Unit 3 Ilderton Wharf

EMERGENCY FIRE EVACUATION PLAN

Ilderton Wharf, Rollins Street, London, Lewisham, SE15 1EP

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 Surrey Canal Road & East end of Rollins street.

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:

Ilderton Wharf, Rollins Street, London, Lewisham, SE15 1EP

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 to be confirmed as site is planned and developed), 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

Ilderton Wharf, Rollins Street, London, Lewisham, SE15 1EP

The Role of Designated Persons

At Ilderton Wharf the designated persons will be comprised of any staff who are working directly for Ilderton Wharf. 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 sia 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 main gate on Rollins Street. 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 Ilderton Wharf 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 Room 2 BY THE NORTH WEST 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 points on the opposite side of Surrey Canal Road & to the east end of Rollins 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 & contractors must be given a basic fire safety induction on their first day of work at the premises, this training is outlined in the “Managers Fire Training Brief” this training should be recorded in the training record for each person trained by the manager who gave the training.

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

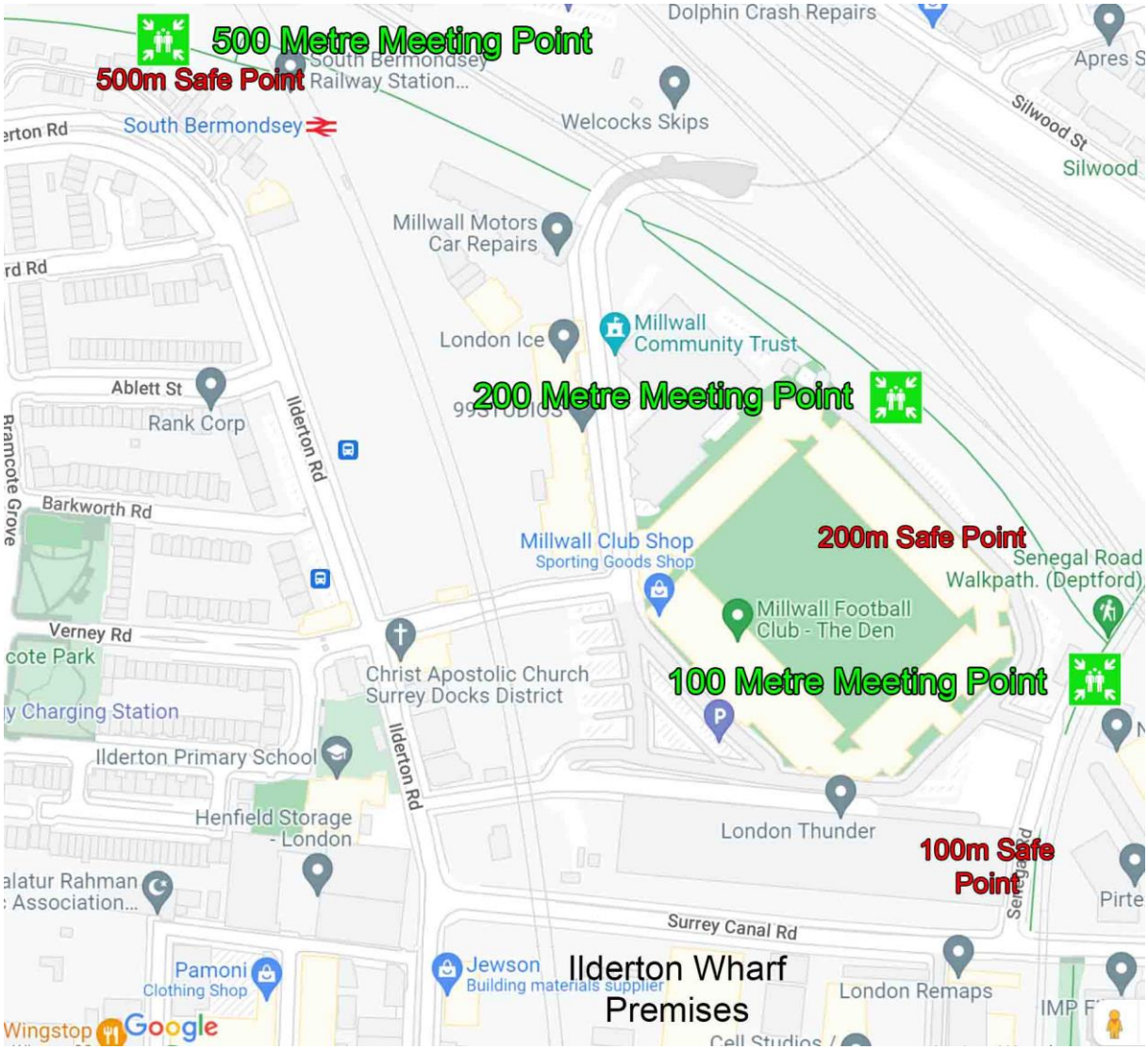
Evacuation Meeting Points
The following map shows the location of the meeting point, and the fire evacuation routes around the building

