

Down Lane Studios - Managers fire training Brief

(to be used in conjunction with evacuation plan)

- Go over the fire evac procedure and meeting point details explaining the role of evac controller and the importance of the fire signing in sheet.
- Show the trainee around the site, clearly showing fire exit doors, manual call points and extinguishers.
- It is important that each new employee is told that all final exit fire doors must be unlocked at the start to each trading session.
- Cover **M.O.P.** the priorities in a fire evac situation, look after **MYSELF, OTHERS** and then **POSSESSIONS**. Always make sure you are safe, never put yourself into a situation that is more dangerous than the one you are in now, never walk towards smoke or fire, only use extinguishers if you have been trained and remember **M.O.P.**
- Upon hearing the Fire Alarm you prepare to take up designated marshal duties
- Upon hearing the Evacuation call "**FULL EVACUATION**" you should begin evacuation immediately.
- Put on a Hi-Viz vest located in each area of work, this will instantly give you more authority in the eyes of patrons.
- Exit the space via the nearest fire escape, guiding patrons as you go.
- Do not delay your escape by collecting belongings.
- Listen to any instructions given to you by the security team, radio holders or your manager.
- Make your way to the meeting point as quickly as possible.
Remain calm, when exiting the building assume the role of Fire Marshal & direct customers in a calm but firm manner, you know the site better than them and can show them the quickest route out. "This is an evacuation, this way to the nearest exit" is a useful phrase. You should repeat this message to patrons three times, if they refuse to exit with you move on to the next patrons on your route out, remember the location and number of any patrons who refuse to leave so that you can inform the Evacuation Controller once clear of the premises. Do not use the word fire.

If you discover a fire:

- **Do not panic – All radio holders switch to channel 1 (security channel)**
- **Operate the nearest manual call point & inform the nearest radio holder/member of the security team.**
- **Only tackle the fire if you are sure you are able to and have received training, ensuring you are not in any way at risk.**

Go over Fire Marshal tasks, there are High Viz Vests for staff to put on to assist in clearing the venue.

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 Ashley Road, this includes keeping them off the road and on the sidewalk to allow access for emergency vehicles.
- Any Questions?

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TRAINEE NAME	COMPANY NAME	TRAINED (DATE)	SIGNED (TRAINER)	TRAINER INITIAL

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