

Fire and Emergency Evacuation Procedures

1 Introduction

- 1.1 The safety of staff, volunteers and visitors is the Cathedral's primary concern. These procedures apply if there is a Fire, Security or Safety emergency requiring the Cathedral to be cleared of people. They will be updated from time to time so it is the responsibility of all staff and volunteers to ensure that they have the current version. Copies are held in the Vestry and on the intranet.

2 Key Responsibilities

- 2.1 The Duty Verger has overall control of clearing the building, liaising closely with the Principal Person in Residence and/or Designated staff member.
- 2.2 The No 1 Steward/Team Leader of the Concert Stewards/Senior Guide on duty has the responsibility for the areas under their control. They must familiarise themselves with the fire and emergency evacuation floor plan. They must also be aware of the location of the firefighting equipment and how to raise the alarm (see Appendix A).
- 2.3 Vergers are responsible for checking and reporting that the Cloisters and the Chapter House are clear and for checking the library, if they have been informed that it is occupied.
- 2.4 Senior managers have responsibility for ensuring that all staff and volunteers are aware of the evacuation plan and the action that must be taken in the case of an emergency.
- 2.5 The Events Manager must ensure that organisers of external events are issued with an information sheet about the emergency evacuation procedures in the Cathedral (Appendix D).
- 2.6 Tower guides are expected to announce the procedures at the start of a guided tour.
- 2.7 The Traffic Team are responsible for ensuring that access to the Cathedral is clear for the Fire Brigade.

3. Procedures

In the case of services, concerts or events

3.1 Preparation:

- 3.1.1 All events and services require risk assessments to be carried out by the relevant Head of Department and then filed on the n:drive.
- 3.1.2 All temporary electrical work may only be carried out by an NICEIC registered electrical contractor to the satisfaction of the Clerk of Works.
- 3.1.3 Staging position, size and height must be agreed by the Floor Manager prior to the event.
- 3.1.4 For concerts and services, Vergers and Stewards must check that all illuminated exit signs are working. When the congregation exceeds **800** Vergers must ensure that the Great West Doors are unlocked and accessible as a means of escape, and the North Porch Door and the West Cloister Door are locked in an open position. Stewards must collect keys for the Dean's Door, and for the three automatic doors in the South Transept, Consistory Court and North Porch. If based in the South Transept, the steward must collect the code for the school gates. For services, Stewards must be allocated to a door and, in the event of an emergency, this must be their primary responsibility. For concerts, the doors must be stewarded at all times (see Appendix C for more details regarding Steward's responsibilities).
- 3.1.5 Vergers and Stewards must check that all exit routes and gangways are free from any obstruction and remain so throughout the event or service.
- 3.1.6 If the service or event is programmed to finish after dark, the No 1 Steward/Team Leader of the Concert Stewards must instruct eight Stewards to collect the torches that are held in the vestry. The Stewards must check that the lamps are in good working order, keep the lamps with them at all times and return them at the end.
- 3.1.7 The No 1 Steward/Team Leader of the Concert Stewards must collect the two loud hailers and allocate them appropriately.
- 3.1.8 For services with lit candles orange buckets containing a small amount of water and a wet cloth must be positioned around the building and Stewards must be acquainted with their location. For services also using hand held

candles metal buckets must be available at the exits for any used hand-held candles.

3.1.9 For large services, any wheelchairs/carers must be located in the South Transept as that has been determined by H&S experts to be the safest area from which to evacuate them.

3.1.10 Maximum occupancy numbers must not exceed **1900**, including participants. No alterations can be made to the seating arrangements set by the Floor manager and Dean's Verger.

3.1.11 When the Principal Person/Designated staff member introduces a large event they must ensure that they refer to the emergency procedures and explain that in the event of an emergency everyone must follow the directions of the Duty Verger and the Stewards.

