



Birmingham Fire Procedures – JULY 24

CUSTOMER/ EMPLOYEE FIRE and EMERGENCY EVACUATION PROCEDURE:

DISCOVERING FIRE

In the event of a fire being discovered operate the nearest fire alarm call point and evacuate the building by the nearest safe exit. Dial 999 and inform fire marshal you have called the emergency services.

1.0 Fire alarms

The fire system can be activated automatically by smoke and heat sensors throughout the Studio. It can also be activated manually by red break glass call points in the rest of the building.

An intermittent alarm sounding means there is an alert somewhere within the area of Caxton Gate, Cannon Street, you should be on alert and ready to evacuate.

In the Studio building, the first-floor alarm is separate from the rest of the building. An intermittent alarm on the 1st floor could mean a fire on the ground, 2nd, 3rd or 4th. Similarly an intermittent alarm on ground, 2nd 3rd or 4th floors may mean a fire is on the 1st floor.

So on hearing a pulse alarm the chief fire marshal/duty manager MUST check both fire panels to ascertain if the alarm has been activated anywhere within our demise. If there is a continuous alarm in either unit then full evacuation procedures should be followed.

A continuous alarm sounding means you should evacuate the building immediately following the procedures below.

Should the alarm switch to a continuous sounder. Note that 1st and 2nd floors are separate 'units' within Caxton gate building and there may be situations where one floor is continuous and the other is intermittent – If there is a continuous alarm in either unit then full evacuation procedures should be followed. If the fire alarm is continuous on the ground, first and 2nd floors, the fire marshal sweeping the back corridor on the 2nd floor (allocated to chef) should operate (break glass) the fire alarm point on the Fore Street stairs next to the dry riser on the way out. This will activate the alarm for floors 3 & 4.

Should the fire alarm activate, evacuate immediately via the nearest exit. Your nearest exits are shown on the fire information poster in your meeting room and also in the main studio notice board on the second floor.

The**studio** will evacuate all occupied areas with the aid of designated fire marshals.

The fire marshals will sweep designated areas of the studio and direct you to the nearest fire exits.

If you exit via a fire exit which is an internal corridor through Caxton Gate, the fire doors at the street exit point are only on “magnetic unlock” whilst the alarms are sounding. Should you be heading to these doors and the alarm is de-activated the doors will re-lock for security purpose. In this event return to the **studio** via the route you have taken and fire marshals will re-open these doors to let you back into the **studio** premises.

2.0 Firefighting equipment:

Various types of fire extinguishers are located throughout the building. This equipment should not be removed from its location unless it is required to fight a fire. Fixed firefighting equipment in the form of a Dry Riser System is also installed within the building, for use by the Fire & Rescue Service only.

3.0 Escape routes:

Ground floor	Main exit
First Floor	Main exit. Opposite small kitchen. Through mission control. Bridge corridor is safe refuge.
Second Floor	Main exit. Through roof terrace. Back of explore. Fore Street Exit.
Third Floor	Back of Relax next to Inspire. This is also a safe refuge Fore Street Exit. Next to Develop. S Safe refuge is between fire doors at entrance to main room
Fourth Floor	Fore Street Exit. Next to Bond. Safe refuge is between fire doors at entrance to main room

All persons should evacuate using these routes and exit the buildings through the fire escape stairwells which exit at various points on the ground floor. **Do not use the lifts**

4.0 Assembly point

Our meeting point is at the front, outside APPLE building on NEW STREET directly at the end of Cannon Street.

At Apple building you will be met by studio fire marshals, they will be identified by their yellow jackets. You will be asked to remain at the meeting point until the all clear has been given to re-enter the building. Organiser should note who from their meeting has been evacuated and let Fire Marshal know if anyone is missing.

The chief fire officer will authorise re-entry when the chief fire officer has given the all clear.

5.0 All persons on site

All fire doors and fire escape routes must be kept clear of obstruction, and it is in the interest of guests that any such obstruction is removed or reported to the duty manager.

Ensure you are aware of both your primary and secondary fire evacuation routes and the designated fire assembly point area.

