



Glasgow Fire Procedures – October 2024

CUSTOMER/EMPLOYEE FIRE and EMERGENCY EVACUATION PROCEDURE:

1.0 Fire alarms

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

Should the fire alarm activate, evacuate immediately via the nearest exit. Your nearest exits are explained on the information poster in your meeting room.

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.

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 Assembly point

Our meeting point is at the front, outside the Hope Street Entrance, in front of Continental Deli, next to Central Station.

At the entrance 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.

Escape routes:

Designated escape routes within the buildings are clearly signed. There is one exit next to the main lifts and one exit off the main refill area.

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.

4.0 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.

5.0 Discovering fire

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

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.

Do NOT re-enter the building until authorised by designated studio marshals

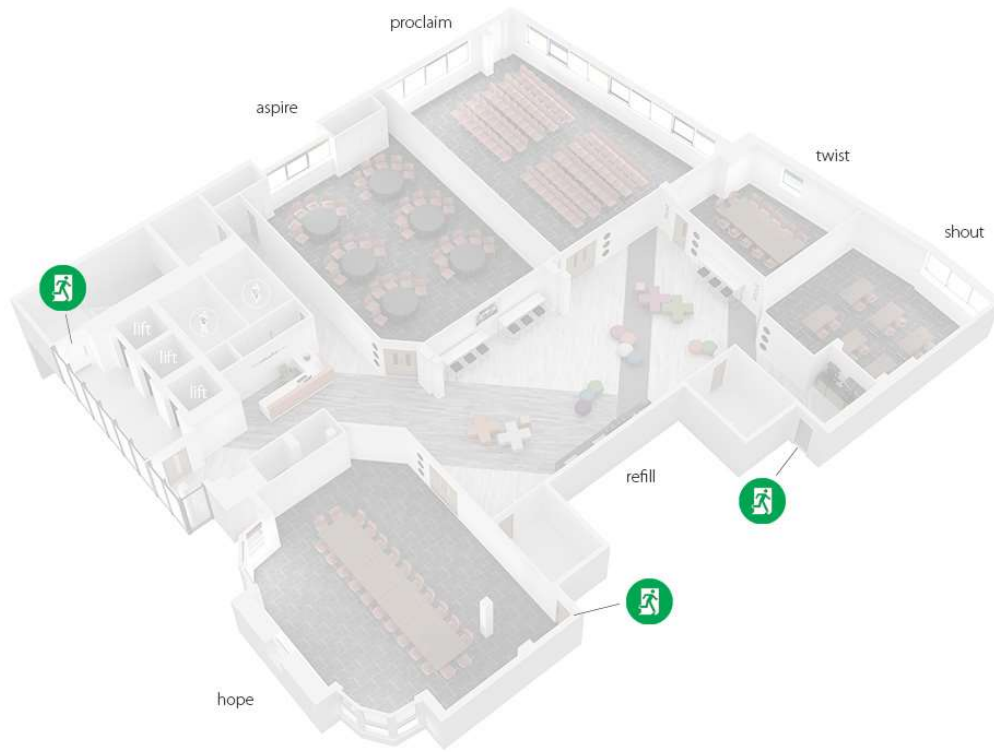
Proceed to the designated fire assembly point: Hope Street, at the Hope Street Entrance to Central Station, next to Continental Deli – follow fire marshal's instructions

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.

