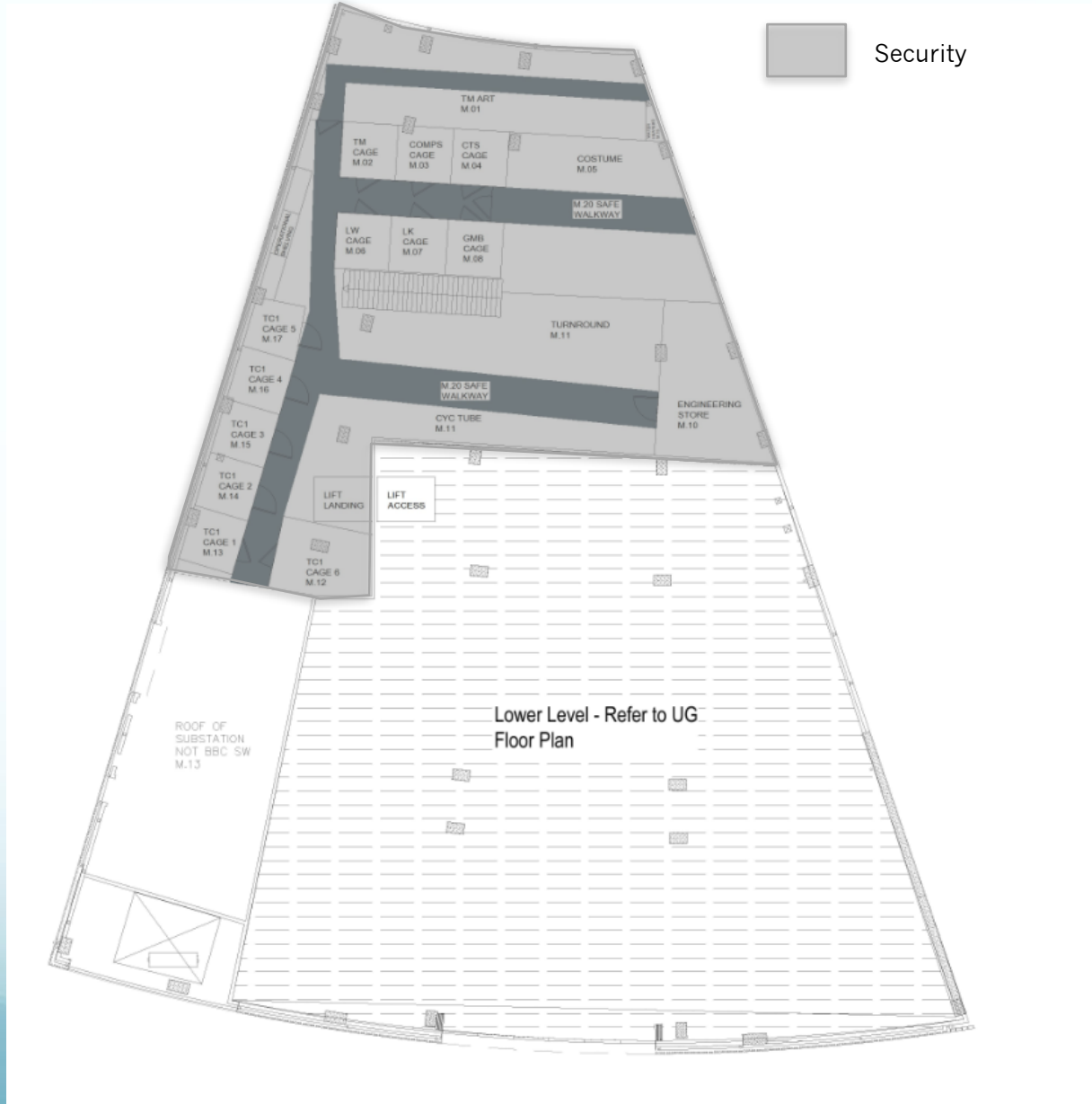


DESIGNATED FIRE WARDEN SWEEP AREAS - MEZZANINE