6.0 On hearing the alarm

Leave the building by the nearest safe exit.

Do NOT attempt to collect personal belongings or company property.

Do NOT rush.

Do NOT attempt to pass others.

Do NOT use lifts – If you are in the basement during an alarm, exit of the building must be via the fire exits in the basement – NOT the lifts to the ground floor.

Do NOT re-enter the building until authorised by designated chief fire marshal.

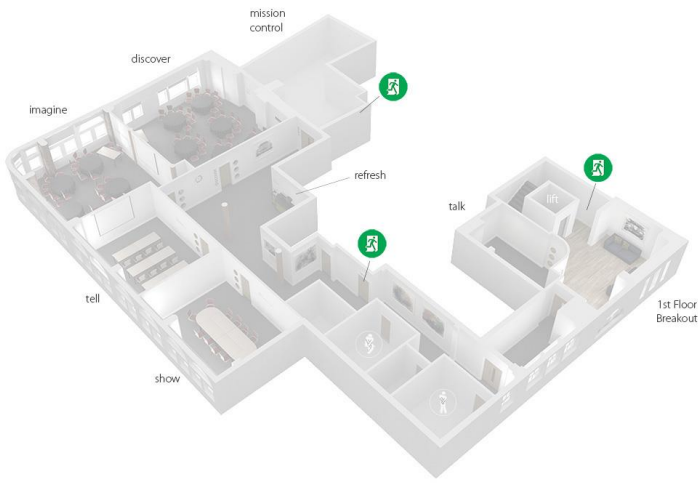
Proceed to the designated fire assembly point: Apple building on New Street – follow fire marshals' instructions.

If you host a meeting, ensure that all persons present, comply with this procedure. As a meeting host please inform reception of any disabled person within your group. Please also be aware that we have evac chairs in the event of an evacuation.

Assistance will be offered by studio fire marshals to assist any person with disabilities.

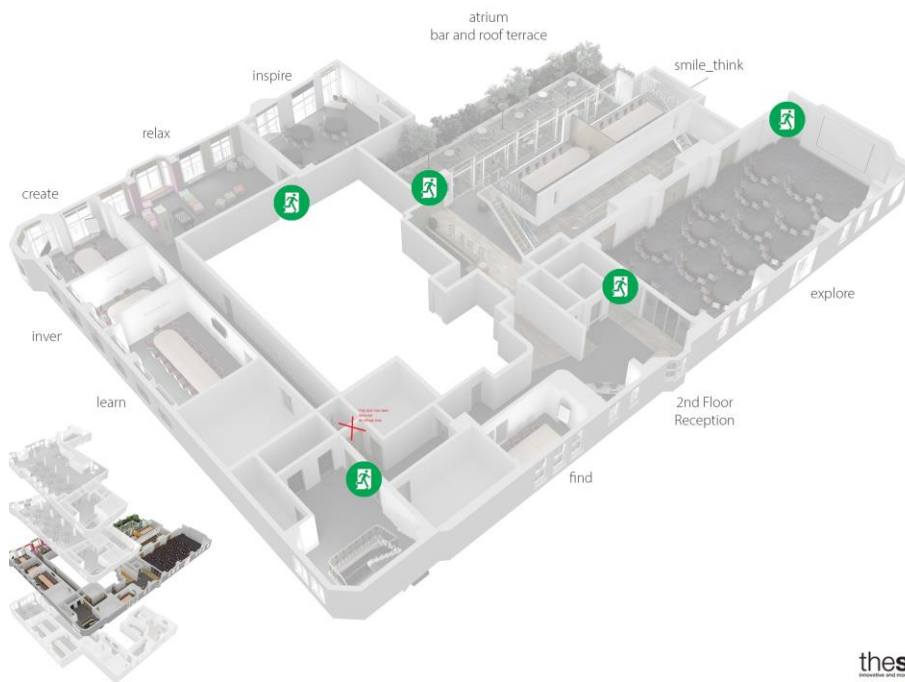
Evac chairs are located on ALL FLOORS in the event that a disabled person needs assistance a studio fire marshal will assist with the use of the evac chair.