3.2 In the case of an emergency:

3.2.1 If a fire breaks out the nearest break glass box should be used. It is important to NEVER shout 'Fire'.

3.2.2 Only trained staff should use extinguishers. Electrical fires must not be tackled.

3.2.3 NO ONE SHOULD EVER BE PUT AT RISK.

3.2.4 When numbers exceed **800** the Cathedral will follow a silent alarm procedure. This will operate as follows:

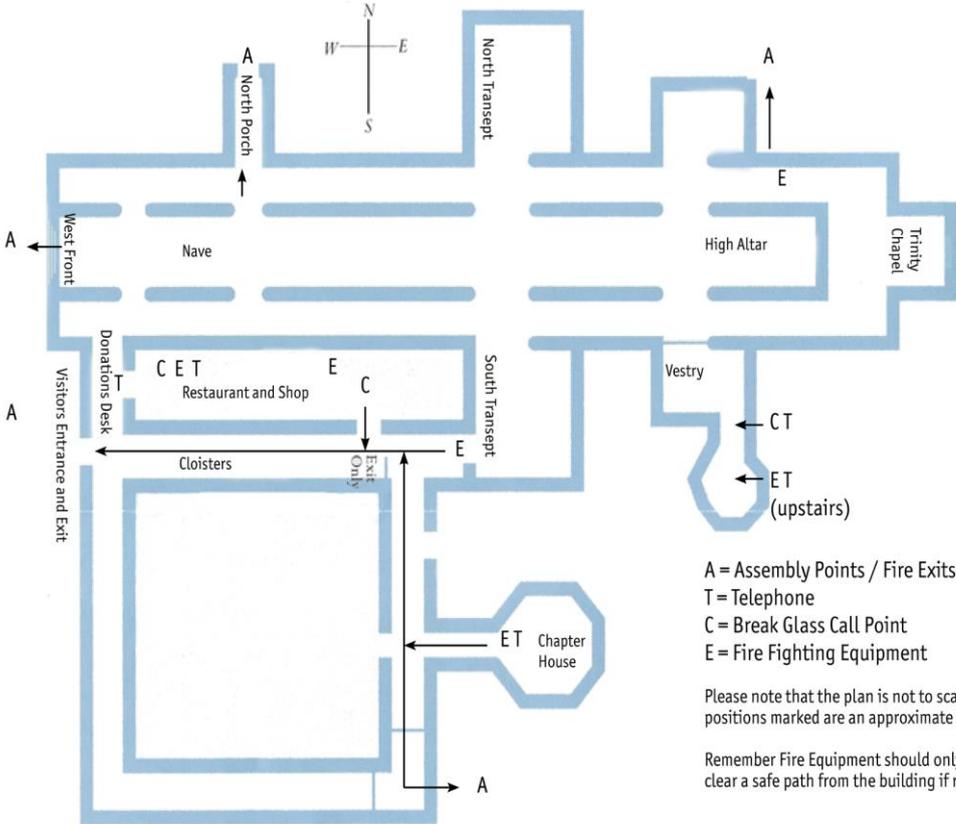
- a. Alarm sensor is triggered;
- b. Alarm panel pages duty verger (silently) and lets ADT know silent alarm has been activated (NB: the fire brigade are not automatically notified at this stage);
- c. The duty verger has 5 minutes to investigate the cause of alarm (directed to the zone in question by the ADT alarm panel) after which time the audio (bells) and visual (flashing red lights) alarms are automatically triggered and the fire brigade are automatically notified;
- d. During the verger's 5 minutes investigation the alarm system can be overridden (in the case of a false alarm) so the audio visual alarms are not triggered and the fire brigade are not called out;
- e. Conversely – if after investigation the alarm is found to be genuine, the verger can manually contact the fire service speeding up the evacuation process.

- 3.2.5 If evacuation is required the Duty Verger will announce this by a standard message over the PA system and/or loud hailers.
- 3.2.6 The Duty Verger and No 1 Steward/Team Leader of the Concert Stewards will liaise throughout the evacuation via radio.
- 3.2.7 Stewards should direct the public to the nearest available exit in a calm and confident manner.
- 3.2.8 When the Chapter House is open Chapter House Stewards should take responsibility for guiding visitors along the East walk of the cloisters to the assembly areas adjacent to the works department shown on the plan (Appendix A). **Maximum occupancy numbers in the Chapter House must not exceed 150.**

3.3 In normal daily use:

- 3.3.1 When an alarm sounds the Duty Verger should announce the evacuation of the Cathedral by a standard message over the PA system and/or loud hailers.
- 3.3.2 Staff and volunteers should direct the public to the nearest available exit in a calm and confident manner.
- 3.3.3 Tower Guides must follow the instructions issued separately (see Appendix B)
- 3.3.4 The shop, refectory, front desk and library should clear their own areas to the assembly areas on the west lawn opposite the Great West door. Managers should check that all their department staff are present and report to the Duty Verger.
- 3.3.5 When the Chapter House is open to the public the Chapter house Guides should take responsibility for guiding visitors along the East walk of the cloisters to the assembly areas adjacent to the works department shown on the plan (Appendix A).