In the event of an evacuation the Fire Marshals should assist with road crossings on Surrey Canal Road and ensure that customers at the meeting points at the east end of Rollins Street keep the Private Road clear to allow access for emergency services from both east and west approaches.

Bomb Threat Meeting points
In the event that the evacuation is as a result of a bomb threat customers should be directed to head north on Senegal Road then take the footpath on the left of Senegal Road just before the railway lines toward South Bermondsey station.

The recommended safe distances for meeting points in response to bomb threats are as follows:
100 metres (minimum) – All customers clear of Surrey Canal Road on Senegal Road
Letter/Briefcase 200 metres (minimum) – All Customers on the footpath on the opposite side of The Den football stadium
Suitcase/Car 500 metres (minimum) – All customers on the footpath to South Bermondsey station with the last customers not further south on the path than South Bermondsey station

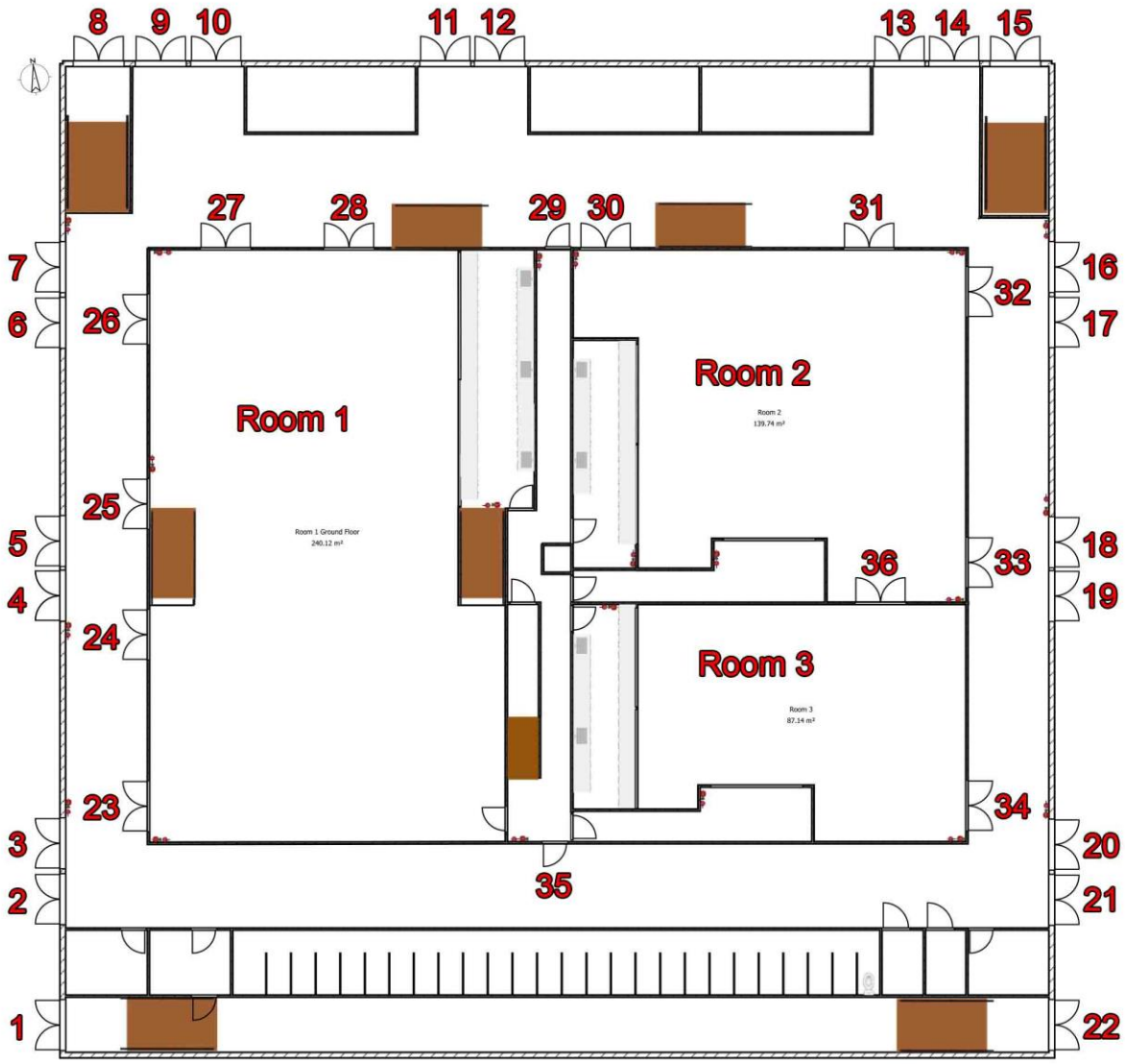
The map below shows these three meeting points, you will note that the meeting point legends are much further from the premises than the distances stated above, this is to allow for the number of people you will be dealing with so that the rear end of the evacuees is at least the minimum distance from the premises. In the event of a bomb threat evacuation all Fire Marshals and SIA security will have to work together to keep customers moving away until they reach the safe distance. Many of them will try to stop once they think that they are safe, you'll need to get them moving again and keep them moving until they are all past the recommended safe distance. The Safe distance points on the map below are just after the t of the word "point" in the red text.



