

Boat Live Works

EMERGENCY FIRE EVACUATION PLAN

**90 White Post Lane, Hackney Wick,
E9 5EN**

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 White Post Lane in Queens Yard

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:

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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 (location T.B.C.), 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 premises.

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

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The Role of Designated Persons

At Boat Live Works the designated persons will be comprised of any staff who are working directly for Boat Live Works. 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 vehicle gate on White Post Lane. 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 Boat Live Works staff and any sia 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 THE COURTYARD BY THE TOILETS, 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 White Post Lane in Queens Yard, 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 the 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 Boat Live Works. A record of this training should be kept in the fire safety log book.

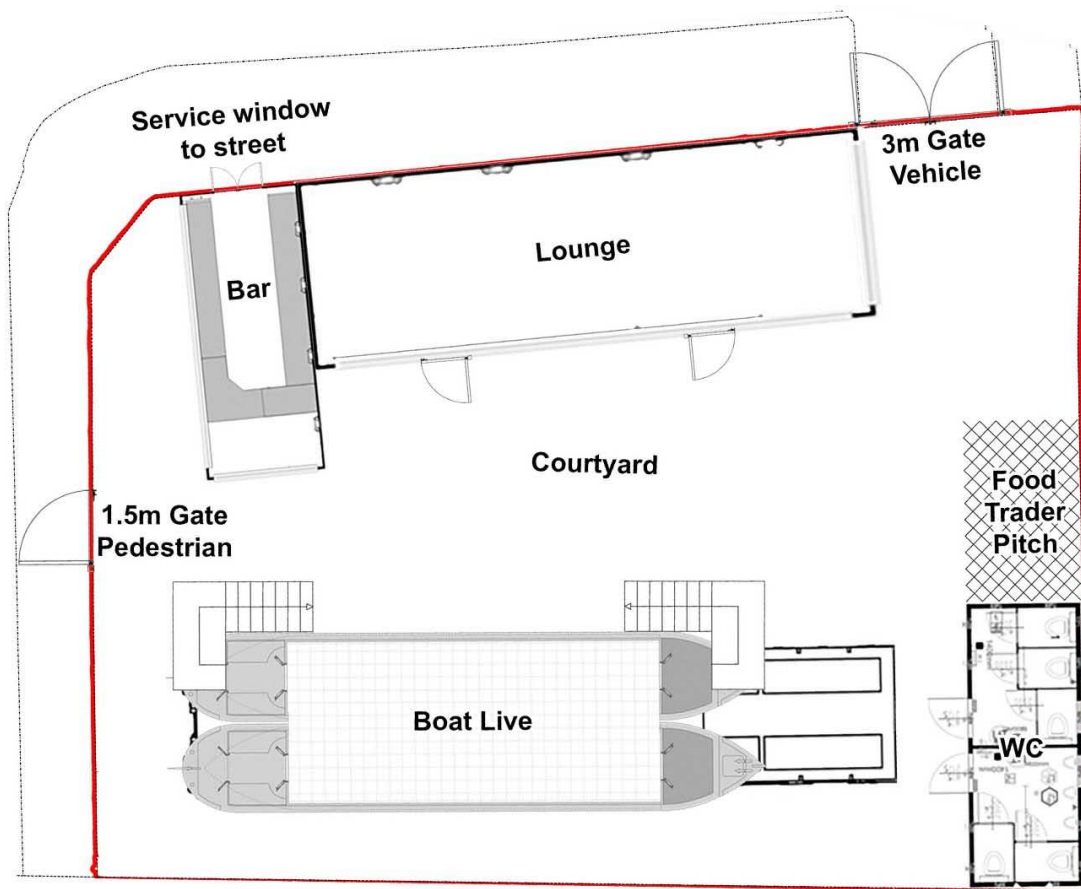
A fire evacuation drill should be carried out at least once every six months.

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



The following floor plan will be updated to show the locations of Manual Call Points (MCP indicated by red diamonds) and Fire Fighting Equipment (FFE) within Boat Live Works when the construction of the site is completed.
 All areas of the site will be equipped with the appropriate firefighting equipment to BS5306.
 A fire detection and notification system shall be installed throughout the site to BS 5839-1:2017 and BS 5839-6:2019+A1:2020.

Premises plan Boat Live Works



Capacities Calculations

This section outlines the safe exit capacity based on the division of the premises into areas, each area will have capacity calculations which are based on the smaller outcome of the maximum occupancy by floor space and the final exit width calculations for fire doors serving that area. Finally, a summary of the whole premises will be given which will justify a maximum capacity after considering the interaction of evacuation flows from each area, in particular where combined flows may occur.

The Safe capacity for the premises is 300 people determined by exit width as explained below.

Area Capacity Calculations

All occupancy density calculations are based on the approved document b fire safety volume 2 2019 – table D1, Floor Space Factors utilising points:

- 1 Standing spectator areas, bar areas (within 2m of serving point), .3m² per person.
- 2 Events area without fixed seating, .5m² per person.
- 4 for a lounge/bar area, 1m² per person.

Occupancy calculations by area:

The Lounge – 100 people by floor space

The Lounge area has no fixed seating and can be used as a performance area, there will be a bar counter along the 3.95m west internal wall. It is assumed that a performance area set up at the east end of the room would reduce the audience floor space by 2.44m from the east wall. This would leave an audience area of 9.5m x 3.95m. Within 2m of the bar and stage floor space factor 1 of .3m²pp (15.8m² / .3) 52 people. The 5.5m area between these spaces calculated using floor space factor 2 of .5m²pp (21.73m² / .5) gives an additional 43 people. Allowing for 5 performers on stage this gives a maximum occupancy by floor space of 100people.

There are two exit doors of 850mm width, each allowing for 110 people to evacuate, the final exit calculations from the lounge area are as follows:

- Door 1 850mm = 110people.
- Door 2 850mm = 110people.
- Door 1+2 – widest door = 110people.

Boat Live – 50 people

The boat live space has previously been agreed at a capacity of 50 people with LFB, I would recommend reviewing this figure with accurate measurements and calculations once the installation at the premises is completed.

Courtyard – 156 people

The courtyard has an area of 78m², it will have non fixed seating and as such a maximum occupancy capacity has been calculated using floor space factor 2 of .5m²pp (78m² / .5) which equals 156people.

Final Exits to the street – 300 people

The premises has two gated final exits to the street, using the formula of 5mm per person for exit routes intended to accommodate more than 200 people the calculations are as follows:

- 1.5m pedestrian gate = 300people.
- 3m vehicle gate = 600people.
- Gate 1+2 – widest gate = 300people.

This should also be considered the safe maximum capacity for the whole premises including customers, staff, security, performers and any other persons on site.

Exit width capacities are derived using the formula 5mm per person for widths over 1100mm. This is taken from table 2.3 Widths of escape routes and exits from section B2 of the building regulations 2010 Fire Safety Approved Document B Volume 2 – Buildings other than dwellinghouses 2019 edition incorporating 2020 amendments (copied below)

Maximum number of people	Minimum width (mm) ⁽¹⁾⁽²⁾⁽³⁾
60	750 ⁽⁴⁾
110	850
220	1050
More than 220	5 per person ⁽⁵⁾

NOTES:

1. See Appendix D for methods of measurement.
2. Widths may need to be increased to meet guidance in Approved Document M.
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 'shop and commercial' (purpose group 4) buildings.
5. 5mm/person does not apply to an opening serving fewer than 220 people.

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 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 Queens Yard on the opposite side of White Post Lane.

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.