



Manchester Fire Procedures

CUSTOMER/EMPLOYEE FIRE and EMERGENCY EVACUATION PROCEDURE:

Introduction:

The HIVE is structured around a two-core system, with two main staircases for fire evacuation purposes.

The building operates a two-stage evacuation regime; on detection of fire the alarm will sound only on the floor of fire origin this will allow occupants of this floor to enter the stairs without being hindered by any stacking in the stairwell.

After a time-interval of two minutes, the alarm will sound in the remainder of the building and all occupants should then evacuate the building.

DISCOVERING FIRE

If you discover a fire, operate the nearest fire alarm call point, call the fire brigade and evacuate **the building by the nearest safe exit**

1.0 Alarm activation:

The fire system can be activated manually by **red** break glass call points or automatically by smoke and heat sensors.

The call points are situated in strategic positions throughout the building, on the studio floor these are at the main fire exit doors situated above the fire extinguishers, plus one call point in the kitchen. Each call point is activated by applying pressure to the glass panel at the front of the unit in the area marked "**Press Here**".

Smoke and heat sensors are also located strategically throughout the building. These units operate the fire detection system automatically on sensing smoke or heat.

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 fire fighting 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 Action in the event of a fire:

Upon fire alarm activation, an intermittent tone will sound on the floor of fire origin this will allow occupants of this floor to enter the stairs without being hindered by any stacking in the stairwell.

After a time-interval of two minutes, the alarm will sound in the remainder of the building and all occupants should then evacuate the building.

On hearing this tone, occupants should evacuate immediately using the nearest unaffected escape route or follow the instructions of the designated Fire Marshal(s) for their floor, identified by yellow fire high visibility jackets.

Lifts should not be used to exit the buildings. All lift cars in the building are automatically programmed to immediately descend to the Ground Floor on activation of the fire alarm system, the Fire Fighting lift will remain in use for the use of the emergency services only.

All access control doors in the common areas of the building are programmed to “fail-safe” and automatically unlock in the event of fire alarm activation. Should it not be possible to open one of these access-controlled doors in this situation, a **green (or occasionally white.)** break-glass unit near the door can be used to manually release the door. This is operated by pressing the glass panel in the same manner as the fire alarm call points.

On leaving the building all persons must make their way to the designated assembly point for their floor.

4.0 Assembly point

The studio designated assembly point is: Opposite the Hive, on the pavement in front of Griffin House.

The studio fire marshals will clearly indicate where studio guests should congregate, the organiser for each meeting should identify themselves to our chief fire marshal who will then be the main point of contact for updates and communication.

5.0 The HIVE staff (the hive buildings management)

In the event of a fire activation are responsible for the following:

Upon a fire alarm activation the guarding operative in reception will immediately telephone the emergency services, clearly stating.

- The nature of the emergency
- The address of the building
- And state confirmed or unconfirmed fire

The Building Manager will then assume the role of Lead Fire Marshall and coordinate the efforts of all staff from the reception area, which will become the Emergency Control Point (ECP). They will also obtain and follow the Fire/Emergency Evacuation Data Sheet, which is located at the main reception desk. All The HIVE staff will assemble at the ECP.

6.0 Escape routes:

Designated escape routes within the buildings are clearly signed

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.

At all times when using evacuation routes persons should keep to the left-hand side. This ensures free passage for Fire & Rescue or other emergency personnel.

Once persons have exited the building they should proceed in an orderly manner to their designated assembly point.

Persons must not attempt to leave the site in motor vehicles during an evacuation – attempting to do so may endanger other people evacuating and may also block access routes for Fire & Rescue vehicles.

7.0 Assembly points:

Due to the location of the building, surrounding area and the final fire exit routes the evacuation assembly points for each tenant/floor are agreed in advance with the buildings Facilities Management Team and recorded accordingly. **The studio assembly point is on the wide pavement in front of Griffin House, which is opposite the Hive.**

Each tenant must account for their personnel and guests. The chief fire marshal must then report accordingly to the The HIVE Lead Fire Marshall and then await further instruction.

Tenants are responsible for orderly evacuation of the occupied floors by monitoring footfall down the core evacuation routes. Persons assembling at each point must congregate in an orderly manner and not stand in public roads or tram routes.