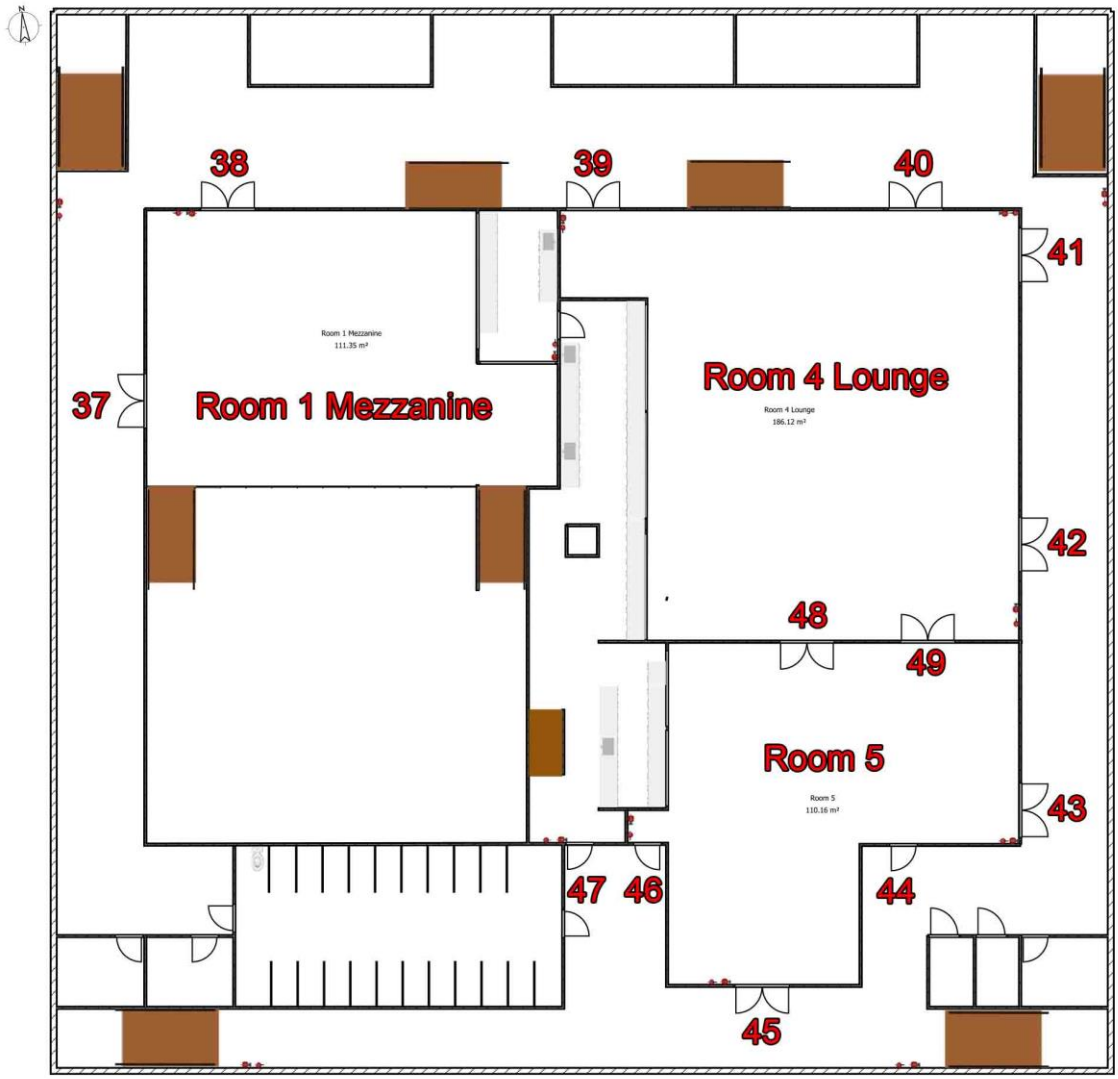
Building Familiarisation

The following floor plans show the locations of Manual Call Points (MCP indicated by red diamonds, please note there are none indicated as the final internal layout has not been finalised) and Fire Fighting Equipment (FFE) within Ilderton Wharf, there should also be an MCP, and a pair of fire extinguishers located by each emergency/final exit in the main building on the premises.

Ground floor Ilderton Wharf



First floor Ilderton Wharf



At present the internal plans used are a first draft and when finalised the perimeter fire corridors on both floors are likely to be subdivided into sections with the whole corridor finished to a 60 minute protected route standard with refuge points for mobility impaired added to the first floor somewhere in the vicinity of doors 38, 40 and 45. The stairways in the four corners of the premises will provide 4 protected routes, each with a width of 1.8m to serve a capacity of 360 people.

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.

It is worth noting that the final design for the licenced premises has not yet been decided on and these calculations are based on the first draft plans attached to the licence application and shown in this document. Once the licence has been granted we will be working closely with Lewisham

Planning and any changes in building design or layout resulting in changed 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

Area Capacity Calculations

Occupancy Room 1 ground floor, by floor space:

Room 1 customer floor space 240.12m2 – 6m2 for booth = 234.12m2 @ .3m2 per person gives a total of 780ppl.

Occupancy by floor space grand total: 780ppl

