

EMERGENCY & DISASTER PLAN

Building: St James Studios

Address: 139 Albert Road, Middlesbrough, TS1 2PP

Responsible Person: Jack Atha

Building Manager: Paul Gibson

Date: 12th August 2026

Review Date: 1st September 2027

1. PURPOSE

This Emergency & Disaster Plan sets out the procedures to be followed in the event of a major incident that could affect the safety of people, the operation of the building or the surrounding area.

The plan is intended to ensure that:

- People are kept safe.
- Emergency services are contacted promptly.
- The building is evacuated or secured where necessary.
- The incident is managed in an organised manner.
- Damage to the building and business operations is minimised.
- The building can return to normal operation as quickly and safely as possible.

This plan should be read alongside the building's **Fire Safety Procedure, Security Procedure**, emergency contact information and relevant risk assessments.

2. TYPES OF EMERGENCY

This plan may apply to incidents including:

- Fire or major fire-related incident.
- Serious security incident.
- Flooding or major water leak.
- Gas leak or suspected gas leak.
- Major electrical failure.
- Loss of heating, cooling or ventilation.
- Structural damage or building failure.
- Severe weather.
- Major utility failure.
- Hazardous substance spill or release.
- Serious accident or injury.
- Public health emergency.

- Bomb threat or suspicious package.
- Major damage caused by a vehicle or external incident.
- Any other event that makes the building unsafe to occupy.

3. PRIORITY DURING AN EMERGENCY

During any emergency, the following priorities apply:

1. PROTECT LIFE

2. CONTACT THE EMERGENCY SERVICES

3. EVACUATE OR SECURE THE BUILDING AS APPROPRIATE

4. PROTECT THE BUILDING AND PROPERTY WHERE SAFE TO DO SO

5. RESTORE NORMAL OPERATIONS

No employee, tenant, contractor or visitor should put themselves at risk to protect property.

4. RAISING THE ALARM

Anyone discovering a serious emergency should immediately alert others and contact the appropriate emergency service.

Emergency Services

Police: 999

Fire & Rescue Service: 999

Ambulance: 999

When calling 999, provide:

- The building's full address.
- The nature of the emergency.
- The location within the building.
- Any known hazards.
- Whether anyone is injured or trapped.

Remain on the telephone until instructed to disconnect.

5. BUILDING EVACUATION

Where an emergency requires evacuation:

1. Stop work immediately.
2. Leave the building using the nearest safe exit.
3. Do not use lifts unless specifically designated for emergency evacuation.
4. Assist visitors and anyone requiring additional assistance where safe to do so.
5. Do not stop to collect personal belongings.
6. Go to the designated assembly point.
7. Follow instructions from the Building Manager or emergency services.
8. Do not return to the building until authorised.

Assembly Point:

Rear Carpark

6. BUILDING MANAGER RESPONSIBILITIES

During a major incident, the Building Manager should, where safe to do so:

- Take control of the building's internal response.
- Contact the appropriate emergency services.
- Ensure occupants are informed.
- Coordinate evacuation or shelter arrangements.
- Liaise with emergency services.
- Contact relevant contractors.
- Protect the building from further damage where safe.
- Maintain a record of actions taken.
- Arrange temporary measures where required.
- Coordinate the recovery of the building.

The Building Manager must not interfere with or obstruct the work of the emergency services.

7. FIRE

A fire emergency must be dealt with in accordance with the building's **Fire Safety Procedure**.

The immediate procedure is:

RAISE ALARM → CALL 999 → EVACUATE → ASSEMBLY POINT → DO NOT RE-ENTER

The Fire & Rescue Service must be allowed to take control of the incident on arrival.

8. FLOODING OR MAJOR WATER LEAK

If significant flooding or a major water leak occurs:

1. Move people away from the affected area.
2. If safe, isolate the water supply.
3. If water is near electrical equipment, do not enter the affected area.
4. Contact the Building Manager.
5. Contact the emergency plumber or relevant contractor.
6. Contact the electricity contractor where electrical systems may be affected.
7. Protect equipment and property where safe to do so.
8. Record any damage.
9. Contact insurers where required.
10. Do not allow affected areas to be occupied until they have been confirmed safe.

Emergency Plumber: TWINS Mechanical

Water Shut-Off Location: Main Office utilities cupboard

9. GAS LEAK

If a gas leak is suspected:

- Do not operate electrical switches.
- Do not use naked flames.
- Do not smoke.
- Evacuate the affected area.
- Call the relevant emergency gas service.
- Call 999 if there is an immediate danger.
- Do not re-enter until the area has been confirmed safe.
- Do not attempt to locate or repair the leak unless appropriately qualified.

10. ELECTRICAL FAILURE

In the event of a major electrical failure:

1. Remain calm.
2. Stop using electrical equipment.
3. Report the failure to the Building Manager.
4. Establish whether the failure affects the whole building or part of it.
5. Contact the electrical contractor or utility provider where appropriate.
6. Keep occupants away from damaged electrical equipment.
7. If there is smoke, burning smells, sparks or fire, evacuate and call 999.
8. Do not attempt electrical repairs unless appropriately qualified.