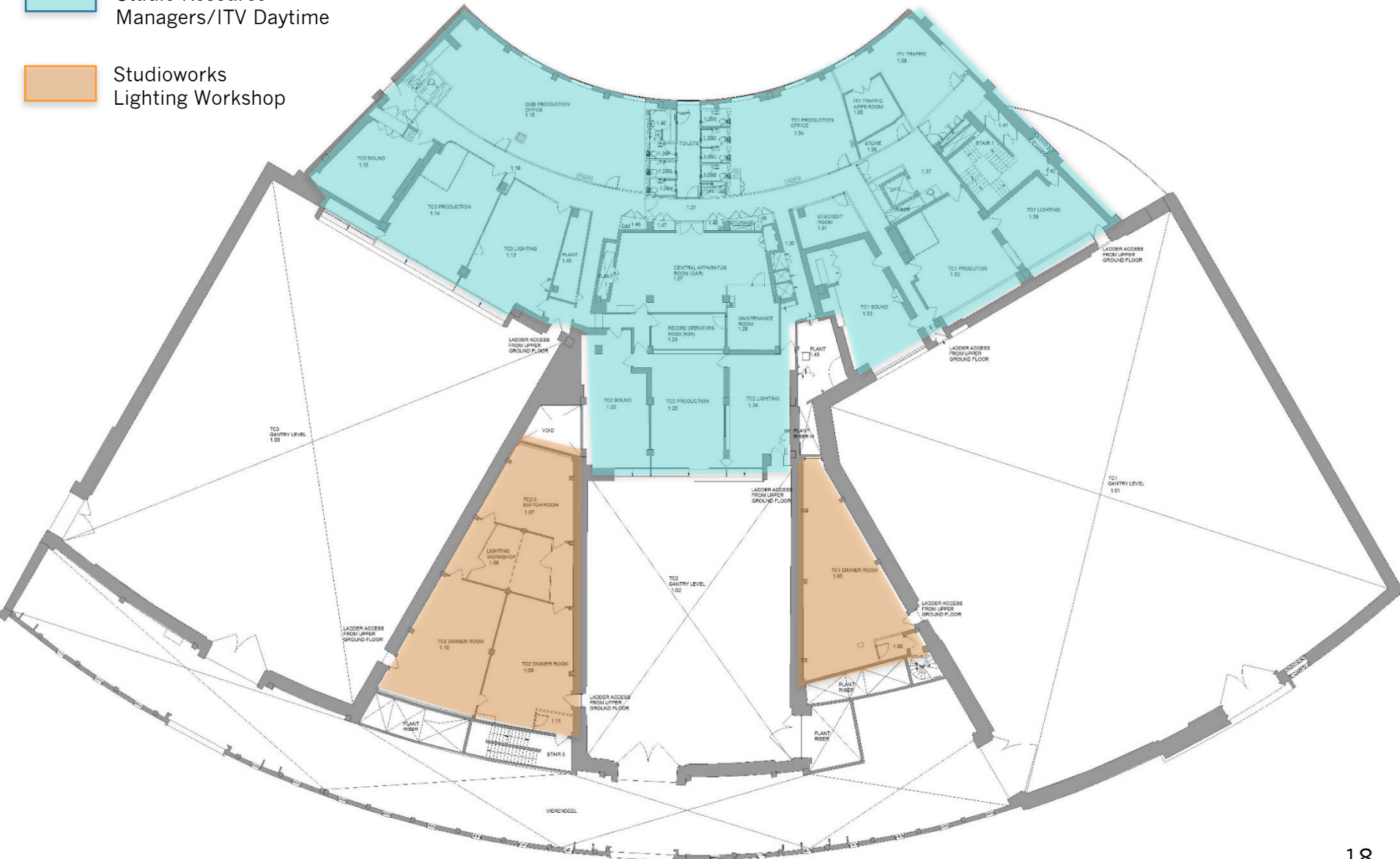
Logistics Team/Wedge Security

DESIGNATED FIRE WARDEN SWEEP AREAS – MEZZANINE (PM)