APPENDIX A



Fire Safety Instructions for Tower Guides

If you discover a fire, DO NOT SHOUT "FIRE", but proceed to the nearest break glass point and sound the alarm.

If an extinguisher is close by and you are trained in its operation, use to clear a route out of the area.

DO NOT TACKLE AN ELECTRICAL FIRE.

DO NOT PUT YOURSELF OR YOUR PARTY AT RISK

Call the Duty Verger on the Radio and report the fire.

Lead your group via the nearest available route to the ground floor and exit the Cathedral and proceed to the Assembly Area outside the West Front.

Report to the Duty Verger that your party has evacuated and that all are accounted for.

Evacuation Procedures

When you hear the Fire/Evacuation Alarm –

A CONTINUOUS RINGING ELECTRIC BELL - DO NOT HESITATE OR WAIT FOR THE BELL TO STOP RINGING -STOP THE TOUR

Explain to the group that it is necessary to evacuate and the route you are going to take and the importance of keeping together.

Designate one of the group to bring up the rear.

LEAD the party at a steady rate - DO NOT RUSH.

STOP at intervals to allow the party to keep together.

Evacuate by a route detailed in the following sections.

Once on the ground floor take the quickest route to exit the Cathedral keeping your group together.

DO NOT STOP to collect personal belongings from the lockers.

Proceed to the Assembly Area outside the Western Front.

Report to the Duty Verger that your party has evacuated and that all are accounted for.

Specific Evacuation Routes

The following diagrams show the main areas of the roof space on the Tower Tour. Also shown are the exact positions of the emergency alarms and the safety equipment coded as follows:-

Alarm Bell

Telephone

Break Glass Alarm

Fire Fighting Equipment

The text details the main Evacuation Routes and possible alternatives if a main route becomes blocked for any reason.

There are four designated evacuation routes from the roof space.

- The SW turret staircase and the NW turret staircase provide an emergency route as well as the normal tour exit.
- The North Transept and Vestry staircases can be used in emergency situations if they are considered to be the quickest and safest route to exit the cathedral.

The primary aim is for the guide to lead the group quickly and safely from the roof spaces out of the cathedral and onto the grass area at the West Front.