Safe exit room 1 by door / exit route width:

Door 23 = 1800mm = 360ppl
Door 24 = 1800mm = 360ppl
Door 25 = 1800mm = 360ppl
Door 26 = 1800mm = 360ppl
Door 27 = 1800mm = 360ppl
Door 28 = 1800mm = 360ppl

These doors lead into the perimeter fire corridor which will have a protected route designed to 60 minutes and will have fire partitions between each of the final exit twin double door sets located around the outer wall, all 1800mm wide. With this in mind the largest escape route that could be lost to fire is doors 24 & 25 leading onto doors 4 & 5.

Removing these exits the escape from the room by width becomes 1440ppl (4*360ppl) and the escape through the protected corridor is 2160ppl (6*360ppl)

Occupancy by exit width grand total: 1440ppl

Maximum occupancy capacity room 1 ground floor = 780 people based on floor capacity, exit widths were taken from table 2.3 shown below.

Occupancy Room 2 ground floor, by floor space:

Room 2 customer floor space 139.74m2 @ .3m2 per person gives a total of 465ppl.

Occupancy by floor space grand total: 465ppl

Safe exit room 2 by door / exit route width:

Door 30 = 1800mm = 360ppl
Door 31 = 1800mm = 360ppl
Door 32 = 1800mm = 360ppl
Door 33 = 1800mm = 360ppl

These doors lead into the perimeter fire corridor which will have a protected route designed to 60 minutes and will have fire partitions between each of the final exit twin double door sets located around the outer wall, all 1800mm wide. With this in mind the largest escape route that could be lost to fire is any single escape route leading to a partitioned twin exit. For the purpose of worst-case scenario if there was a fire in the room between doors 31 & 32 they may be lost together.