DESIGNATED FIRE WARDEN SWEEP AREAS – 1ST FLOOR

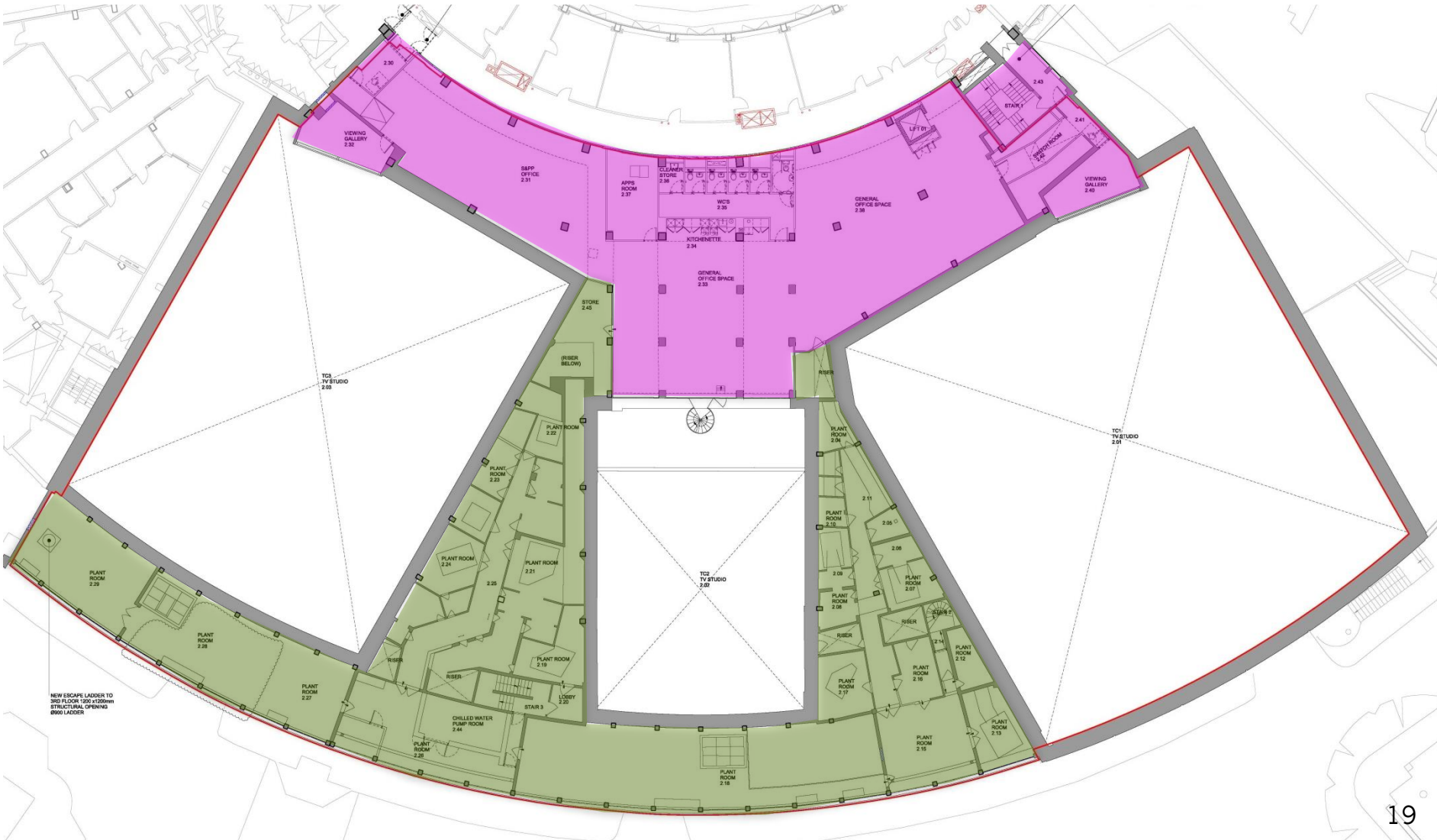
- Studio Resource Managers/ITV Daytime
- Studioworks Lighting Workshop