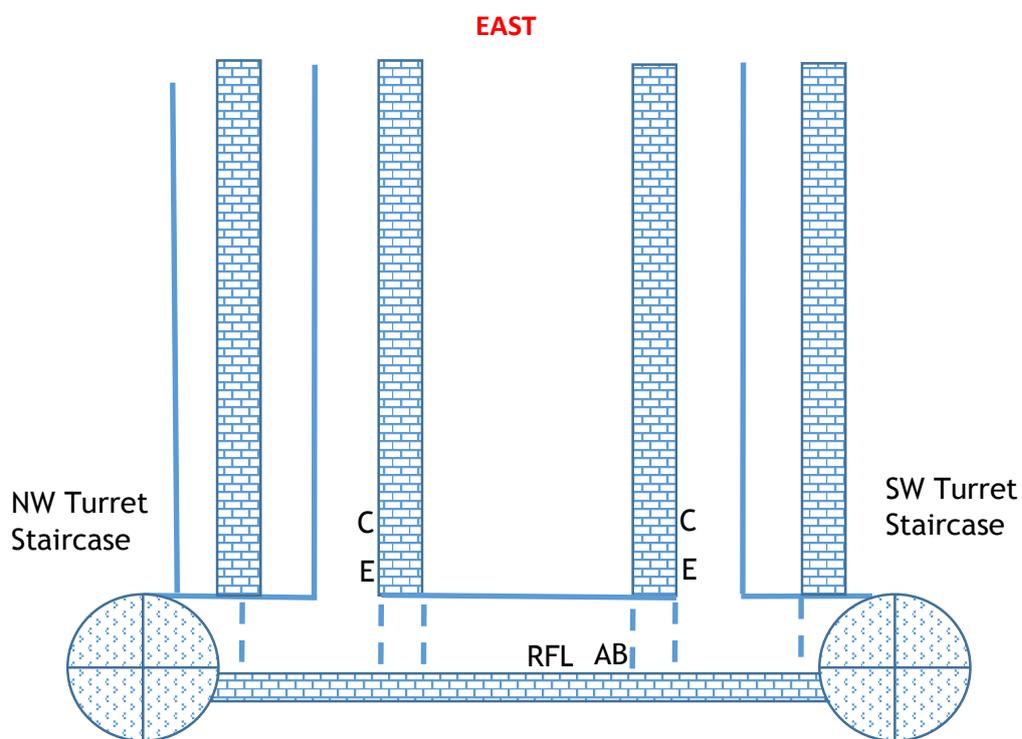
WEST WINDOW BALCONY

AB = Alarm Bell

C = Break Glass Alarm

E = Fire Fighting Equipment

RFL = Red Flashing Light



EVACUATION ROUTES

Main route – Descend by NW turret staircase, to ground floor

Alternative route – Descend by SW turret staircase, to ground floor Proceed immediately to grass area at western front and report to Duty Verger

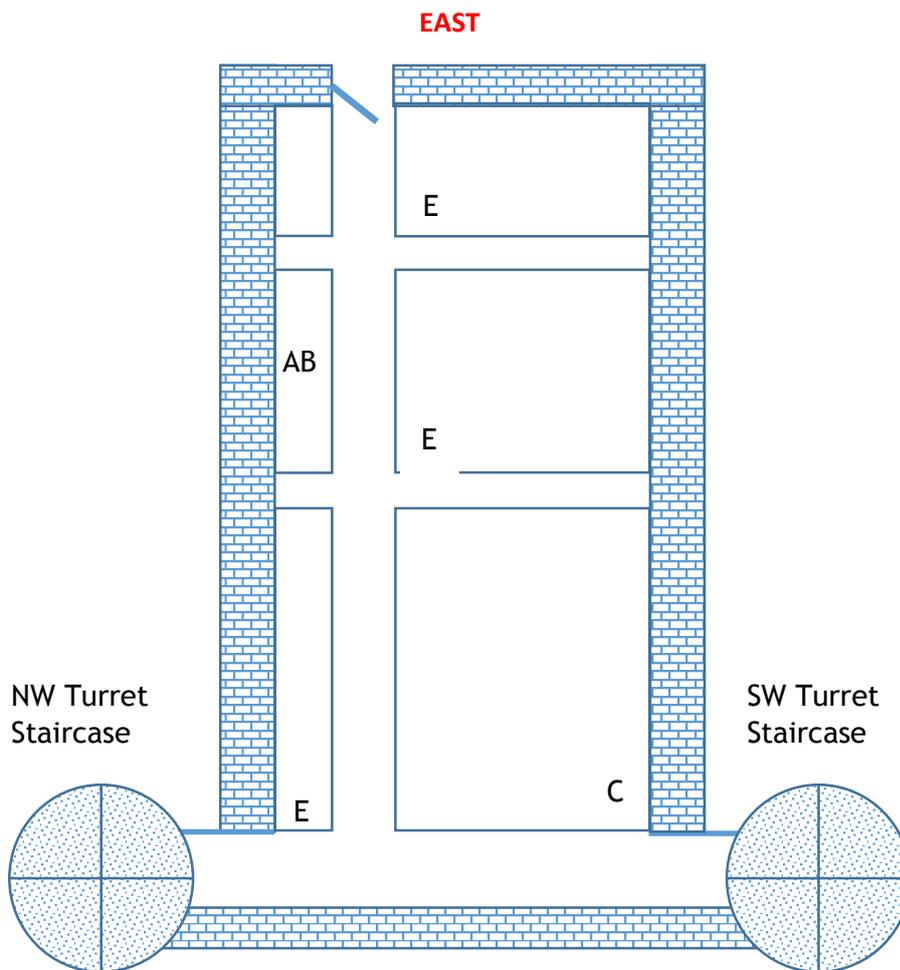
DO NOT RECOVER personal belongings until the emergency is over

NAVE ROOF SPACE

AB = Alarm Bell

C = Break Glass Alarm

E = Fire Fighting Equipment



EVACUATION ROUTES

Main route – Descend by SW turret staircase to ground floor.