A studio floor plan follows identifying fire exits and evacuation chairs:

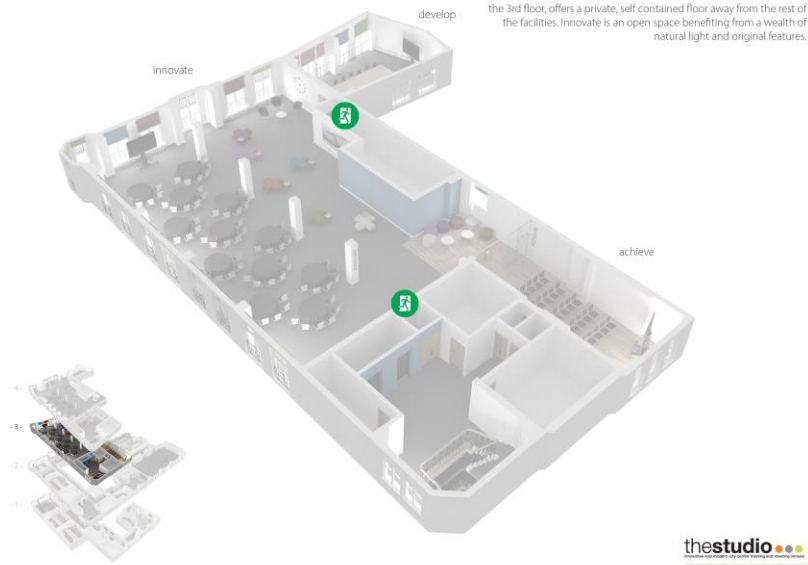


2ND FLOOR

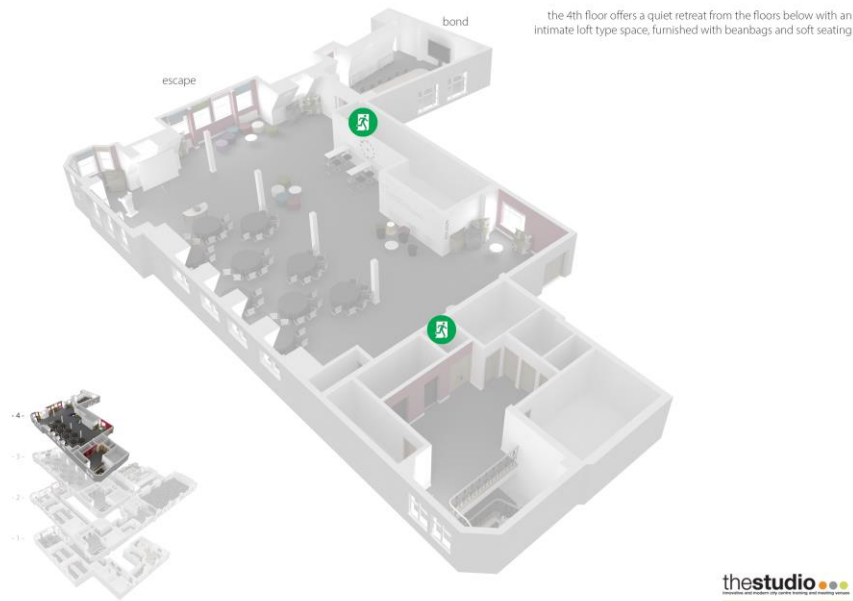
the 2nd floor is the heart of the building containing our largest space - explore and our roof terrace and atrium bar.



3RD FLOOR



4TH FLOOR



The Studio Birmingham

7.0 Fire Marshals

Fire marshals at the Studio Birmingham will perform the following duties

Fire Marshals

Venue Manager
Assistant Venue Manager
Duty Manager
Chefs
Team Leader
Event Catering Assistants
Kitchen Porter
Cleaner

Chief Fire Marshal is always the Duty Manager, Assistant Manager or Venue Manager
(Be clear and establish when there are two DM's on site who is the Chief Fire Marshal).

Catering assistants need to check the fire evacuation board located in the kitchen next to service board daily, to see if they are designated to be the fire marshal on the day.

