

FIRE SAFETY PROCEDURE

Building: St James Studios

Address: 139 Albet road, Middlesbrough, TS1 2PP

Responsible Person: Jack Atha / Atha Developments

Building Manager: Paul Gibson

Date: 12 August 2026

1. PURPOSE

This procedure explains what everyone must do in the event of a fire or fire alarm activation.

The safety of people within the building is the priority. Everyone using the building is responsible for following this procedure and reporting any fire safety concerns.

2. IF YOU DISCOVER A FIRE

If you discover a fire:

1. **Raise the alarm immediately** using the nearest fire alarm call point.
2. **Call 999** and ask for the Fire & Rescue Service.
3. Give the building's full address and explain where the fire is located.
4. **Evacuate the building immediately.**
5. Close doors behind you where possible, without delaying your escape.
6. Go directly to the designated assembly point.
7. Do not return to the building until instructed that it is safe to do so.

Do not attempt to fight the fire unless you have been trained, the fire is small and you can do so without putting yourself or others at risk.

3. IF THE FIRE ALARM SOUNDS

When the fire alarm sounds, everyone must evacuate immediately.

- Stop what you are doing.
- Leave using the nearest safe fire exit.
- Walk calmly and do not run.
- Assist visitors and anyone requiring additional assistance where it is safe to do so.
- Close doors behind you where possible.
- Do not stop to collect personal belongings.
- Do not use lifts unless specifically designated for evacuation.

- Go directly to the assembly point.
- Do not re-enter the building until authorised.

Never assume that a fire alarm is a false alarm.

4. FIRE EXITS AND ESCAPE ROUTES

All occupants must familiarise themselves with the fire escape routes from their place of work.

Fire exits, corridors, stairways and escape routes must be kept clear at all times.

Fire doors must not be wedged, propped or held open.

Any obstruction, damage or defect affecting a fire exit or fire door must be reported immediately to the Building Manager.

5. ASSEMBLY POINT

Following evacuation, everyone must proceed to the designated assembly point.

Primary Assembly Point:

Carpark to the rear of the building out of the main fire escape doors

Secondary Assembly Point:

Outside the magistrate courts, through the main front doors

Remain at the assembly point until instructed otherwise.

Do not leave the assembly point or return to the building unless authorised.

6. FIRE PREVENTION

Everyone using the building must take reasonable steps to prevent fires.

- Do not smoke inside the building.
- Do not overload electrical sockets.
- Report damaged electrical equipment immediately.
- Do not leave cooking equipment unattended.
- Keep combustible materials away from sources of heat.
- Keep corridors, stairways and fire exits clear.
- Do not interfere with fire alarms, emergency lighting or firefighting equipment.

- Report any fire safety concerns to the Building Manager.

7. VISITORS AND CONTRACTORS

Tenants and staff are responsible for ensuring that their visitors are aware of the evacuation procedure where appropriate.

Contractors must follow the building's fire safety requirements and must not interfere with fire alarm systems, fire doors, emergency exits or other fire safety equipment without authorisation.

Any hot works or activities creating a fire risk must be approved by the Building Manager before work begins.

8. PERSONS REQUIRING ASSISTANCE

Anyone who may require assistance to evacuate should notify the Building Manager.

Where necessary, an appropriate **Personal Emergency Evacuation Plan (PEEP)** should be agreed.

Visitors or occupants requiring assistance should not be left behind during an evacuation.

9. FIRE SAFETY EQUIPMENT

Fire extinguishers, fire alarm call points, emergency lighting and other fire safety equipment must remain accessible at all times.

Fire extinguishers should only be used by people who are trained and only where it is safe to do so.

Any damaged, missing or discharged equipment must be reported immediately.

10. FIRE ALARM TESTING AND DRILLS

The building's fire alarm and other fire safety systems will be tested and maintained at appropriate intervals.

Fire evacuation drills may be carried out periodically to ensure that occupants understand the evacuation procedure.

Everyone is expected to participate fully in fire drills.

EMERGENCY FIRE PROCEDURE

DISCOVER A FIRE

RAISE ALARM → CALL 999 → EVACUATE → ASSEMBLY POINT

HEAR THE FIRE ALARM

STOP WORK → LEAVE IMMEDIATELY → USE SAFE EXIT → ASSEMBLY POINT → DO NOT RE-ENTER

Emergency: 999

Building Manager: Paul Gibson – 07392 682966

Assembly Point: Rear carpark

All occupants must familiarise themselves with this procedure and follow the instructions of the Building Manager and Fire & Rescue Service during an emergency.