

WHISKEY DOWN

SUPERLUXE PLAYGROUND

WHISKEY DOWN, MANCHESTER FIRE EVACUATION PLAN

All staff members are trained on the evacuation procedure. All supervisors are trained FIRE MARSHALS. Records of these training are available on request.

Fire Alarm System Overview

The venue has an alarm system that is activated by either automatic detectors or manual break glass points. The manual break glass points are situated at various accessible points throughout the venue and are marked on the venue specific fire risk assessment. Upon activation, the sound system automatically cuts out then activates sirens and flashing red beacons throughout the building. This indicates to the occupants that an evacuation is necessary. The Fire alarm is part of the whole buildings fire alarm system and is managed and maintained by the buildings landlord and security office.

Building Description

The Whiskey Down Manchester venue is spread over three floors. A brief description of each floor can be found below.

(Ground Floor) – Main public entrance and exit, contains a single width door and a small landing. The scan-net ID scanning system can be found here alongside the intruder alarm panel.

(Level -1) – Contains the main room of the venue. This room includes the main bar area, a number of public seating areas, the DJ Console, the Cloakroom, the Reception Area, the performer changing area and both the male and female toilets. This area has two main routes of escape – the main entrance and a double width fire exit connecting into the neighbouring bar. Level -1 also includes the main stairwell, located behind the bar area secured with fire resistant lobby doors on either side of the bar. The stairwell provides access to Level -2 of the venue.

(Level -2) – A series of performer areas are located at Level -2. This includes 3 main function rooms, 2 VIP suites and 7 individual performer booths. Level -2 also contains unisex toilets, a secondary reception area, a cleaning cupboard, the management office, a beer cellar, a spirit cupboard and a performer changing area. There are three routes of escape from Level -2 – The main stairwell heading into Level -1, A fire exit adjacent to the unisex toilets which leads into the buildings underground car-park and a fire exit adjacent to the office corridor which leads into a shared access stairwell which exits the building on the rear side of the building.

Means of Escape

The venue has four fire exits;

Main Front Door – used as the main entrance / exit for customers visiting the venue. (Lloyd Street)

Level -1 Exit – Opposite the toilet area, leads into the neighbouring bar (Manchester Smoke House). From this bar customers will follow the fire exit emergency lighting into the shared access stairwell and exit the building.

Level -2 Exit (Unisex Toilet Area) – This exit leads into the buildings underground car-park, Customers will follow the fire exit emergency lighting on the ceiling, make their way up the car park ramp and exit the building onto ‘Jacksons Row’

Level -2 Exit (Office Corridor Area) – This exit leads into a shared access stairwell, customers will follow the fire exit emergency lighting, make their way up the stairs and exit the building on ‘Jacksons Row’, the street on the rear of the building.

All fire doors excluding the front door are opened using emergency exit push bars, The Fire exit located on Level -1 also has a mag lock system attached. This deactivates in the occurrence of a fire alarm but also has a break glass override next to the door.

Evacuation Procedure (In the Event of a Fire)

Upon hearing the fire alarm the duty manager will either call / visit or allocate a member of the staffing team to call / visit the buildings security office located on Lloyd Street. The purpose of this call is to determine the location of a possible fire. Once a fire has been confirmed either visually or by confirmation of the security office the manager can then begin the evacuation process of the venue.

PN. The venues fire alarm is part of the overall buildings fire alarm. It is possible the fire is located in a different part of the building and not in the venue its self and as such may affect the decision on which fire exit route the customers and staff should take.

Management, fire marshals and security will remain in constant radio contact during the entirety of the evacuation process.

Once staff members are informed the building is to be evacuated, they must adhere to the following procedure; Stop serving customers immediately, switch off the tills & begin directing customers towards their nearest exit. They must then proceed to the evacuation point themselves & await further instruction from management.

The evacuation point is located at ‘ALBERTS SQUARE’. Staff should remain calm at all times, use designated escape routes and must not re-enter the building until the fire services say it is safe to do so.

Staff on Level -1 should direct customers towards the main front door exit and/or the fire exit opposite the toilet area. They will try to avoid directing customers to the stairwell at the rear of the bar unless the confirmed fire is blocking the front door fire exit or the fire exit opposite the toilet area.

Staff on Level -2 will attempt to guide people to either of the two fire exits located near the unisex toilets or the office area. Staff will try to avoid directing customers to the stairwell area unless the confirmed fire is blocking either of the other two Level -2 fire exits.

Once the area is clear staff will also make way to the exit and leave the building premises. If safe to do so management and security will sweep the toilet areas, Back of House areas to ensure everyone is out the building. Management will then assign either a fire marshal or a member of the security team to stand outside the venue fire exits (outside the building) located on the rear of the venue (Jacksons Row) and Lloyd Street to ensure patrons cannot re-enter the venue.

Venue Dispersal (Non Fire Circumstances)

In the event of venue dispersal, either at the end of nightly session or in the event of a power cut for example all patrons will be guided to the front door of the venue located on Lloyd Street. The management team and security team will carry out checks after the dispersal / egress throughout all areas of the venue to ensure no members of the public remains on the premises.

The security team at the front of the venue will guide customers away from the front doors and down Lloyd Street away from residential areas, asking customers to keep the noise to a minimum and assist customers getting taxis if required.

Safety Measures

All staff are responsible for ensuring fire exits remain clear at all times. They must not block them under any circumstances with bin bags, boxes, stock etc and must immediately report any issues to the duty manager.

Management are responsible for ensuring that all emergency lighting; sounders and beacons; fire extinguishers are in full working order and all maintenance regarding fire safety is up to date.

Alarm Testing

The fire alarm is tested by the building management team on a weekly basis and is available for inspection upon request.

The fire alarm testing involves activating a call point then scouting around the inside of the building ensuring that all the sounders and beacons are working.

The management will also cut the power for three hours then they will check that all fire exit lights are in good working order. This is also done once a week.

Evacuation of Disabled People

An individual PEEP will be written for any disabled person who is a regular user of the building such as an employee or events promoter. Management will write this on a case by case basis in conjunction with the individual concerned before their use of the building commences.

Wheel chair users

Wheelchair users often have difficulty evacuating a building when in a multiple level venue such as Whiskey Down Manchester. However it should be noted that some people who frequently use a wheelchair might be able to walk a little and therefore be able to assist with their own evacuation or even achieve independent evacuation. Assumptions should not be made about the abilities of wheel chair users and they should be asked when the need for evacuation arises about their preference and then their wishes respected.

Once the main flow of people have passed through the fire exits the security staff remaining in the building who are assisting with the evacuation will then help any wheel chair users that remain in the building to evacuate via the appropriate stair case. In consultation with the wheel chair user they will decide the most appropriate way to get the person down the stairs and out to the evacuation point. This may involve aiding the person whilst they remain in their wheelchair or aiding them out of the wheelchair & assisting them down the stairs without it.

Hearing Impaired People

There are flashing beacons in Whiskey Down that are triggered if the fire alarm is activated. There is at least one flashing beacon on each floor. This will indicate to hearing-impaired people that an evacuation is required. No further action is necessary.

Visually Impaired People

Most visually impaired people have some sight and they may be able to use this during the evacuation in order to make their own way out of the building as part of the general exodus. Whiskey Down is scattered with bright battery operated emergency light fittings within the building in order to aid such evacuation. If staff or security notice what appears to be a visually impaired person during the evacuation they will offer assistance by way of an arm to guide the person out of the building. Assumptions should not be made about the abilities of a visually impaired person, staff members should listen to the person in question as to how best assist them.