

Garman Road Project

EMERGENCY FIRE EVACUATION PLAN

Units 5,6,7,8& f1/2, 15-19 Garman Road N17 0UR

ON HEARING FIRE ALARM (Continuous two tone siren)

Leave by the **nearest** exit

Do not delay your escape by collecting belongings

Do **not** use lifts

Go to the assembly point – The opposite side of Garman Road, in the Garman Rd car park

THE EVACUATION CONTROLLER IS the DUTY MANAGER or the HEAD of SECURITY

Do not re-enter the building until instructed to do so by the Evacuation Controller

ON DISCOVERING A FIRE

Immediately raise the alarm

Alert anyone nearby

Operate the nearest break glass call point

Leave the building by the **nearest** exit

Do not attempt to fight the fire unless you have been trained to do so

Report location of the fire to the first radio holder you see on your way out

Do not re-enter the building until instructed to do so by The Evacuation Controller

When calling the emergency services state clearly you require the "FIRE" service and that the fire is at:

**15-19 Garman Road, Tottenham,
N17 0UR**

EVACUATION PROCEDURE

Summoning Assistance.

On activation of the fire alarm the Evacuation Controller will give the radio call “**MR SANDS IS IN THE BUILDING**” repeated three times slowly and clearly, from this point on all radio holders should maintain radio silence and await further instruction from the EC or Duty Manager. Once the Mr Sands radio call has been made the duty manager should check the alarm panel/s (located on the east wall of unit 7 and unit 8), the DM will forward the location of the alarm activation to the EC and will attend the location and if safe to do so investigate the indicated location to determine if there is a fire. If the Duty Manager fails to identify a false alarm within 3 minutes or radio contact is lost between the DM & EC the EC should initiate a full evacuation. If a fire is discovered or it is not possible to safely confirm that there is no fire the Duty Manager will call for a full evacuation on the two way radio system.

During the 3 minute investigation period all radio holders should ensure that all other staff are aware of the Mr Sands incident and are preparing for a full evacuation.

A full evacuation will be initiated by the radio call “**FULL EVACUATION, FULL EVACUATION, FULL EVACUATION**” this call should be calm and clear, repeated at 10 second intervals by the EC to allow time for feedback from radio holders inside the building.

When a full evacuation is called all activities will cease, house lights should be switched on throughout & all entertainment be stopped, all in house staff should begin to assist in the clearance of the site by taking up their role as Fire Marshals.

Once the decision has been made to call a full evacuation or the 3 minute investigation time has expired it will be the responsibility of the EC or DM to contact the fire brigade. 999 should be called & the fire service requested,

Confirmation should indicate that the Fire Service should attend

**15-19 Garman Road, Tottenham, N17
OUR**

The Role of Designated Persons

At Garman Road the designated persons will be comprised of any staff who are working directly for Garman Road. All staff will receive fire awareness and evacuation training on their first day at work, they will then form part of the Fire Marshals team in conjunction with the site security team.

Role of Evacuation Controller

The Evacuation Controller (EC) will be a senior member of the management Team (The Duty Manager or Head of Event Security) with sufficient knowledge of the premises to advise the fire service on best access routes to the incident and of any significant hazards in the building. The EC will be the main contact point for the attending fire service.

The EC will receive and note reports of areas evacuated from designated persons; people remaining in the building (for whatever reason); location, evacuation route and any assistance required for any disabled occupants; any injuries or any other relevant information to be conveyed to the fire service.

When a full evacuation is underway and/or the fire brigade have been called the EC will put on a high visibility tabard, The EC will go to the front gate on Garman Rd. On the arrival of the fire service EC will make contact with the officer in charge to relay any relevant information.

Role of Fire Marshals

Fire Marshals will be all members of Garman Road staff and any site front of house team. Their role is to guide occupants to the assembly point and to keep fire brigade access routes clear. They will also relay relevant information to the EC as necessary.

In the event of a fire alarm they will put on high visibility tabards and take up predetermined marshalling duties.