DESIGNATED FIRE WARDEN SWEEP AREAS – 2ND FLOOR

 ITV Daytime

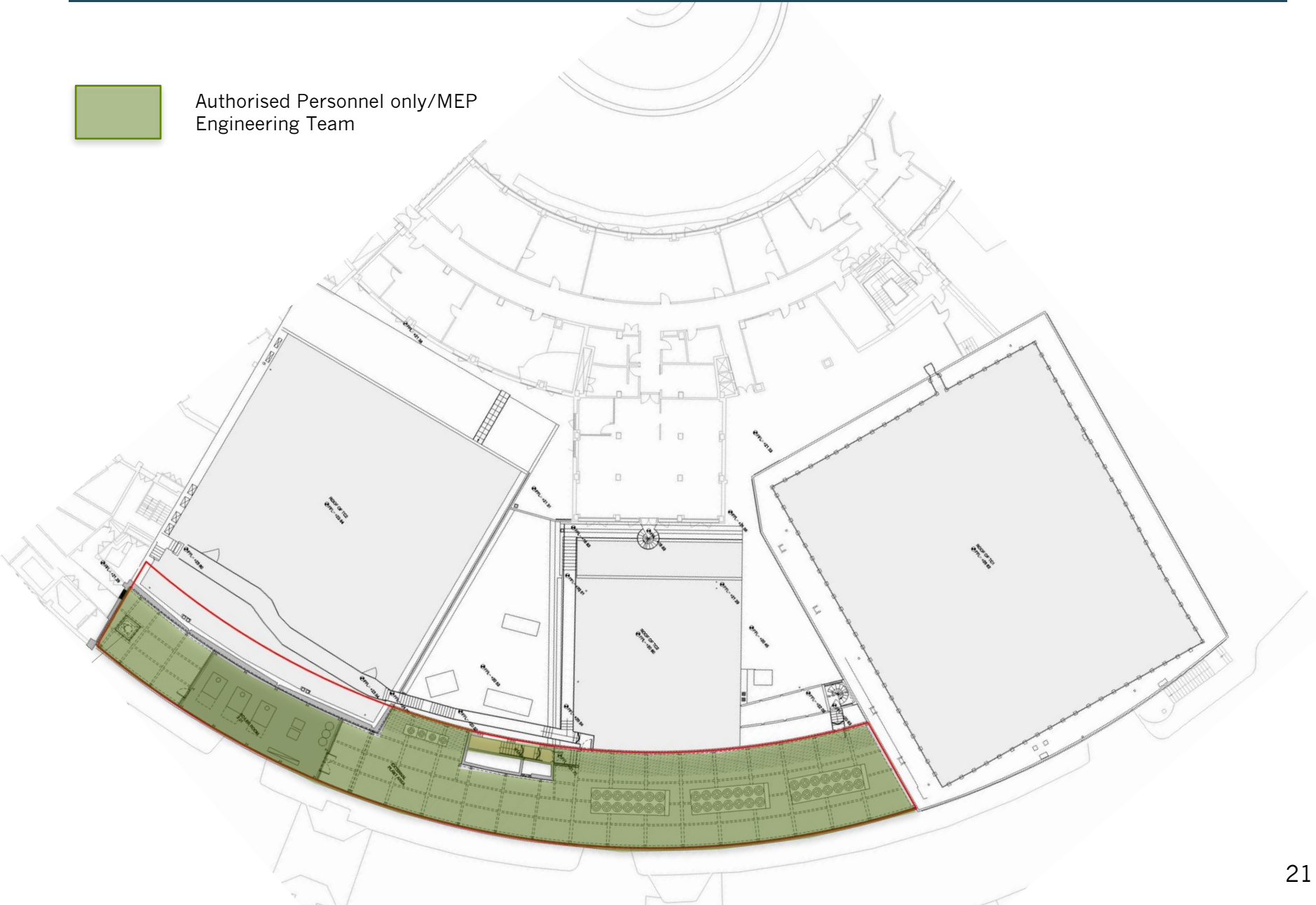
 Authorised Personnel only/MEP Engineering Team



DESIGNATED FIRE WARDEN SWEEP AREAS – 3RD FLOOR



Authorised Personnel only/MEP
Engineering Team



Muster Point Location