Removing these exits the escape from the room by width becomes 720ppl (2*360ppl) and the escape through the protected corridor is 1440ppl (4*360ppl)

Occupancy by exit width grand total: 720ppl

Maximum occupancy capacity room 2 ground floor = 465 people based on floor capacity, exit widths were taken from table 2.3 shown below.

Occupancy Room 3 ground floor, by floor space:

Room 3 customer floor space 87.14m2 @ .3m2 per person gives a total of 291ppl.

Occupancy by floor space grand total: 291ppl

Safe exit room 3 by door / exit route width:

Door 36 = 1800mm = 360ppl – this door leads into room two which had an exit width capacity of 720ppl less the floor space capacity of 465ppl this gives a remaining capacity of 255

Door 34 = 1800mm = 360ppl

With this in mind the largest escape route that could be lost to fire is door 34 leading onto doors 20 & 21.

Removing these exits the escape from the room by width becomes 255ppl as described above.

Occupancy by exit width grand total: 255ppl

Maximum occupancy capacity room 3 ground floor = 255 people based on exit flow, exit widths were taken from table 2.3 shown below.

Occupancy Room 4 first floor, by floor space:

Room 4 customer floor space 186.12m2 @ .3m2 per person gives a total of 620ppl.

Occupancy by floor space grand total: 620ppl

Safe exit room 4 by door / exit route width:

Door 40 = 1800mm = 360ppl
Door 41 = 1800mm = 360ppl
Door 42 = 1800mm = 360ppl
Door 39 = 1800mm = 360ppl
Door 48 = 1800mm = 360ppl – this door leads into room 5 which had an exit width capacity of 470ppl less the floor space capacity of 368ppl this gives a remaining capacity of 101

These doors lead into the perimeter fire corridor which will have a protected route designed to 60 minutes and will have fire partitions at regular intervals around the corridor. This corridor is served by 4 protected stairwells that only join this floor, the two to the south have a width of 1800mm and the two to the north 2250mm. For the purpose of worst-case scenario if there was a fire in the room between doors 40 & 41 they may be lost together.

Removing these exits the escape from the room by width becomes 821ppl (2*360ppl + 101) and the escape through the protected corridor is a share of the Stairwells exit capacity less the largest (1800mm /5 = 360ppl, 2250mm /5 = 450ppl. 360+360+450+450-450= 1170ppl

Occupancy by exit width grand total: 821ppl

Maximum occupancy capacity room 4 first floor = 620 people based on floor capacity, exit widths were taken from table 2.3 shown below.

Occupancy Room 5 first floor, by floor space:

Room 5 customer floor space 110.16m2 @ .3m2 per person gives a total of 367ppl.

Occupancy by floor space grand total: 367ppl

Safe exit room 5 by door / exit route width:
Door 43 = 1800mm = 360ppl
Door 44 = 915mm = 110ppl
Door 45 = 1800mm = 360ppl
Door 46 = 915mm = 110ppl
Door 49 = 1800mm = 360ppl – this door leads into room 4 which had an exit width capacity of 821ppl less the floor space capacity of 620ppl this gives a remaining capacity of 201

These doors lead into the perimeter fire corridor which will have a protected route designed to 60 minutes and will have fire partitions at regular intervals around the corridor. This corridor is served by 4 protected stairwells that only join this floor, the two to the south have a width of 1800mm and the two to the north 2250mm. For the purpose of worst-case scenario if there was a fire in the room between doors 43 & 44 or 45 & 46 they may be lost together.

Removing either pair of these exits the escape from the room by width becomes 671ppl (360ppl + 110ppl + 201ppl) and the escape through the protected corridor is a share of the Stairwells exit capacity less the largest (1800mm /5 = 360ppl, 2250mm /5 = 450ppl. 360+360+450+450-450= 1170ppl

Occupancy by exit width grand total: 671ppl

Maximum occupancy capacity room 5 first floor = 367 people based on floor capacity, exit widths were taken from table 2.3 shown below.

Occupancy Room 1 mezzanine first floor, by floor space:

Room 1 mezzanine customer floor space 111.35m2 @ .3m2 per person gives a total of 371ppl.

