

CREATIVE WORKS

A SPACE FOR WORK AND LIFE

Emergency Fire Plan

CREATIVE WORKS
7 Blackhorse Lane
E17 6DS

Facilities Manager: Shantelle Brown

General Manager: Elena Giroli

Reception/ Admin Support: Amelia Boothe

ACTION ON DISCOVERING A FIRE

Raise the alarm by activating the nearest fire alarm call point. Call points at Creative Works are situated by the fire escape doors.

HOW TO RAISE THE ALARM:

The call point can be activated by pressing firmly onto the middle of the white panel incorporated within the unit. The panel is not made of glass; there will not be any breakage.

WARNING, IN THE EVENT OF A FIRE

The fire alarm bells will sound continuously until such a time the building is deemed safe either by building management or fire brigade.

ACTION TO TAKE ON HEARING THE ALARM

On hearing the fire alarm, staff should immediately commence the evacuation of the building, offices and training room and if necessary, alert members of staff in any adjoining spaces. **Leave the building via the nearest available escape route** and assemble at the designated fire assembly point (left corner of the building, next to the tree in adjacent to Hermanos Coffee shop). **Do not stop to collect personal belongings, or return to the building until instructed that it is safe to do so.**

EVACUATION ROUTES

Front staircase

Rear Staircase

In an emergency persons with physical disabilities are able to use the emergency call points/refuge points located in both lobbies of the 1st and 2nd floor as well as back staircase to request additional support via intercom provided for emergency evacuation.

Appointed fire marshals must ensure that they inspect all offices, toilets, training suite etc to establish that they have been safely evacuated.

Once this has been completed, fire marshals must immediately leave the building by the nearest available escape route and report to the building manager or senior member of staff that the building has been evacuated, then at a safe distance ensure no individual

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subsequently enters the building until authorised to do so. Fire marshals should also report to the building manager or senior member of staff if conditions in that area deteriorate further. **Fire marshals must not place themselves or others at risk in order to complete the inspection**, and report when areas have not been checked due to the risk involved; this information can then be passed to emergency services on-arrival.

CALLING THE FIRE BRIGADE

Building management or the receptionist (whichever is at the reception desk) will call the fire brigade IMMEDIATELY on activation of the fire alarm by calling 999 giving the address of the site and not replacing the telephone receiver until the operator has repeated the details back correctly.

ASSEMBLY POINT / ROLL CALL

All persons evacuating the building will be directed to the fire assembly point at a safe distance from the building. The assembly point for Creative Works is at the left corner of the building, by the tree adjacent to Hermanos Coffee shop.

The Creative Works team (General Manager / Reception) will take a roll call of attending members, contractors and visitors that have signed in for that day and not signed out via Nexodus.

To facilitate the above, Creative Works team will collect and then bring to the assembly point the following:

- Visitors and contractor sign in record - Nexodus

WHERE CREATIVE WORKS TEAM ARE NOT SATISFIED THAT ALL PERSONS ARE PROPERLY ACCOUNTED FOR HE / SHE WILL INFORM THE FIRE SERVICE UPON ARRIVAL.

POWER / GAS ISOLATION

Creative Works team will provide the fire service with directions to power isolation points - Located inside the front Bin Store.

LIAISON WITH EMERGENCY SERVICES

Creative Works team will ensure they meet the fire brigade on their arrival. They will then inform the fire officer-in-charge of any persons not accounted for and/or any special risks involved in the fire, e.g. dangerous machinery not shutdown etc.

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No persons shall be authorised to return to the building until the fire service have confirmed to building management or senior member of staff that it is safe to do so.

IDENTIFICATION OF ESCAPE ROUTES

Escape routes, including directional and other signage, will be marked in accordance with all applicable legislation.

FIRE FIGHTING EQUIPMENT

Firefighting equipment will be in accordance with the legislation and the risk assessment for the building.

PROCEDURES IN THE EVENT OF FIRE ALARM SYSTEM FAILURE

In the event of the fire alarm systems failing, Creative Works will designate fire marshals to sweep the buildings for signs of fire at 30 minute intervals whilst the building is in use.

If a fire is discovered the fire marshal shall notify building management to contact the fire brigade and notify all staff and students via a pre-communicated signalling system. The fire marshals will then ensure the building has been evacuated using normal evacuation procedures.

Fire marshals should then proceed to their designated safe distance locations to ensure that individuals do not enter any buildings before authorised by building management or senior member of staff.

What should be done at the end of an evacuation?

- Complete the Fire Log Book for any fire occurrences or false alarms as appropriate
- Change fire extinguishers that had been discharged
- Shut all external fire exit door

Last updated	Next review	Person responsible
July 2025	July 2027	SB / EG