Communications

Designated Persons & Fire Marshals must relay any relevant information passed to them to the EC. All two way radio holders must maintain radio silence to allow the EC/Duty Manager to coordinate the evacuation, they should however listen to the radio carefully for instructions and may respond if addressed directly by the EC or Duty Manager. During an evacuation radio requests may be made to locations from either the EC or Duty Manager when looking for information, e.g. "any radio holder in the reception area please respond". When responding to a radio call remember to stay calm and speak slowly & clearly.

The exception to the radio silence rule is that any radio holder can contact the EC in the event of them having important new information about the fire/evacuation situation. An example of this is that a radio holder attempting to exit the building finds a fire in a fire exit route, in this instance they should double back and attempt to prevent anyone else using the route, ensuring that they are moving away from danger throughout. Only after they have reached a place of safety should they call in the information. The radio holder should attempt to remain calm, speak slowly and clearly identifying the location and delivering the information as concisely as possible during a break in the repeated full evacuation message, for example "EC, THERE IS A FIRE IN UNIT 8 BY THE REAR FIRE EXIT, THIS ROUTE IS UNSAFE, COPY MESSAGE?". The radio holder should continue to make their way to an alternative escape route, directing others away from the danger where possible.

FIRE MARSHAL TASK LIST

1. **Routine Activities:** Make regular checks on the fire safety provisions with their designated area. To ensure the following are in place:
 - Fire exits and escape routes are clear of obstructions and fire exit doors are free to open.
 - Fire doors are kept shut or are held open by automatically released or easily removable devices.
 - Fire extinguishers are in place with tamper proof seal intact
 - Fire extinguishers have been serviced within the last 12 months.
 - New members of staff are given fire safety information as part of their induction.

2. **Non-Routine Activities:** In the event of a fire alarm:
 - Remind all occupants in the Fire Marshals designated area to leave the building, indicating the nearest fire exit.
 - Conduct a sweep search of their area to ensure that no one is left, particularly in areas such as toilets & store rooms.
 - Report that their area is clear, or not, to the Evacuation Controller.
 - Assist in guiding visitors and event attendees to the meeting point on the opposite side of Garman Road in the car park to the south end of the street, this includes keeping them off the road and on the sidewalk to allow access for emergency vehicles.

Notes.

- a) All Fire Marshals must receive fire training at the start of their first shift.
- b) Fire Marshals will put on high viz tabards in an evacuation situation.