Tenant staff must remain at each assembly point until instructed otherwise and under no circumstances are tenants allowed to enter the building until instructed to do so by the The HIVE lead Fire Marshal.

IS IT A FALSE ALARM?

If all the fire marshals have reported their zones are clear it is possibly a false alarm.

Building managers will investigate and re-set the panel if needed.

Once the panel is re-set one of the fire marshals 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: The landlords handbook

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

events manager and the duty manager, who would become the chief fire marshal in case of evacuation.

AFTER THE ALARM:

Only re-enter the building if the Chief fire marshal has advised it is safe to do so.

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

Landlords will fill in FIRE LOG

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.

8.0 Fire Marshals

Every tenant is required to ensure that at least one of his or her three designated Fire Marshals is on duty during office hours. **At any time** when a floor is occupied, for however short a period; a Fire Marshal **MUST** be present on that floor.

9.0 Fire Marshal duties

Fire marshals at the studio will perform the following duties:

***All staff are fire marshals. The Chief Fire Marshal is always the most senior team member on site. The Chief Fire Marshal for each day will allocate the following duties to the members on site that day. ***

Chief Fire Marshal:

On hearing the alarms sound they will collect and put on a fire marshal jacket along with the D.M file (Function sheets for that day) and fire log book.

Sweep the toilets in CORE 2, sweep RISE, SHINE, GROW and BUILD, plus GROW ROOF GARDEN and RISE ROOF GARDEN and the CLASSROOM.

Events which are booked in the **classroom** will be allocated specific fire marshals to sweep this area and evacuated, all occupants evacuated from the **classroom** will congregate at the same meeting point as occupants of the third floor.

Check refuge points for any disabled visitors and Sign off the fire sweep inspection log for each fully evacuated area.

Check on assembled personnel and guests at meeting point to gather all reports from other fire marshals

Reports to ECP and building chief fire marshal, to give following information

- Any signs of fire
- Confirm all personnel and guests are evacuated
- Any disabled personnel or guests with fire marshals in the refuge areas

Duty Fire Marshal:

On hearing the alarms sound they will collect and put on a fire marshal jacket and the kitchen fire inspection log.

Sweep the toilets in CORE 1, sweep WORK, BUZZ, EVOLVE, DARE and WIN, plus EVOLVE ROOF GARDEN and WORK ROOF GARDEN and Sign off the fire sweep inspection log for each fully evacuated area.

Exit the building and assemble at the meeting point, report to studio Chief fire marshal with their completed inspection log and report that their area is clear or that fire has been identified

Other Fire Marshal Duties

On hearing the alarms sound they will collect and put on a fire marshal jacket

The third floor duty receptionist is responsible for the assisting any guests we have that day to a disabled refuge point. The studio chief fire marshal will report also to ECP that we have personnel/guests who are being evacuated by EVAC CHAIR, assisted by other fire marshals if there is more than one disabled guest or lifting assistance is required.

If there are no guests requiring assistance with evacuation, assist with directing guests to fire exits and go the meeting point, report to studio Chief fire marshal that their area is clear or that fire has been identified and no-one is in the refuge areas.

Please note: The ECP is situated at - 47 lever St main reception of the building.

10.0 Persons with Disabilities

In the event the person cannot be assisted down the escape stairwell they are to be escorted to one of the fire refuge points located on each floor Fire Escape lift lobby, they are located on the stairwells at Cores' 1 & 2.

For all persons with disabilities the following special procedures will apply:

A team member each day will be the nominated fire marshal to escort any person with disabilities to the stairwells/refuge points at Cores 1 & 2. If the person can walk down the stairs the fire marshal will assist them to the assembly point.

☒ If the person with disabilities cannot use the stairs they will be assisted by a member of the team in an EVAC CHAIR

EVAC CHAIRS: Are located in core 1 and core 2 fire exit landing areas.

Please note it is not the job of the Facilities Management Team to rescue persons from the building.

ALL PERSONS ON SITE

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

Ensure you are aware of both your primary and secondary fire evacuation points and how to reach the designated assembly point

10.0 Maximum Numbers

Maximum capacity on the 3rd floor at any one time **274**

The Duty Manager will produce and send a Risk Assessment to the Building Manager for numbers over 220

Maximum capacity for an event serving alcohol **205**

Reviewed by Dawn Broughton and Zainab Warburton
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