Alternative route – Descend by NW turret staircase to ground floor.

Leave cathedral by Visitor Entrance, proceed immediately to grass area at western front and report to Duty Verger.

DO NOT RECOVER personal belongings until the emergency is over

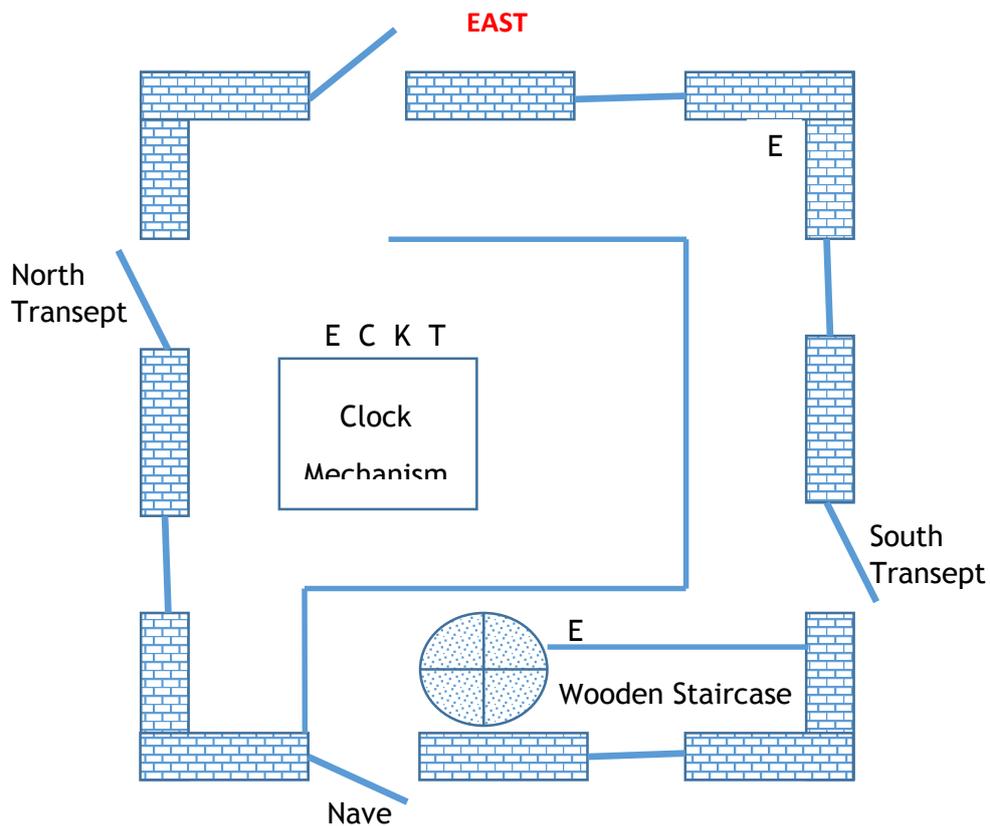
THE CROSSING

T = Telephone

C = Break Glass Alarm

E = Fire Fighting Equipment

K = First Aid Kit and defibrillator



EVACUATION ROUTES

Main route – Proceed through Nave and descend SW turret staircase to ground floor

Alternative route – Proceed through Nave and descend by NW turret staircase to ground floor.

Leave cathedral by Visitor Entrance, proceed immediately to grass area at western front and report to Duty Verger.