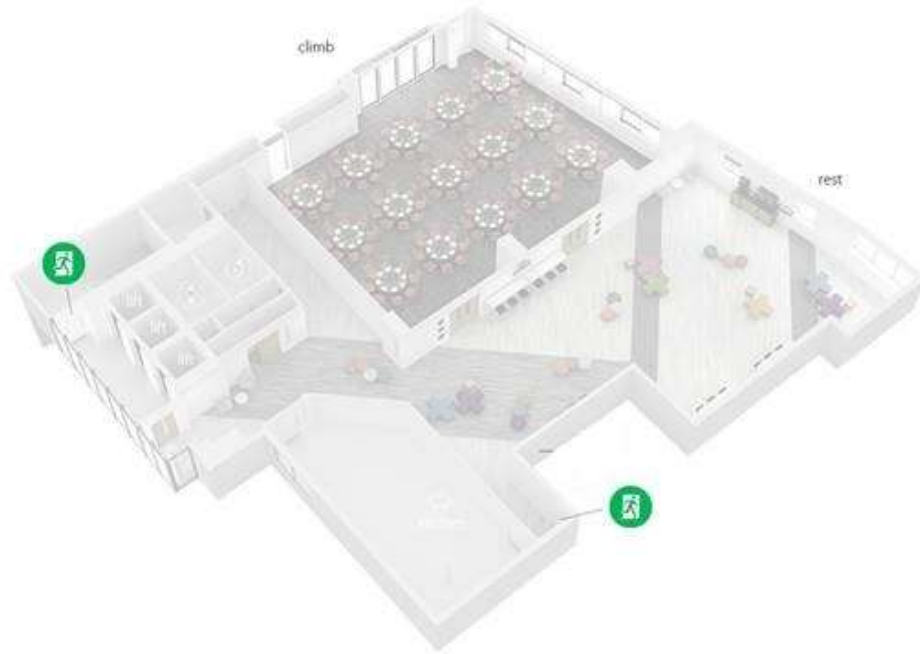
Assistance will be offered by studio fire marshals to assist any person with disabilities.

A studio floor plan follows identifying fire exits:

8th Floor



9th Floor



**FIRE and EMERGENCY EVACUATION:
FIRE MARSHAL AND DUTY MANAGER PROCEDURE:**

FIRE MARSHALS:

Duty Managers

Chief Fire Marshal is always the Duty Manager

(Be clear and establish when there are two DM's on site who is the Chief Fire Marshal)

7.0 Fire Marshal duties

A continuous alarm sounding means immediate evacuation

There is a two stage alarm. The alarm will sound first on the floor where the alarm was activated. This floor will be evacuated at this point. After two minutes the alarms will sound in the rest of the building for evacuation.

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:

Reception Eighth floor x 1 Catering Manager and Duty Manager

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.

Chief Fire Marshal (Duty Manager):

DM WILL CHECK 8th and 9th Floor in use. Once the check has been done, the DM will exit the building via Hope Street and meet the Fire Marshall at the building entrance.

Chief Fire Marshal will stay at the front door directing people towards the meeting point outside the Hope Street, at the Hope Street Entrance to Central Station, next to Continental Deli and then make their way to the meeting point.

DM/CM- Eighth floor:

Sweeps from HOPE, LEVEL 8 TOILETS, ASPIRE, PROCLAIM, TWIST, SHOUT AND REST. Check all zones for any sign of fire and direct customers to their nearest fire exit. The nearest exits for these areas are: In HOPE at the back of the room, opposite 3rd coffee machine or main entrance staircase.

DM/CM - Ninth Floor: Sweep from the back-kitchen door checking KITCHEN, REST, CLIMB AND 9th 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: Opposite Rear Kitchen entrance or main entrance staircase.

NB: THE RECEPTIONIST fire marshals: it is also your duty that should there be a disabled guest in the building, who will need assistance with evacuation you must let all other fire marshals know.

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 the 8th & 9th floor, where they will be assisted by a member of the team in an evac chair

8.0 Building has been evacuated – now what?

Do not re-enter the building, stay at the front door and assist chief fire marshal.

Chief fire marshal to go to Fire Evac Point and await building managers and the fire brigade, confirm with fire marshals that no staff are in the studio.

On arrival of the fire brigade give as much information as possible to assist in locating the fire

9.0 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

10.0 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.

11.0 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

12.0 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.

13.0 All persons on site

All fire doors and fire escape routes must be kept clear of obstruction and it is in the interest of employees and 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.

14.0 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.

15.0 SAFE HAVEN

If any guests have issues descending the stairs during an evacuation we have Safe Haven's situated on the 8th and 9th Floor.

Yearly training updates will be held for all staff. A copy of your attendance will be held with your staff records.

Employee name:
Line manager/trainer :
Date:

Signature: _____
Signature: _____
Signature: _____

1 copy HR file

1 copy employee