

FIRE EMERGENCY PLAN

General Emergency Evacuation Plan (GEEP)

This General Emergency Evacuation Plan (GEEP) sets out the procedures to be followed in the event of a fire or other emergency requiring evacuation of **The Dome**.

Alarm Activation

Upon activation of the fire alarm, all persons within the building shall evacuate immediately using the nearest available designated escape route. The fire alarm system provides an audible warning throughout the premises.

Management Responsibilities

- The most senior member of management present shall take charge of the evacuation.
- Where safe and appropriate to do so, the fire alarm control panel shall be checked to identify the zone of activation.
- If it is safe to do so, the area or zone of activation may be checked to confirm the presence of fire. This must not delay evacuation and must not place any person at risk.
- Fire alarm activation automatically notifies the remote monitoring station (Southern Monitoring Systems), who will contact the premises and nominated key holders to confirm a fire alarm activation.
- The Fire and Rescue Service is not mobilised automatically by the monitoring station. Where a fire is confirmed, or where there is any doubt, the most senior member of management present must immediately call 999 to request attendance by the Fire and Rescue Service and confirm the address of the premises.
- If calls from the monitoring station to the premises and nominated key holders are not answered, the monitoring station will request attendance by the Fire and Rescue Service.

Evacuation Procedure

- Staff should calmly and firmly direct members of the public, contractors, and visitors to evacuate the building.
- Nominated Fire Stewards shall sweep their designated areas, where safe to do so, to ensure evacuation is progressing.
- Escape routes and exits must be kept clear at all times.
- Lifts must not be used during evacuation.

Assembly Point

All evacuees should proceed to the designated assembly point at 10 George Street (outside the front door and turn right) and remain there until instructed otherwise by the most senior member of management or the Fire and Rescue Service.

Accountability

- Staff rotas, contractor sign-in sheets, and visitor records shall be collected by management where safe to do so.
- A roll call of staff and known contractors shall be undertaken.
- Any concerns regarding persons unaccounted for shall be reported immediately to the Fire and Rescue Service.

General Emergency Evacuation Plan for Disabled Persons

Where disabled persons are present within the premises, staff shall provide appropriate assistance in accordance with this General Emergency Evacuation Plan. The individual shall be consulted where possible regarding their needs and capabilities.

Staff shall not place themselves at risk or undertake unsafe manual handling. Where a disabled person cannot be evacuated immediately, they shall be assisted to a place of relative safety where practicable, and their location shall be communicated immediately to the Fire and Rescue Service, who will take responsibility for further evacuation if required.

At the time of preparation of this Fire Safety Manual, there are no staff members or long-term occupants who require a Personal Emergency Evacuation Plan (PEEP). Should this change, an individual PEEP will be developed following risk assessment.

Emergency Evacuation Sledge

An **emergency evacuation sledge** is provided within the premises to assist with the evacuation of disabled persons where stair descent may be required. The evacuation sledge is located on the **first floor corridor next to the walk-in fridge**.

The emergency evacuation sledge is intended for use **only by staff who have received appropriate training** and **only where it is safe to do so**. Its use will depend on the circumstances of the incident, the individual's needs and capabilities, and the conditions present at the time.

Staff shall not place themselves or others at risk when using the emergency evacuation sledge. Where immediate evacuation using the sledge is not possible or safe, the individual shall be assisted to a place of relative safety where practicable and safe to do so, and their location shall be communicated immediately to the Fire and Rescue Service, who will take responsibility for further evacuation if required.

Training and Communication

These procedures are supported by staff fire safety training and regular fire drills. All staff are provided with fire safety information, including these emergency procedures, on their first day of employment. Staff are required to confirm their understanding of this information by signing and dating the relevant record.

Re-entry

No person shall re-enter the building until the Fire and Rescue Service or most senior member of management confirms that it is safe to do so.

MEANS OF ESCAPE

General

The means of escape within **The Dome** are designed to allow occupants to evacuate the building safely in the event of a fire. Escape routes are clearly defined, kept unobstructed, and supported by appropriate signage and emergency lighting.

Fire Doors and Automatic Hold-Open Devices

Some internal fire doors within the premises are fitted with automatic hold-open devices (Dorgards) to assist with day-to-day operation.

These devices are designed to automatically release the fire doors upon activation of the fire alarm, allowing the doors to close and maintain fire compartmentation.

Automatic hold-open devices are tested weekly in conjunction with the fire alarm system to ensure correct operation.

Fire doors not fitted with automatic hold-open devices are kept closed and are not wedged or held open.

Staircases

The premises are served by **multiple protected internal staircases and external escape staircases**, which together provide the means of vertical escape from upper levels.

Internal staircases form part of the designated escape routes within the building. In some cases, vertical descent continues via **external staircases following discharge through a final exit**, before reaching ground level and a place of ultimate safety.

All staircases forming part of the means of escape are kept unobstructed and available for use whenever the building is occupied.

Final Exits

The premises are provided with **seven (7) final exits**, all of which discharge directly from the building to the open air.

Final exits serving the **first and second floors** discharge onto external walkways or staircases, which then lead down to ground level. Final exits at **ground floor level** include exits served by internal staircases, the main entrance which discharges to the open air via external steps, and one exit which discharges into the garden area.

One final exit leads directly into the garden, which is an open-air space. From the garden, onward escape to the street is available via a gate located a safe distance from the final exit door. The gate is normally secured; however, a key to open the

gate is provided in a clearly marked break-glass box located adjacent to the final exit door, enabling occupants to continue to a place of ultimate safety in the event of an emergency.

The garden area is maintained to ensure that escape routes remain unobstructed. Static parasols are present within the garden; however, they do not obstruct the fire exit door or designated escape routes.

All final exits are clearly signed, kept unobstructed, and are available for use whenever the building is occupied.

Ground Floor

- Main Entrance (Revolving door which collapses to provide clear egress)
- Rose Street Garden (Via staircase from The Grill Room.)
- Delivery Door (Rear of Prep kitchen)

First Floor:

- First Floor Kitchen Corridor
- The Green Room

Second Floor:

- Hanover Suite
- Charlotte Suite

Signage and Emergency Lighting

Escape routes, staircases, and final exits are clearly identified by fire exit signage. Emergency lighting is provided along designated escape routes and at changes of direction to assist evacuation in the event of a power failure.

Assembly Point

Upon evacuation, all occupants are required to proceed to the designated assembly point located at **10 George Street (exit to the front of the building and turn right)**, where they should remain until instructed otherwise by the most Senior Manager or the Fire and Rescue Service.