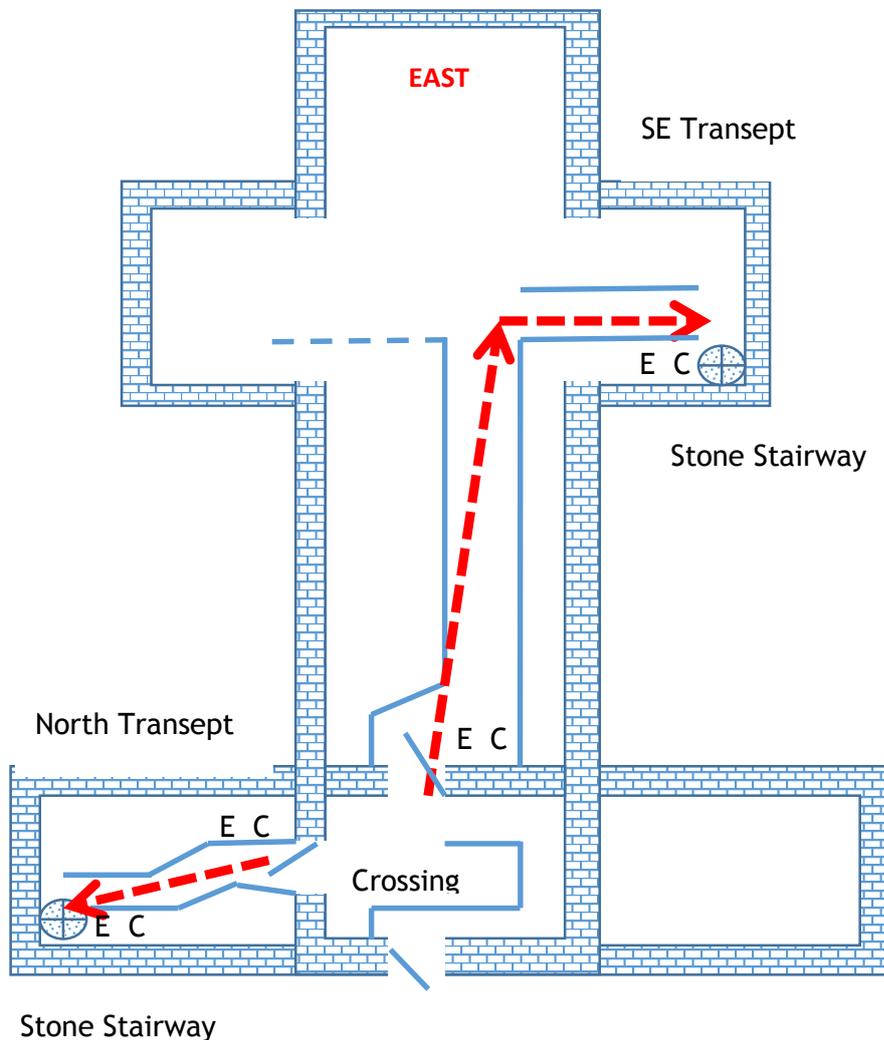
DO NOT RECOVER personal belongings until the emergency is over.

IF ROUTE THROUGH NAVE IS BLOCKED use North Transept or East exits

EAST AND NORTH TRANSEPT EXITS

C = Break Glass Alarm

E = Fire Fighting Equipment



EVACUATION ROUTES

Main route – Proceed through Nave and descend SW turret staircase to ground floor

Alternative route – Proceed through Nave and descend by NW turret staircase to ground floor.

Leave cathedral by Visitor Entrance, proceed immediately to grass area at western front and report to Duty Verger.

DO NOT RECOVER personal belongings until the emergency is over.