Emergency Electrician: MAVAL

Main Electrical Intake / Switch Room: Main plant room

11. STRUCTURAL DAMAGE

If the building suffers structural damage, including damage caused by impact, severe weather, fire, explosion or other events:

- Evacuate the affected area immediately.
- Do not enter areas showing signs of structural damage.
- Call 999 where there is an immediate danger.
- Contact the Building Manager.
- Contact an appropriately qualified structural engineer.
- Isolate affected utilities where safe to do so.
- Prevent unauthorised access to the affected area.
- Do not allow the building or affected area to reopen until it has been confirmed safe.

Structural Engineer: BGP

12. SEVERE WEATHER

In the event of severe weather such as storms, flooding, high winds, snow or extreme temperatures:

The Building Manager should monitor conditions and take reasonable precautions.

Where necessary:

- Secure external areas.
- Remove or secure loose objects.
- Close windows and external doors.
- Restrict access to unsafe areas.

- Monitor flooding or water ingress.
- Arrange emergency repairs.
- Consider temporary closure of the building where necessary.

If conditions make the building unsafe, occupants should be instructed to leave or remain in a designated safe area as appropriate.

13. BOMB THREAT / SUSPICIOUS PACKAGE

Any bomb threat or suspicious package must be taken seriously.

Do not:

- Touch or move a suspicious item.
- Use mobile phones immediately next to the item.
- Attempt to investigate the item yourself.

Move away from the area and contact the Police.

Follow instructions given by the Police and emergency services regarding evacuation or shelter.

14. SERIOUS ACCIDENT OR INJURY

If a serious accident occurs:

1. Call **999**.
2. Request an ambulance.
3. Provide first aid only if appropriately trained.
4. Do not move an injured person unless they are in immediate danger.
5. Keep the area clear.
6. Notify the Building Manager.
7. Preserve the scene where appropriate.
8. Record the incident.
9. Complete any required accident reporting.

First Aid Kit Location: Main Office

Defibrillator Location: Main Office

15. LOSS OF BUILDING SERVICES

If critical building services are unavailable, including:

- Electricity
- Water
- Heating
- Cooling
- Ventilation
- Internet / communications
- Access control
- Fire alarm
- Emergency lighting

the Building Manager should assess whether the building remains safe to occupy.

If essential life-safety systems are unavailable, the building may need to be partially or completely closed until appropriate systems are restored.

16. COMMUNICATION DURING AN EMERGENCY

The Building Manager should provide clear information to occupants wherever possible.

Communication may be provided through:

- Face-to-face instructions.
- Telephone.
- Email.
- Tenant communication systems.
- Building noticeboards.
- Other appropriate communication methods.

Only confirmed information should be communicated.

Where an incident is being managed by the emergency services, their instructions must take priority.

17. BUSINESS CONTINUITY

Following a major incident, the Building Manager should assess whether the building can continue to operate.

Consideration should be given to:

- Whether the building is safe to occupy.
- Which areas remain usable.
- Availability of essential utilities.
- Access to the building.
- Security of the building.
- Damage to tenant equipment or property.
- Availability of communications.
- Temporary alternative accommodation.
- Contractor availability.
- Insurance requirements.

Where the building cannot operate normally, temporary arrangements should be established where reasonably practicable.

18. RECOVERY FOLLOWING AN INCIDENT

Once the immediate emergency has been dealt with, the Building Manager should coordinate the recovery process.

This may include:

1. Making the building safe.
2. Assessing damage.
3. Contacting insurers.
4. Arranging emergency repairs.
5. Engaging specialist contractors.
6. Removing damaged materials.
7. Restoring utilities.
8. Testing life-safety systems.
9. Reviewing security arrangements.
10. Communicating with tenants.
11. Confirming when areas can safely reopen.

The building must not be reopened following a serious incident until it is considered safe to do so.

19. Emergency Accommodation

Should any tenant require emergency accommodation in the aftermath of a emergency or a disaster then the following options are available:

- Holiday Inn, Albert Road
- Leonardos Hotel, Corporation Road
- Premier inn, Wilson Street
- Travelodge, Newport Road

20. INCIDENT RECORD

All significant emergencies should be recorded.

The incident record should include:

- Date and time.
- Location.
- Description of the incident.
- People involved.
- Injuries or damage.
- Emergency services contacted.
- Actions taken.
- Contractors contacted.
- CCTV or other evidence available.
- Insurance notification.
- Follow-up actions.
- Date the building or affected area was reopened.

EMERGENCY QUICK REFERENCE

IMMEDIATE DANGER

GET TO SAFETY → CALL 999 → ALERT OTHERS → FOLLOW EMERGENCY SERVICES' INSTRUCTIONS

BUILDING DAMAGE

EVACUATE AFFECTED AREA → PREVENT ACCESS → CONTACT BUILDING MANAGER → CONTACT EMERGENCY CONTRACTOR

MAJOR UTILITY FAILURE

MAKE SAFE → CONTACT BUILDING MANAGER → CONTACT RELEVANT CONTRACTOR → ASSESS WHETHER BUILDING CAN REMAIN OPEN

AFTER AN INCIDENT

**MAKE SAFE → RECORD INCIDENT → CONTACT INSURER → REPAIR →
TEST SYSTEMS → REOPEN WHEN SAFE**

Document Owner: Atha Developments

Document Version: 1.0

Date Issued: 12th August 2026

Next Review: 1st September 2027