Fire Alarm Failure - Contingency Plans

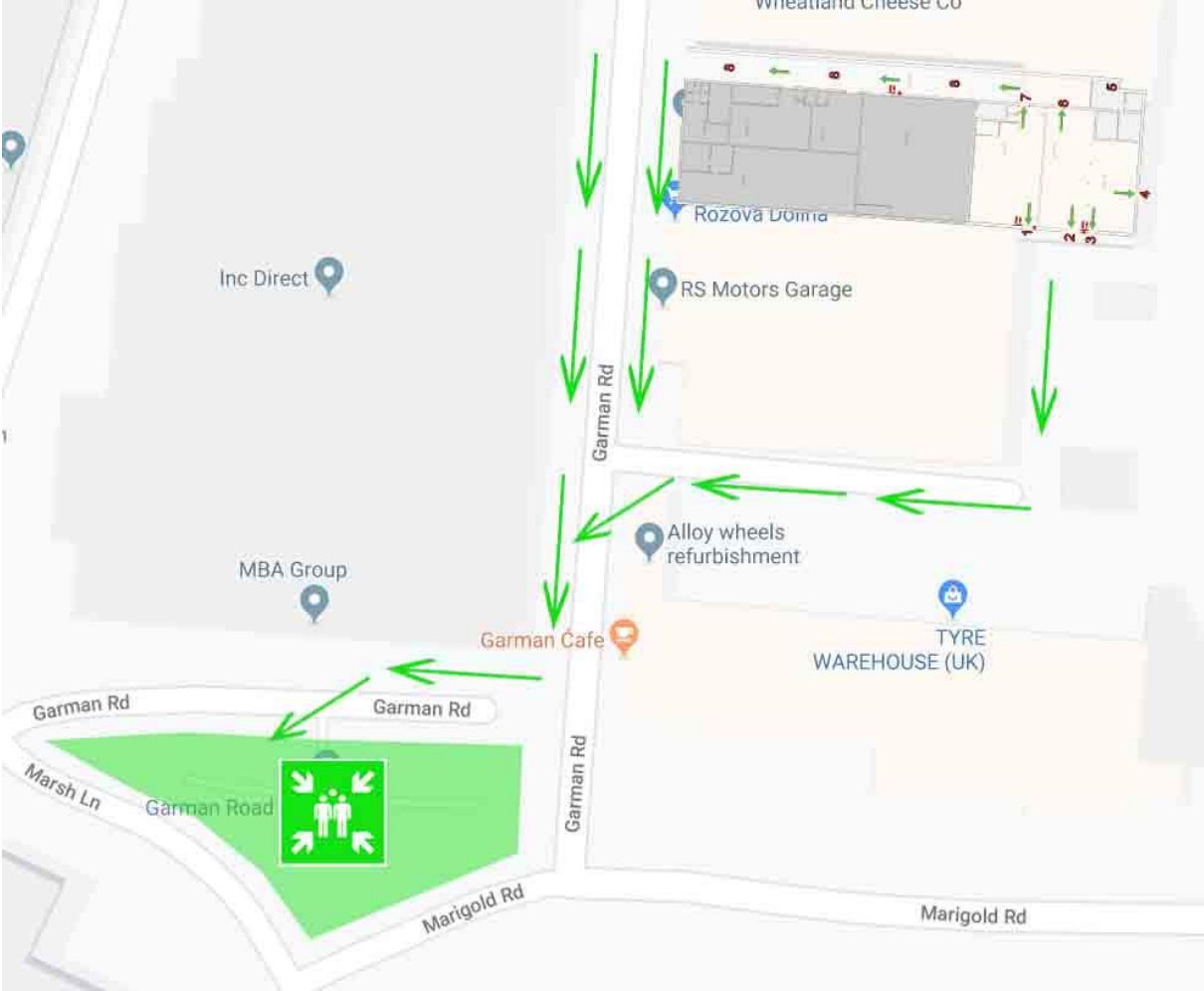
Occupants of any building must always be made aware of fire in the building. If a fault on the fire alarm system prevents this, a **contingency plan** must be put in place. This is the responsibility of the venue management. Options that will be considered by the team are initiating a fire watch with temporary fire alarms/loud hailers, closing affected part of the building or as a last resort closing the whole building. All contingency plans will be subject to dynamic risk assessment by the venue managers.

Training.

All staff must be given a basic fire safety induction on their first day of work at the event space.

