



Leeds Fire Procedures – December 2024

CUSTOMER/EMPLOYEE FIRE and EMERGENCY EVACUATION PROCEDURE:

DISCOVERING FIRE

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

1.0 Alarm activation:

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.

The call points are situated in strategic positions throughout the building, on the studio floor there is one at the top of the fire escape stairs near the lifts. 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, a continuous alarm will sound.

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** 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.

4.0 Assembly point

The studio designated assembly point is: The far side of the private car park from the fire escape exits. It is indicated by a green Assembly Point sign.

The Studio Fire Marshal will clearly indicate where studio guests should congregate. The organiser for each meeting should identify themselves to our Chief Fire Marshal.

Each tenant must account for their personnel and guests. The Chief Fire Marshal must then report accordingly to the Building Chief 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.

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 Building Chief Fire Marshal or Fire Services.

5.0 Escape routes:

Designated escape routes within the buildings are clearly signed.

8th Floor

There is one exit in the View room, one exit in Refuel (just behind reception) and one further fire exit outside the lifts.

7th Floor

The exits on the 7th floor are in renew and recharge, both are in the refreshment area and a further fire exit outside the lifts

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.

6.0 Persons with Disabilities

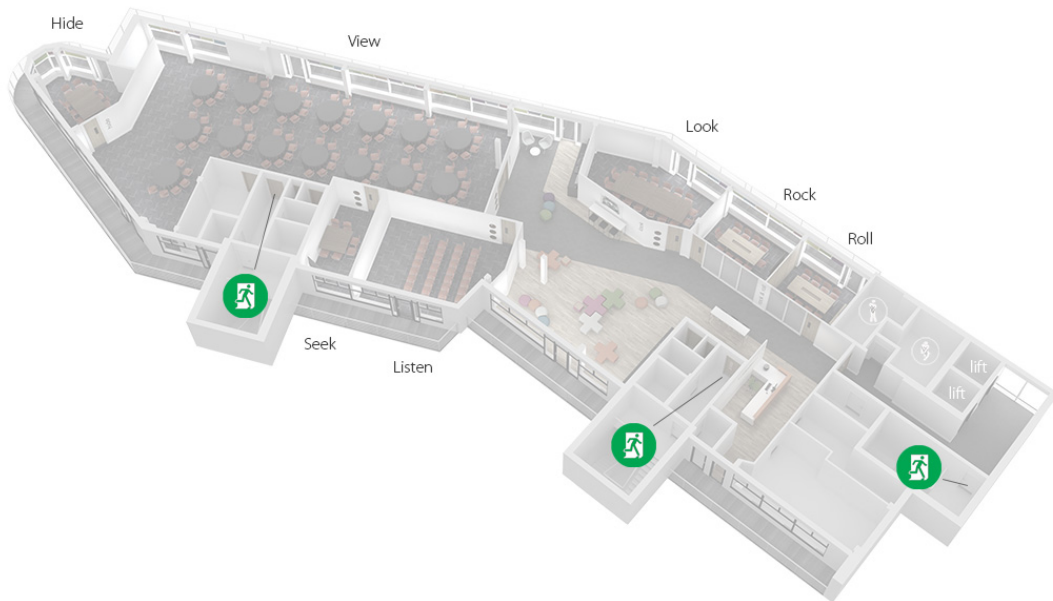
In the event the person cannot be assisted down the escape stairwell, they are to be escorted to one of the fire refuge points located on the 7th & 8th floor, where they can be assisted by a member of the team in an evac chair.