8.0 Fire Marshal duties:

A continuous alarm sounding means immediate evacuation.

An intermittent alarm sounding means there is an alert somewhere within the area of Caxton Gate, we should be on alert and ready to evacuate should the alarm switch to a continuous sounder. Note that 1st floor is a separate 'unit' within Caxton gate building and there may be situations where one floor is continuous and the other is intermittent – If there is a continuous alarm in either unit then full evacuation procedures should be followed. **If the fire alarm is continuous on the ground, first and 2nd floors, the fire marshal sweeping the back corridor on the 2nd floor (allocated to chef) should operate (break glass) the fire alarm point on the Fore Street stairs next to the dry riser on the way out. This will activate the alarm for floors 3 & 4.**

On any sign of smoke or fire dial 999

Immediately put on your yellow jacket and perform your allocated area duties.
Fire marshal jackets are in the following areas for the following marshals:

Catering office	x 3
Ground floor	x 1
Reception second floor	x 1
Coms room	x 1
4th Floor	x 1

At no point should you put yourself at any risk or enter any area you believe to be unsafe .

All fire marshals to inform chief fire marshal that the areas they swept are clear and you are happy that all your department staff members are accounted for.

Our fire panels are located on the first and second floor:

First floor control panel (DTZ ref unit 20) First floor located opposite small kitchen

Second floor panel (DTZ ref unit 11) Ground floor located by front door

If the fire alarm is continuous on the ground, first and 2nd floors, the fire marshal sweeping the back corridor on the 2nd floor (allocated to chef) should operate (break glass) the fire alarm point on the Fore Street stairs next to the dry riser on the way out. This will activate the alarm for floors 3 & 4.

Chief Fire Marshal (Duty Manager):

On hearing the alarms sound **Duty Manager** will go immediately to the fire panel zone on the first floor to ascertain if the fire is on the first or second floor. If this panel is activated check the area the zone relates to and then proceed to the ground floor control panel

If it was not the first floor panel which activated the alarm, the **Duty Manager** will need to check the panel on the ground floor which will show the zone activated on the second floor.

Chief Fire Marshal will stay at the front door/control panel directing people towards the meeting point outside Apple building. Do not allow anyone to re-enter the building until we are sure it is safe to do so. Await DTZ/Land managers and report which zone is activated.

FIRE PANEL ACCESS KEY IS ON THE GROUND FLOOR RECEPTION.

1. **Chef** sweeps from the back kitchen door checking INSPIRE, RELAX, CREATE, INVENT, LEARN, COMMS ROOM AND SECOND FLOOR TOILETS. Check all zones for any sign of fire and direct customers to their nearest fire exit. The nearest exits for these areas are: Next to INSPIRE, Fore Street stairs or main entrance staircase. **In the event there are no chef's on site a DM or GM will sweep these areas.**
2. **1x Catering Assistant** sweeps from second floor reception checking EXPLORE, SMILE & THINK, ATRIUM and ROOF GARDEN. Check all zones for any sign of fire and direct customers to their nearest fire exit. The nearest exits for these areas are : At the back of the atrium on roof terrace, **Main Entrance, fire exit at the back of explore.**

Team Leader or 1xCatering Assistant Sweeps from TALK, TOILETS, SHOW, TELL, IMAGINE, DISCOVER & MISSION CONTROL. Check all zones for any sign of fire and direct customers to their nearest fire exit. The nearest exits for these areas are: Through MISSION CONTROL, opposite kitchen, main entrance staircase. **If the fire alarm is continuous on the ground, first and 2nd floors, the fire marshal sweeping the back corridor on the 2nd floor (allocated to chef) should operate (break glass) the fire alarm point on the Fore Street stairs next to the dry riser on the way out. This will activate the alarm for floors 3 & 4.**

3. **1x Catering Assistant** will check 3rd and 4th Floors if in use Once the check has been done, the **1x Catering Assistant** exit via fore street stairs or fire exit next to Develop/Bond

Assist chief fire marshal/DM at the fire panel with directions to meeting point.
Meet and greet at Apple building our guests and staff. Ensure that no-one leaves the meeting point until all clear has been given by the chief fire marshal.