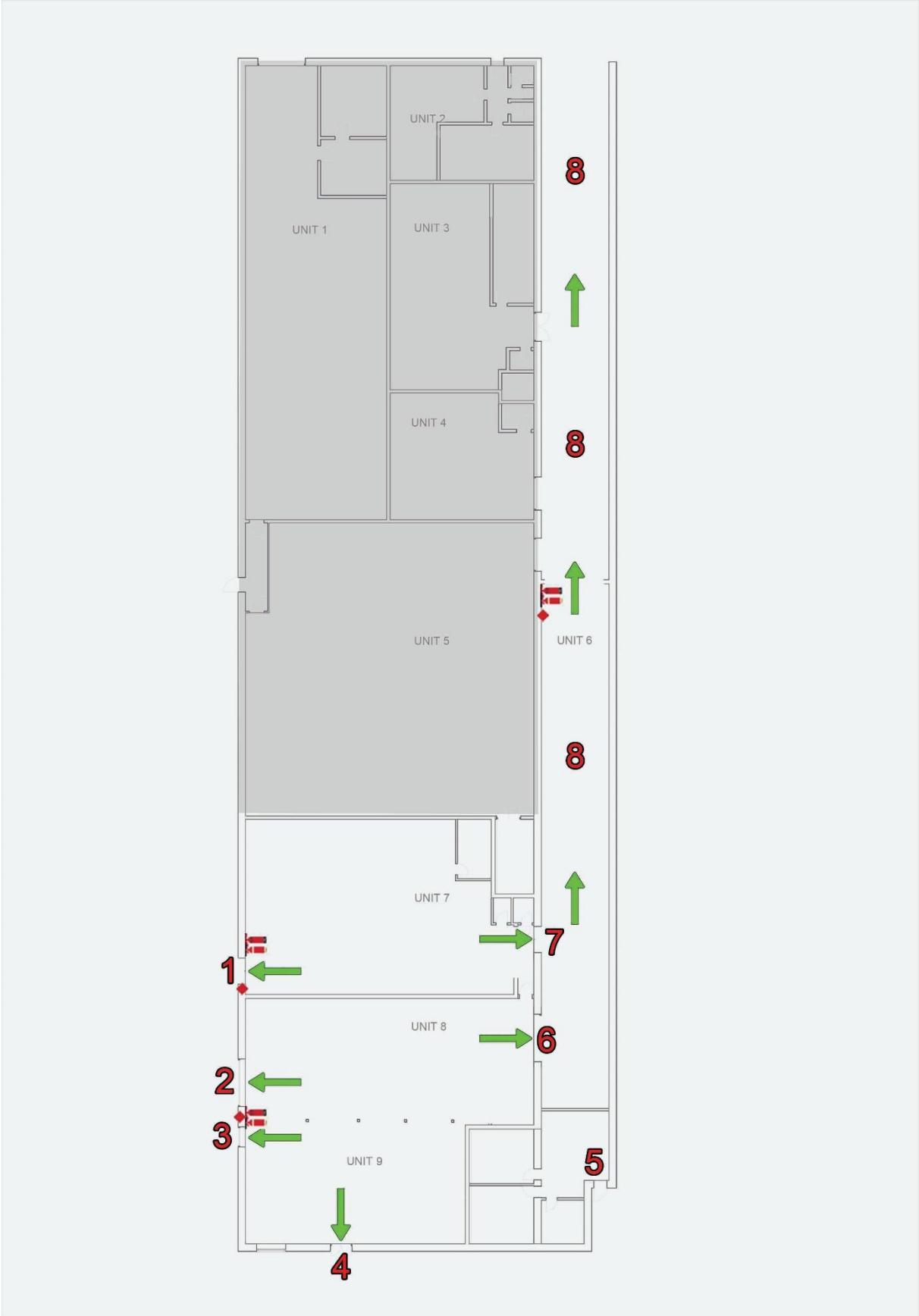
A fire evacuation drill should be carried out at least once every six months.

The following map shows the location of the meeting point and the fire evacuation routes around the building



The following floor plans show the locations of Manual Call Points (MCP indicated by red diamonds) and Fire Fighting Equipment (FFE) within Garman Road, there should also be a MCP and a pair of fire extinguishers located by each other emergency/final exit in the larger Garman building.

