

## Dovecot Studios Fire Evacuation Procedures – March 2022

If there is a fire:

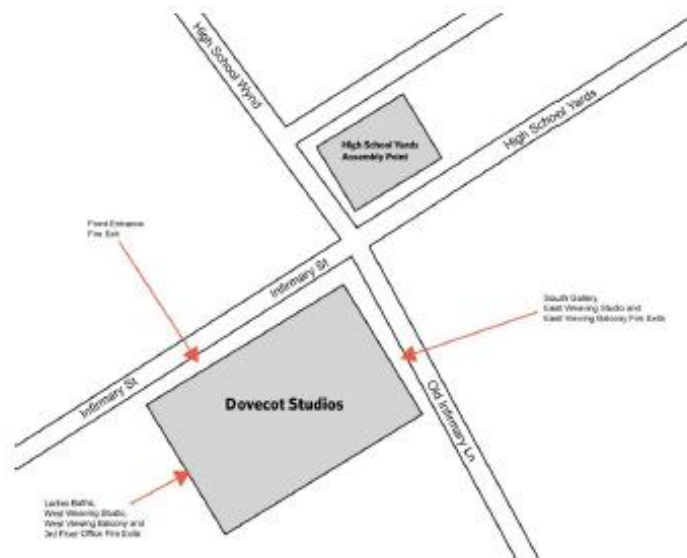
**Shout 'Fire!' and gesture to the nearest Fire Exit so those around you can see and hear**

**Activate the nearest Fire Alarm call point (A manual call point is located at every exit to the building)**

**Call 999 - let Emergency Services know that it is *not* a false activation**

When the Fire Alarm sounds:

The Fire Alarm is a high pitched sounder signalling that everyone inside should evacuate the building immediately via the nearest exit and assemble at the designated Fire Assembly Point - High School Yards



Fire Doors will automatically close, the lift will move to the ground floor, and Emergency Services will be dispatched.

All Dovecot Studios staff should assist and direct people out of the building as quickly and as safely as possible.

**Tackling a fire:**

Fire Extinguishers are located throughout the building, and fire blankets are found in areas where food may be prepared. Staff should only tackle small fires if they have had relevant fire training, understand the type of extinguisher required, if it is safe, and if they feel confident to do so.

**Fire Warden duties:**

Fire Wardens are:



Fire Wardens should assist and direct all persons to the nearest Fire Exits, encouraging people to leave behind any belongings on their way to the Fire Assembly Point, and making sure that no one uses the lift once the alarm has sounded.

If safe to do so, Fire Wardens should do a full check through all accessible spaces in the building (i.e. not behind locked doors), ensuring all persons have evacuated and making note of any active fires or smoke. When exiting from the Main Entrance, a Fire Warden should make a note of the Master Fire Alarm Panel, which indicates the Zone/s of activation.

**Sixty Minute Fire Protected Refuge Points** are located on the Viewing Balcony, Weaving Floor and Ladies Baths Fire Escape stairwells. Fire Wardens should explain to any wheelchair users not on the Ground Floor that they can be safely left at these points, and reassure them that Emergency Services will assist them on site. Any wheelchair users should be evacuated last so that the Fire Exits have unobstructed access for others evacuating.

The Front-of-House warden nearest to the Front Desk should take the Evacuation Folder, FOH Key Box, Visitor Sign-In Book, Flashlight and First Aid Kit from the white cupboard under the FOH till. They should put on the yellow High Visibility vest from the Evacuation Folder, and then take these items with them to the High School Yards Assembly Point, directing those around them to evacuate and assemble.

Evacuation Folders are also located in the South Gallery Fire Exit on the Ground Floor, and the West Weaving Studio Fire Exit on the First Floor. Fire Wardens passing through these Fire Exit routes should grab the Evacuation Folders, put on the High Visibility vests and direct people around them through these exits to the Assembly Point. When exiting by the external Fire Doors, an additional security alarm will sound, as all external fire exits are connected to the Security Alarm system.

A 'Fire Assembly Point' placard is located at Front-of-House. A Fire Warden should grab this when evacuating and use it to signal to crowds where the Assembly Point is located. If there is a large group of people evacuating, ensure crowds keep to the footpath and that the High School Yards driveway is kept clear of vehicles.

A Fire Warden should remain near to the Main Entrance to Dovecot Studios, and another should keep an eye on the Old Infirmary Lane Fire Exits, to ensure no persons enter the building other than Emergency Services.

Another member of staff should make contact with residents at No. 8 Infirmary Street. This property does not connect to Dovecot Studios Fire Alarm systems, though they will need to evacuate.

**At the Assembly Point:**

Undertake the roll call found in the main Evacuation Folder as best as possible in attempt to identify any persons still in the building.

The Café manage their own evacuation, but share the Assembly Point with Dovecot.

Absolute Escapes (3rd floor office) manage their own evacuation, assembling at the School Yard directly out the West Fire Exit.

Tenants in the Dovecot Foundation Flats are responsible for their own evacuation.

The presence of the Café, Absolute Escapes and the Foundation Flats should be noted and made clear to Emergency Services on arrival.

A Fire Warden should inform the Fire Services of any emergency rescue situations e.g. disabled persons in refuge points, event spaces being used, or any other useful information as required.

A Fire Warden should inform the Fire Services of the Zone of the Fire Activation noted on the Alarm Panel, and point to this zone on the maps found in the Fire Evacuation Folders. They should also point to nearby Fire Extinguisher locations, highlighted on the building maps.

A Fire Warden should let Fire Services know about the Weaving Studio and Exhibition Grab Lists included in the Evacuation Folders, as these indicate works of art that should be salvaged ahead of any other if possible.

If there is no member of Senior Management on site during the evacuation, a Fire Warden should make verbal contact to make sure Management is aware of the incident.

Once given the 'all clear' by Emergency Services, Dovecot Staff can re-enter the building, and will inform any visitors when it is safe to return inside.

**Once Given the All Clear:**

Any alarms still sounding will need to be silenced and reset at the Master Fire Panel (Comm's Cupboard) and/or the Security Alarm panel (ground floor by entrance light switches).

All Fire Exit corridors should then be cleared and all Fire Exits doors closed securely. The Security Alarm will need to be re-armed for the Fire Exit doors (A3 on Alarm Panel).

Staff should do a thorough check through the entire building to ensure it is safe and secure, before resetting the Gallery fire doors and opening to the public as normal.

An Incident Report form should be received from Emergency Services, and Dovecot Studios should complete an internal Incident Report.

*Next revision due: 1 September 2022*