Occupancy by floor space grand total: 371ppl

Safe exit room 1 mezzanine by door / exit route width:
Door 37 = 1800mm = 360ppl
West Stairs = 1600mm = 320ppl
Door 38 = 1800mm = 360ppl
East Stairs = 1600mm = 320ppl

The doors 37 & 38 lead into the perimeter fire corridor which will have a protected route designed to 60 minutes and will have fire partitions at regular intervals around the corridor. This corridor is served by 4 protected stairwells that only join this floor, the two to the south have a width of 1800mm and the two to the north 2250mm. For the purpose of worst-case scenario if there was a fire in room 1 ground floor the stairways would be lost together.

Removing the stairways the escape from the room by width becomes 720ppl (2*360ppl) and the escape through the protected corridor is a share of the Stairwells exit capacity less the largest (1800mm /5 = 360ppl, 2250mm /5 = 450ppl. 360+360+450+450-450= 1170ppl, however in this worst-case scenario with a fire inside room one it is likely that all four stairways would be available giving a new first floor exit capacity of 1620ppl

Occupancy by exit width grand total: 720ppl

Maximum occupancy capacity room 1 mezzanine first floor = 371 people based on floor capacity, exit widths were taken from table 2.3 shown below.

Points for discussion with LFB, whilst the exit capacity for the first floor is 1170ppl with one stairwell impeded and the combined capacity of the three areas is 1350ppl I feel that it safe to allow this higher number because of the nature of the mezzanine in room 1, the exits from room 1 ground floor had the capacity to clear an extra 660 people, the internal stairways 640 people and the capacity a maximum of 371people.

The summary of the safe maximum capacities is as follows:

Room 1 ground floor = 780ppl
Room 2 ground floor = 465ppl
Room 3 ground floor = 255ppl
Ground floor event space total = 1500ppl
The protected ground floor fire corridor can evacuate 5760 people with one set of doors missing.
In addition to the event spaces it would be estimated that there would be an additional 70 staff and performers in non-customer areas on the ground floor giving a revised capacity of:
Ground floor capacity 1570
Room 4 first floor = 620ppl
Room 5 first floor = 367ppl
Room 1 mezzanine first floor = 371ppl
First floor event space total = 1350 reached as described above
In addition to the event spaces it would be estimated that there would be an additional 50 staff and performers in non-customer areas, these staff would have access to the internal stairwell with a capacity of 110, when merging with the capacity of staff downstairs it is not expected that there will ever be more than 110 people in the service area across both floors. This gives the first floor a revised capacity of:
First floor capacity 1400

This gives the venue a grand total capacity of 2970 people across the whole site.

It is worth noting that this capacity is calculated based on the absolute most dense occupancy of the indoor event areas and would likely be modified by following factors. In general, I would expect around 10% to want to be in an outdoor chill out, 5% to be in toilet cubicles or queues and 10% to be moving around the premises, reducing the numbers actually in the event spaces by around 25% in total. The capacities of the event spaces should be reviewed once set up and any changes to available floor space such as speaker stacks, furniture and additional performance

space be taking into account as nearly all of the room's capacities are governed by floor space. For example, if the room 4 is kitted out with sofas, coffee tables and other furniture I would expect the capacity to drop to 200 or less.

It is also worth noting that the intention is to build the internals in a phased manner, e.g., rooms 2&3, then 4&5 and lastly room 1, this approach will allow the rooms and site to be tested in terms of capacity and suitability at every stage as the project grows. As each phase is ready for use a revised assessment will be completed and sent through to LFB for comment and site visits will always be welcome.

The outdoor hardstanding has a combined area of 1274m2 which should be sufficient to allow rapid evacuation through the 4 perimeter gates to the meeting points. The areas floorspace in m2 is as follows:
Small Yard = 40m2
Main Yard West = 362m2
Main Yard South = 420m2
North Yard = 199.5m2
East Alley = 252m2
These area designations match the labels on the redline plan in the licence application.

There will be three 3.2m gates onto Surrey Canal Road spread across the northern perimeter fence plus the 5m Main gate to the south as shown in the evacuation diagrams earlier in the document. This gives a capacity to evacuate 2820ppl.

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)

Table 2.3 Widths of escape routes and exits

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 a minimum of 2 security at all times in order to have sufficient staff to clear the area of queueing 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 meeting point across the street on the opposite side of Surrey Canal Rd

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.