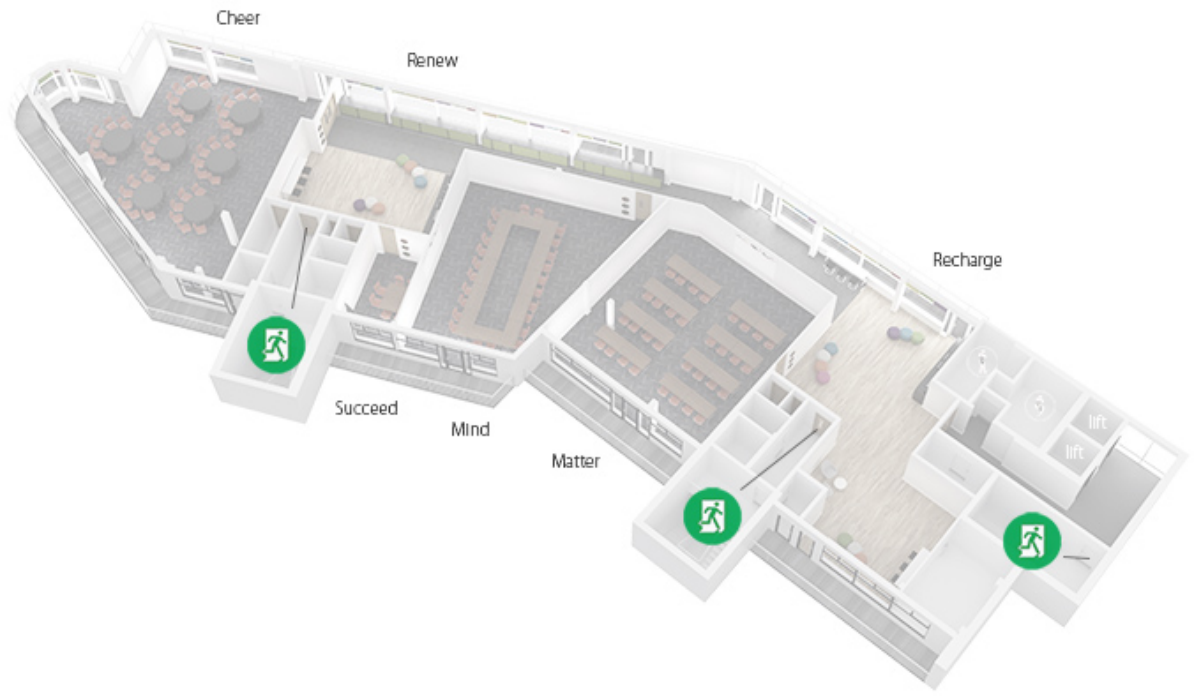
At all times when using evacuation routes persons should keep to the left-hand side. This ensures free passage for Fire & Rescue or other emergency personnel.

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.

A studio floor plan follows identifying fire exits:





7.0 Fire Marshals

Every tenant is required to ensure that at least one designated Fire Marshal 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.

8.0 Fire Marshal duties

Fire Marshals at the studio will perform the following duties:

Chief Fire Marshal:

The Catering Manager will act as the Chief Fire Marshal, or in their absence, the 8th Floor Duty Manager.

On hearing the alarm sound, they will collect and put on a fire marshal jacket (located at reception) along with the function sheets for the 8th floor for that day. They will allocate one member of the team to descend to the ground floor first with the Studio sign in order to direct guests once outside. This team member will encourage each party to stay in their groups and the organisers to ensure their whole party has evacuated and to make themselves known when done.

The Chief Fire Marshal will sweep all 8th floor meeting rooms, Refuel and the 8th floor toilets and lift area. They will ensure VIEW is cleared before making their way through the venue and exiting via the far staircase near the lifts.

They will check on assembled personnel and guests at the meeting point to gather all reports from other fire marshals and group organisers.

They will report to the Building Chief Fire Marshal, to give the following information:

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

7th Floor Duty Manager:

On hearing the alarm sound, they will collect and put on a fire marshal jacket and collect the function sheets for the 7th floor for that day.

They will sweep all 7th floor meeting rooms, Renew, Recharge and the 7th floor toilet and lifts area. They will ensure CHEER is cleared before making their way through the venue and exiting via the far staircase near the lifts.

On exiting the building, they will assemble at the meeting point and report to the Studio Chief Fire Marshal that their areas are clear or that fire has been identified.

All remaining team members:

On hearing the alarm sound, they will assist with directing guests to their nearest designated exits and meeting point, assisting the fire marshals with sweeping the 7th and 8th floor, ensuring that people keep to the left hand side of the stair well.

Report to the Studio Chief Fire Marshal if fire has been identified.

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

Manager/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.

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 landlord's 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.

11.0 ALL PERSONS ON SITE

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

To Be Read and Acknowledged on BreatheHR by all employees

Line Manager responsible for ensuring this is completed.