

RAK Studios Fire Emergency Plan

If you discover a fire

Sound the alarm by using the nearest call point. Call points are located at the following positions;

- inside main front door
- reception by door to lounge
- by kitchen exit door to car park
- bottom of basement stairs
- by basement exit door
- opposite mic cupboard
- top of stairs to workshop
- on landing outside Studio 2 control room
- top of stairs from Studio 2 control room to live area
- top of stairs to main office
- by fire exit door at rear of open plan office
- by Studio 3 fire exit door
- by outside door by Studio 4 door
- top of stairs outside recreation room
- by Townhouse entrance door
- Townhouse landing

The main alarm panel is located inside the mic cupboard (door code is C3570Y), there is a repeater panel just inside the main front doors.

Call the fire brigade by dialing 999, giving the information:

“Fire at RAK Studios, 42-52 Charlbert Street, St Johns Wood, NW8 7BU”.

At the earliest opportunity inform the Fire Coordinator that you have already dialed 999.

The Fire Coordinator will;

- Be found at the muster point.
- Go through the checklist (either by accessing the Google Drive-Manager’s Sharing or from the printed checklist by the 42-48 door alarm repeater panel) and establish if any areas are unswept or anyone is unaccounted for.
- Be the coordination person for the Fire Brigade.
- Be responsible for giving the all clear to persons wishing to re-enter the building.
- Log the incident and let the management know if none are on site.

The Fire Coordinator is the highest numbered person when on site in this order;

- 1) Margo Broom
- 2) Emma Townsend
- 3) Reception
- 4) Helen Broadhurst
- 5) Studio 1 assistant
- 6) Studio 3 assistant
- 7) Studio 2 assistant
- 8) Studio 4 assistant

Fire Marshals

-All freelance studio assistants, studio management, reception and runner.

If safe to do so and confident to attempt, then trained Fire Marshals may attack the fire using a suitable extinguisher. (Do not put yourself at risk)

CO2 for flammable liquids and live electrical equipment;

Water for wood, paper and textiles;

Dry powder for wood, paper, textiles, flammable liquids and live electrical equipment

Extinguishers are located in the following positions...

- ground floor kitchen CO2
- bottom of workshop stairs Water
- outside workshop door CO2 & Water
- basement door to laundry CO2
- basement exit door Water
- studio 1 live area: 2 x CO2
- studio 1 control room: CO2
- bottom of main stairs: Water
- outside studio 2/3 machine area: Water & CO2
- outside studio 2 control room door: Water
- studio2 control room: CO2
- studio 2 live room: CO2
- 2nd floor lobby outside ladies toilet: Water & CO2
- by Main Office fire exit door: Water
- office corridor outside Production Room 2: Water & CO2
- studio 3 live room: CO2
- outside studio 4: Water & CO2
- outside recreation room: Water
- recreation room: CO2 & Dry Powder
- Townhouse: CO2 & Dry Powder

On hearing the alarm.

Leave the building by the nearest fire exit.

Assistants will have received Fire Marshall training and have a duty to encourage all clients to immediately evacuate from the studio in which they are working. They should sweep their studio, and close any fire doors to that studio on exit.

Studio 1 assistant should sweep the ground floor Lounge before exit.

Studio 4 assistant should sweep the Studio 4 bathroom before exit.

The assistants should report to the Fire Coordinator the area they have swept, and whether all persons in their area are accounted for.

Tenants must ensure that if they intend to work out of office hours (9.30am-6.30pm Monday-Friday) they have suitable Fire Safety training in place, and a system to make sure their workers, visitors, or those with additional support needs are encouraged out of the building. During office hours the receptionist will report on their status to the Fire Coordinator.

Emma Townsend is responsible for sweeping the 2nd floor offices including the bathrooms and kitchen.

The **Runner** is responsible for sweeping the Recreation Room and the Engineers Bedroom, and any Studios in which they are working and are unlocked, but unused by clients with assistants.

Reception:

If a partially sighted piano tuner is in the building at the time, the Receptionist will know in which studio they are working and will escort them from the building if safe to do so. They must report their status to the Senior Fire Marshall at the muster point.

Must be aware of any trades people on site and inform the Fire Coordinator of their status at the muster point.

Will be responsible for sweeping the ground floor Lounge followed by the basement and basement toilets if they do not have any persons to escort.

Margo Broom is responsible for sweeping the Workshop.

Exit routes for the studios are...

Studio 1

- Through reception and out main front door.

Studio 2

- Control room, down main staircase through reception and out main front door, or alternatively, along Studio 3 corridor and out through exit door by Studio 4. •Live room, through main front door.

Studio 3

- Through exit door at rear of live room, or alternatively on to Studio 3 corridor and out through exit door by Studio 4.

Studio 4

- Through exit door just outside control room.

Offices

- Through the emergency exit at the rear of the main open plan office, down the metal staircase and through the metal door at the bottom onto Charlbert Street. •Alternate exit is down the main stairs and out through reception, or along Studio 3 corridor and out through the exit door by Studio 4.

Writing room/Workshop

- Down the stairs then right through reception to main door, or alternatively left through lounge/kitchen and out through rear door into car park and hence via Allitsen road to the assembly point on Charlbert Street.

Production Room/Recreation Room/Suite.

- Down the stairs and through the exit door outside Studio 4.

Townhouse

- Through the front door of number 50.

Basement

- Through basement entry/exit door and up steps onto Charlbert Street.

The assembly point is the grassed area opposite RAK Studios main front door on the other side of Charlbert Street. All designated fire marshals are to report to the Responsible Person to confirm that their area is clear.

The Responsible Person will co-ordinate with the fire brigade on their arrival.

All staff, freelancers, tenants, and clients have a duty to ensure that fire doors are kept shut, exit routes are kept clear of obstructions, combustible storage or source of ignition, and that extinguishers are unobstructed and hung on their correct mountings i.e. not propping open fire doors.

Certain fire doors have “Dorgard” hold open units fitted to them to allow free passage of staff carrying tea trays etc. In the event of the alarm sounding these units will automatically release the door enabling it to close to prevent the spread of fire. It essential that nothing is placed in the path of these doors.

The alarm system was installed, and is serviced by, Chubb. It comprises of an L2 and L4 system.

The L2 is for the areas in the Residential section of the building and any area of the Commercial section that would, in the event of a fire, impact on the Residential section. The remainder of the Commercial section only requires cover to L4.

The Fire Alarm call points (in rotation) and “bells” will normally be tested every Friday at approximately 09.30am.

Fire alarm checklist to be kept by the repeater panel inside the 42-48 Charlbert Street front doors along with the alarm zones and COSHH locations