



General Fire Safety Procedures

Childwall

General

The fire alarm at Childwall covers all buildings, if it is activated in one the alarm will sound in all.

Action on hearing the fire alarm

On hearing the fire alarm you should make your way, calmly and quietly, to your assembly point:

AREA	EVACUATION POINT
Art Block, Village, Dog Flat, Loft, Dog Patio, Boat, Garage,	Dog Car Park
Folly, Hospital, Casa McQueen's, Maalik's, Nancy's, Sienna's, Park, School Yard, Classroom, School Corridors, Exterior Hospital, cast village, make-up, offices, prop store, workshop, garage & studio	Grass verge at front of Reception

If working out of hours and not on a shoot always make your way to the front of reception to liaise with Security, if out of normal hours on a shoot use the above evacuation points.

To evacuate the buildings you should follow the fire exit signs and make your way to the nearest available staircase.

Due to possible electrical failure in a fire lifts should not be used.

At the assembly point you should remain quietly with your department/crew etc. and await further instruction to either move to another place of safety or re-enter the building.

Nobody should re-enter the building until told it is safe to do so by Security or Site staff.

Action on discovering a fire

Make your way to the nearest exit, closing all doors behind you, and press the fire alarm push button, this will immediately sound the fire alarm. Make your way to the front of reception and report to

Security telling them what you have seen and that it was you who pressed the alarm, they can then pass this information to the fire service.

Calling the fire brigade

Security will call the Fire Service should they be required to attend; there is no obligation on any staff to make this call.

Power/process isolation

All shut off valves and switches are detailed on plans held in the Fire Log Book in the Security office, these are available to the Fire Service on their arrival.

Identification of key escape routes

When working in an unfamiliar area of the site make yourself aware of the layout and the escape routes, you should always identify at least 2 ways out of the building. Follow Fire Exit signage to staircases. You should also make yourself aware of the exit routes from your usual place of work.

The duties and responsibilities of Fire Wardens

There are Fire Wardens nominated for each department and on each crew. On hearing the fire alarm the Fire Warden is responsible for:

- Encouraging people to evacuate from their area
- Checking the area to ensure everyone is out
- Closing doors and windows as they go
- Encouraging people to make their way to the assembly point as quickly as possible in a calm, quiet manner
- Reporting to the Receptionist at the assembly point that their area is clear (or otherwise)
- Encouraging people at the assembly point to stand on the grassed area and to listen for further instruction
- To liaise with Security and Site to manage those at the assembly point

Fire Wardens should remain vigilant of fire safety issues when going about their normal duties; if they see something that could hinder fire safety on site they should report it to the relevant department for remedial action.

Assembly point

All staff should go to their designated assembly point – see list above. Staff at the front of reception should stand on the grass verge if physically able to do so.

For all staff not at the grassed area at the front of reception your designated crew member will radio back to inform your 1st. AD that it is safe to return to the buildings. Listen out for further instructions

Fire-fighting equipment provided

Fire wardens are trained to use fire extinguishers, they may do so if:

- the fire is small (no larger than a standard litter bin).
- they are not in any danger.
- they have a clear exit away from the fire.

Fire extinguishers are provided to aid your exit from the building.

AT NO TIME SHOULD ANYONE PUT THEMSELVES OR OTHERS AT RISK