IF ROUTE THROUGH NAVE IS BLOCKED use North Transept or East exits

BELL CHAMBER

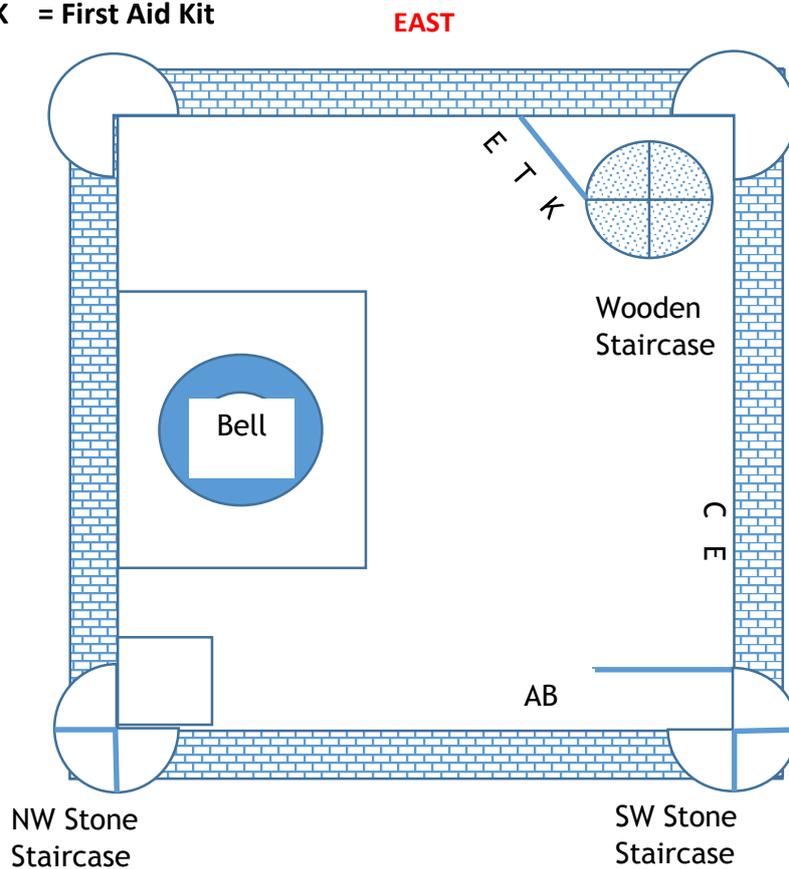
T = Telephone

AB = Alarm Bell

C = Break Glass Alarm

E = Fire Fighting Equipment

K = First Aid Kit



EVACUATION ROUTES

Main route – Descend by the normal SW stone staircase to the Balcony and then down the wooden staircase to the Crossing.

IN THE EVENT THAT THE SW STONE STAIRCASE IS BLOCKED

Alternative route – Descend via the NW stone staircase to the Balcony and then the Wooden Staircase to the Crossing.

Thereafter, follow the route as appropriate from the Crossing to the grass area at the Western Front and report to the Duty Verger.

IN THE EVENT THAT THE WOODEN STAIRCASE FROM THE BALCONY DOWN TO THE CROSSING IS UNUSABLE, RETURN TO THE BELL CHAMBER AND CONTACT THE DUTY VERGER

RADIO CHANNEL 2

VESTRY EXTENSION :- 150 (9 01722 555150)

THE SHOP EXTENSION :- 170 (9 01722 555170)

The FRONT DESK EXTENSION :- 156 (9 01722 555156)

ACTION BY DUTY VERGER

On receiving the call from the Tower Guide that a party is stranded in the Bell Chamber, detail another Verger or staff member to liaise directly with the Officer in Charge of the Safety Services to explain the situation.

Where possible, arrange for a permanent listening watch on radio channel 2 or a fixed communication link with the Tower Guide either through his/her mobile or by internal direct connection to Extension 152 or external landline number 01722 555152.

