

Studio Fire Alarm Procedures

Elstree Studios George Lucas Stages

Contact numbers

Security 020 8324 2662 020 8324 2650
 GL2 PCR RM 020 3327 6859

Normal operating procedure

- All smoke detectors and sounders 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

Single Stage Alarm

- Red beacons will flash in the PCR and the sounders will operate
- 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 RM will give this RA and a Smoke Isolation Permit Request Form to the Elstree Studios FM team in advance. The FM team will produce a Permit and pass this permit and the RA onto Security.
- To prevent a false alarm, the smoke detectors in the studio, corridor can be isolated (areas to be specified on Permit).
- Isolation key switches are installed in the studio for the studio smoke detector beams and the corridor smoke heads.
- At the permitted time, Security will bring the isolation keys to the relevant panel from Main Gate
- Security will confirm with the RM (or nominated deputy) that the smoke heads/beams are to be isolated
- Security will turn the keys in the isolation panel to isolate the smoke heads/beams
- Security will confirm to the RM via phone or in person when this isolation happens
- The RM will notify crew in the studio over talkback – the Floor Manager will announce on the studio floor
- Whilst the studio has no active fire detection, a ‘fire watch’ must be maintained by the Fire Watch Warden, Floor Manager and RM (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/beams should be returned to active on the key switches by Security.
- 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 Floor Manager will inform the RM over talkback. The RM will phone security to raise the alarm. If for any reason this system fails, then the alarm should be raised by a break-glass
- Once the alarm has been raised, normal evacuation procedures should be followed.
- The RM will confirm with Security 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 will then turn the isolation key switches normal and return them to the keys to Main Gate.

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Live Transmissions and Audience in Studio

It is agreed that best practice whilst there is a live transmission or an audience in the studio is for the studio and gallery sounders to be muted. This is to allow clear communication between the gallery and the studio floor, and for the Floor Manager to initiate a calm and coordinated evacuation.

- Whenever an audience is in the studio or a live transmission, a show specific risk production risk assessment should be produced
- The RM will give this RA to the Elstree Studios FM team in advance and apply for a Smoke Isolation Permit using their request form
- The FM team will produce a Permit and pass this permit and the RA on to Security.
- An isolation key switch for the sounders is installed by the GL1 corridor fire panel.
- The panel for the wireless fire alarm system (for any external temporary structures) is located next to GL panel where sounders can be muted via the function key.
- **Note: the GL panel key switch isolates ALL the sounders in both GL1 and GL2 – if there is another Production using GL1, then these procedures must be shared with that Production. A shared RA must be in place to coordinate detection and evacuation.**
- Before the permitted time, Security will deliver the sounders isolation key from Main Gate to the PCR where they are kept on dedicated key hooks.
- Shortly before the audience enters / scheduled transmission time; the RM (or nominated deputy) will isolate the sounders using the key switch and function panel on the wireless panel (if applicable)
- The RM will notify Security by phone when this isolation happens
- The RM will notify crew in the studio over talkback – the Floor Manager will announce on the studio floor
- Whilst the studio has isolated sounders, the alarm should be raised verbally by the Floor Manager and RM (or nominated deputy). The isolation should only remain in place so long as this ‘manual’ system is maintained. If it is not possible to maintain this system, then the sounders should be returned to active on the key switch
- If a fire is detected by the system; only the red beacons in the PCR will be active – no sounders will sound
- The RM will alert the Floor Manager over talkback that there is a potential evacuation required, but no action is required immediately.
- The RM will contact Security by phone to establish the best evacuation route if required (to avoid evacuating towards the fire). This information will be passed to the Floor Manager by talkback.
- Security will commence their Fire Alarm Investigation Procedures
- If instructed by Security, evacuation will commence before the detection is investigated further
- If Security determine an evacuation is required:
 - The RM should announce over talkback that a full evacuation is required
 - The Floor Manager will then inform the Audience Stewards who will follow their evacuation procedures
 - Normal evacuation procedures to be followed by crew (taking the routes suggested by Security)
 - Fire Wardens need to manually clear all the rooms in GL1 and GL2, so long as the sounders are isolated.

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- At the end of recording / transmission, when the studio is clear of audience, then the RM will then return the isolation key switch to normal and return it to the key hook in the PCR
- The RM will notify Security by phone
- The RM will inform the Floor Manager over talkback
- Security will collect the keys from the PCR at the end of the permitted time and return them to Main Gate

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