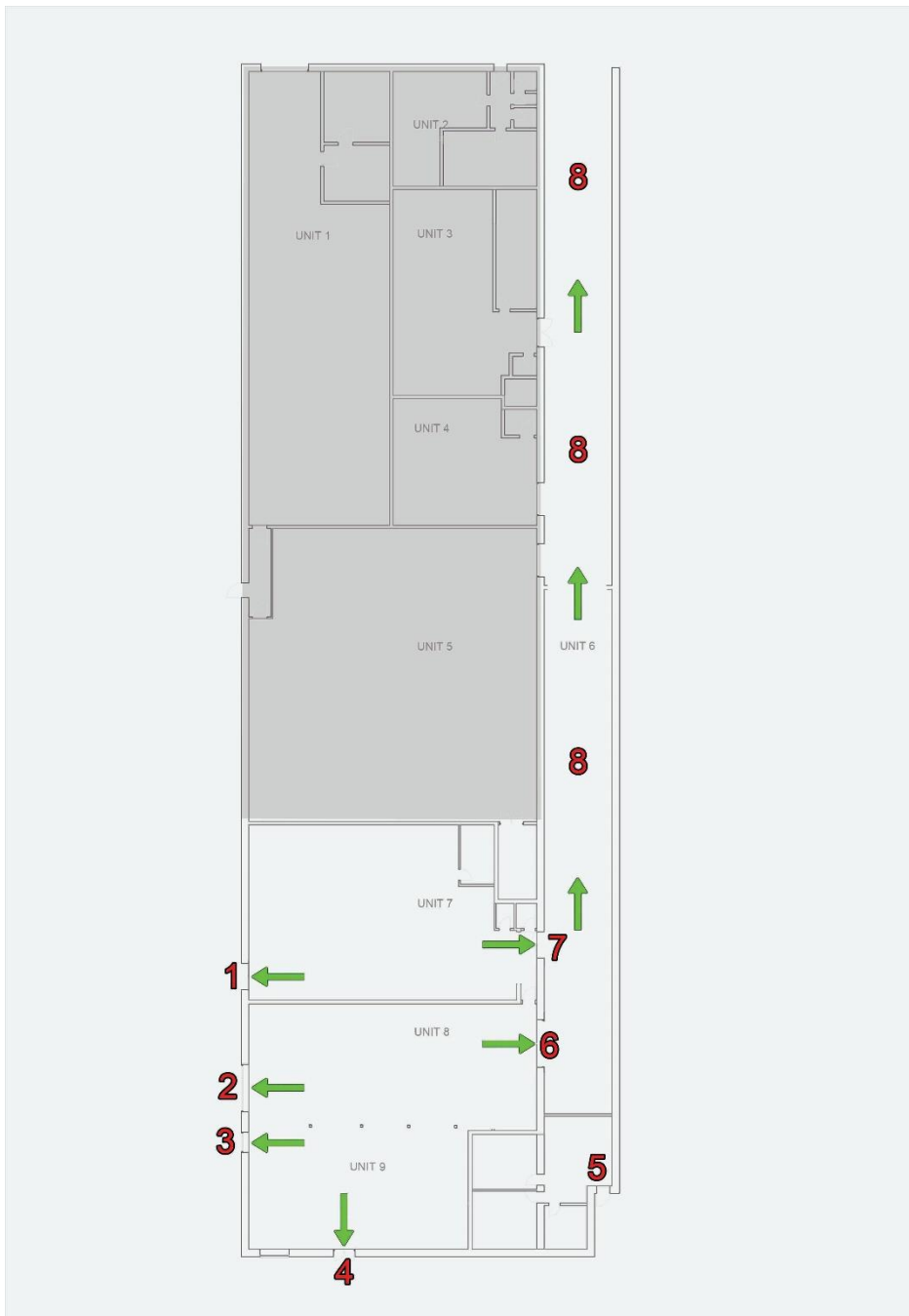
Ground floor Garman Road



Capacities Calculations

This section outlines the safe exit capacity based on the division of the premises into three zones, Unit 7, Unit 8 & Unit 6, calculations are based on the final exit width and suitability of escape route. It is worth noting that the final design for the licenced premises has not yet been decided on and these calculations are based on our previous use of the premises for temporary events. Once the licence has been granted we will incorporate unit 5 and the adjacent units F1&2 shown in the redline plan. All new capacity and exit calculations will be presented to LFB for approval before any operational change to capacity is made. With this in mind it is expected that the capacity will be 800 in the initial stages, potentially raising to 900 after remedial works and approval.

The calculations below show the maximum safe capacities for the zones by final exit width. For reference I have also calculated the occupancy by floor space at a capacity of 2ppl per m² as it is undecided on the positioning of infrastructure such as stages and bar facilities.