After fire marshals have swept all of their zones they should report to chief fire marshal at the main fire panel on the ground floor main entrance/exit and report their zones are clear and if any signs of smoke or fire were evident, or if any disabled guests require assistance.

9.0 Evacuation chairs and refuge area:

If anybody needs assistance descending the stairs during an evacuation, there are safe refuge areas located in the studio these are shown on the evacuation plan. The evac chairs are located:

- On the 1st floor behind the fire door in front of small kitchen.
- On the 2nd floor by the gent's toilet by the fore street staircase.
- On the 3rd floor **behind the fire doors next to develop.**
- On the 4th floor **behind the fire doors next to bond.**

If you are assisting a disabled person from the building and you need a safe refuge area whilst you complete a sweep, please use these areas to ask the person to wait for you. Return to the area and evacuate via safest route. **Please note that these should only be used as last resort until someone is available to evacuate using the Evac Chair.** All fire marshals are trained to use an Evac Chair.

10 Building has been evacuated – now what?

Do not re-enter the building, the chief fire marshal will remain at the front door, other fire marshals will aid guests outside the apple building.

On arrival of the fire brigade give as much information as possible to assist in locating the fire
IS IT A FALSE ALARM?

If all the fire marshals have reported their zones are clear it is possibly a false alarm. The chief marshal should allocated one fire marshal to stay at the panel and restrict anyone apart from emergency services entering the building.

The chief marshal should take another fire marshal with them and go and investigate where the panel zone is indicating activated. Fire marshals should stay 10 feet apart to avoid both being caught together in a hazardous situation.

On investigation you find this is a false alarm, return to the panel to silence the sounders. If there is any doubt at all and fire brigade is en-route do not silence the alarms. Take advice from DTZ/Land managers.

DTZ/Building managers will re-set the panel.

Once the panel is re-set one of the chief fire marshals reports to sales team and allows access back into the building.

EMERGENCY EVACUATION:

Evacuation procedures should be followed exactly as for fire evacuation, however on exiting the building marshals should direct clients in accordance with:

Other staff on site should make their way to allocated meeting points to marshal for our guests.

OUT OF HOURS EVENTS:

For any out of hour's events a full evacuation plan should be discussed, allocating specific fire marshals and responsibilities. This is the duty of the duty manager, who would become the chief fire marshal in case of evacuation.

The chief fire marshal must call the DM phone for 3rd and 4th floor, if there is a continuous alarm on floor 1, 2 and ground **and the fire marshal sweeping the back corridor on the 2nd floor should operate the fire alarm point on the Fore Street stairs next to the dry riser on the way out. This will activate the alarm for floors 3 & 4.**

AFTER THE ALARM:

Only re-enter the building if the Chief fire marshal has advised it is safe to do so – be aware that during a full evacuation of Caxton House different units may be given different instructions.

Chief marshal/DM to report evacuation to the directors of the business.

Carry out a de-brief with all fire marshals to discuss procedures carried out correctly and effectively.

Fill in the PROTEC FIRE LOG /SECTION 8 / EVENTS LOG.

Located at ground floor reception.

Copy of fire log to be given to directors of the business.

DM should personally speak with all meeting organisers to thank them for co-operation in adhering to procedures and apologise for disruption to their meeting/event.

11.0 Panic button/BID radio

A radio connected to Central BID is located behind ground floor reception. There is another one located in the COMMS room. This is connected to the City Safe Radio Network to help reduce crime. You can use this to contact the team if you need support in the event of a crime or an emergency. If you are in danger, there is a panic button on the left of the radio, pressing this will trigger an emergency alarm and support from the BID radio team.

A panic button is located behind reception on the ground floor, this is on a direct link to the key holders and the alarm company and will trigger a call out. If this is activated, it will need to be re-set by an engineer. In the first instance, during office hours, use the radio.

If printed:

Employee Name:.....

Employee Signature:.....

Date:.....

Manager Name:.....

Manager Signature:.....

Date:.....