Door widths are as follows:

Door 1 – 1300mm

Door 2 – 2970mm

Door 3 – no longer accessible

Door 4 – no longer accessible

Door 5 -no longer accessible

Door 6 – internal – 2500mm

Door 7 – internal – 1600mm

Alleyway 8 – 3875mm

Unit 7

Current Capacity: 260 persons

Based on limitation of smallest width exit no.1 1300mm (260 people) v floor space as provided by the landlord is 184.6sqm at .3mpp giving a potential occupancy of 615 before reductions for facilities and services.

Unit 8

Current Capacity: 456 persons

Based on limitation of smallest width exit no.6 2500mm (500 people) v the floor space as provided by landlord is 136.9sqm at .3mpp, giving a potential maximum occupancy of 456 before reductions for facilities and services.

Unit 6 – Exit 8 on the plan

Unit 6 will be a fire exit route; it has a width of 3875mm and as such allows for 775 people to combine flows and leave through the north side of the building.

Unit 5 & F1&2

At present the internal layout of the space is undecided, we will need to add WC's, bars, store rooms, welfare and treatments rooms, additional exit routes, offices etc. This will be a large investment for the business which we will undertake once the licence is granted, in the interim we expect to use these areas to host temporary installs of the facilities mentioned and will maintain the overall capacity at 800 until new plans have been drawn up and agreed with LFB.

Total combined building capacity, 800people.

Exit width capacities are derived using the formula 5mm per person for widths over 1100mm. This is taken from table 4 Widths of escape routes and exits from section B1 of the building regulations 2010 Fire Safety Approved Document B Volume 2 – Buildings other than dwellinghouses (copied below)

Table 4 Widths of escape routes and exits	
Maximum number of persons	Minimum width mm ^{(1) (2) (3)}
60	750 ⁽⁴⁾
110	850
220	1050
More than 220	5 per person ⁽⁵⁾

Notes:

1. Refer to Appendix C on methods of measurement.
2. In order to follow the guidance in the Approved Document to Part M the widths given in the table may need to be increased.
3. Widths less than 1050mm should not be interpolated.
4. May be reduced to 530mm for gangways between fixed storage racking, other than in public areas of Purpose Group 4 (shop and commercial).
5. 5mm/person does not apply to an opening serving less than 220 persons.

At Present the building is in good repair and has a sound structure with walls comprised mainly of brick and the roof supported by a steel framework. There is already a fire alarm throughout with some fire fighting equipment on site, once the final event layout is decided additional FFE will be purchased as per the requirements identified at that time.

It is expected that the building will require some remedial works to bring it to the standard we would like to operate to, any alterations made will be largely cosmetic or functional, for example improving fire routes. All minor works we propose to undertake will be made under the advice of our architects and independent building control advisor.

A site visit is highly recommended in order for you to be able to get a feel for the proposed project.

Crowd control and Entry arrangements

This section details the entry arrangements and crowd control for queuing and any action to be taken in an evacuation situation.

Any area to be used as an entry point is to be staffed by a minimum of 2 security at all times in order to have sufficient staff to clear the area of queuing customers and crowd control barriers in an evacuation and will be staffed with extra as required to quickly and efficiently process any access queue. The queuing system will be made up of sections of tensa barrier and lo-ped barrier. The security team are instructed to release the tensa barrier and move the posts in the event of a potential emergency evacuation. They are also instructed to move any queuing guests to the muster point across the street in the car park on the opposite side of Garman road.

As the site has multiple areas that can be used for events there is no single set up that suits every occasion, a simple access statement for the site is as follows:

Access to the site will be arranged to ensure good crowd control at any chosen entry point, a combination of lo ped barriers and tensa barrier will be deployed as required to ensure the best crowd control possible. There will be sufficient security at the access point to ensure that any crowd control devices can be removed and any queue cleared in the event of an emergency evacuation.

Set up of each entry system will be by ongoing dynamic risk assessment of the requirements of each event and is likely to change throughout each event, assessments will be made by the venue management and the head of SIA door security team.

Our security team, Twinings, have experience of running large scale events and have been our security team for over two years on the cause project at Ashley road, they are also the lead supplier to Winter Wonderland in Hyde park, it is generally expected that the primary decision on access set up will be made by them.