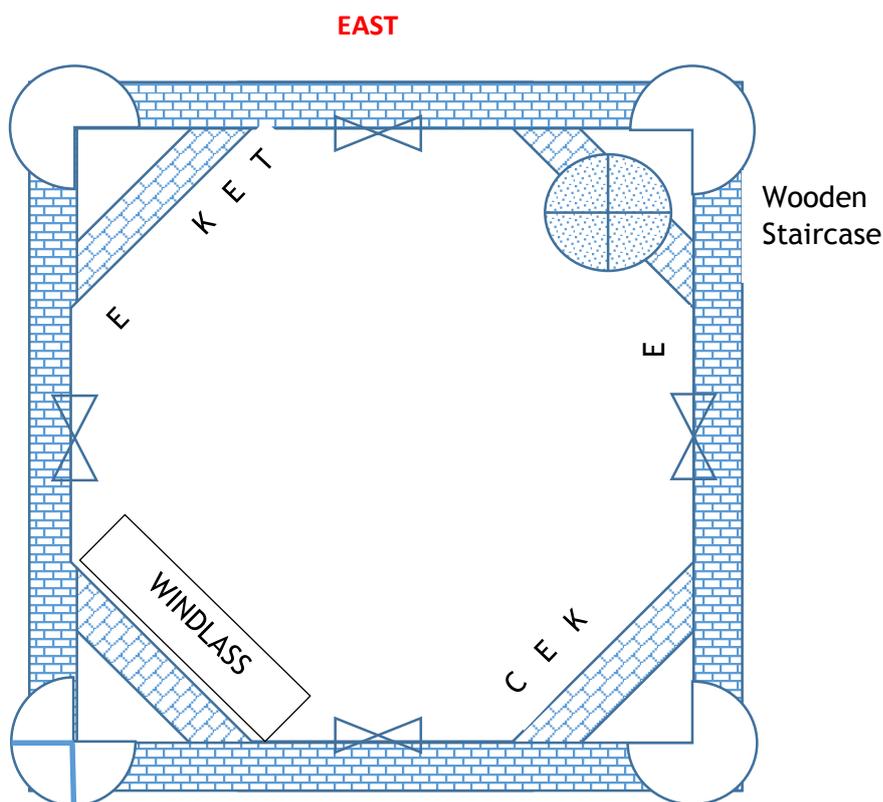
EIGHT DOORS

T = Telephone

C = Break Glass Alarm

E = Fire Fighting Equipment

K = First Aid Kit



EVACUATION ROUTES

Main route – Descend by the normal wooden staircase into the Bell Chamber and on down to the Crossing.

IF FOR SOME REASON THE WOODEN STAIRCASE IS UNUSABLE AND THERE IS A NEED TO EVACUATE DUE TO AN EMERGENCY

Alternative route – Proceed onto the western balcony. Take the turret staircase at the northern end . Caution: the door is low and the first 4 feet is a vertical iron ladder before reaching the stone staircase. The light switch is just inside the doorway. Descend the stone staircase to the Balcony and then down to the Crossing. Thereafter, follow the route as appropriate from the Crossing to the Western Front and report to the Duty Verger

Action for Cathedral Stewards

1. Introduction.

- 1.1 This Appendix C is to be read and actioned in conjunction with the main document for Salisbury Cathedral's Fire and Emergency Evacuation Procedures.
- 1.2 The responsibilities and actions to be taken refer to both the Guild of Stewards for Services and the Concert Stewards for Concerts.
- 1.3 Any changes to the Appendix can only be authorised by Salisbury Cathedral's Head of HR.
- 1.4 Stewards wishing to propose any amendments to the document must in the first instance discuss the matter with their respective Head Steward.

2. Key Responsibilities.

- 2.1 The Duty Verger has overall control of clearing the building, liaising closely with the Principal Person in residence and /or Designated staff member.
- 2.2 For all Services the No 1 Steward and for Concerts the Team Leader has the responsibility for the areas under their control and for directing the respective stewards on duty as required. In the event of a fire alarm being called they are to take direction from the Duty Verger. On an evacuation being called by the Duty Verger by way of an announcement over the Cathedral PA System or hand held loudspeaker they are to direct the Stewards on duty as required and ensure all areas under each Steward's allocated area are vacated as quickly and as safely as possible until all of the cathedral has been evacuated. The No 1 Steward /Team Leader will have a hand held loudspeaker to use in the process.
- 2.3 All Stewards must take their direction from the No 1 Steward/Team Leader. If they are allocated a specific door/exit/entrance they must remain at that door throughout the Service or Concert, (Except when directed to do so by the No1 Steward/Team Leader). In any event if the Fire Alarm is initiated they are to return immediately to their allocated door. All Stewards are to direct the public and participants to the nearest available exit in a calm and confident manner.

3. Communication

- 3.1 Prior to the briefing at a major service (The designated services are those where more than 800 people are expected to be present in the building and are to be confirmed by the Guild of Stewards Head Steward) and at all Concerts the No 1

Steward/Team Leader is to make themselves known to the Duty Verger. They are to ensure they are issued with a Radio, Personal Earpiece, Loud hailer, Eight Torches and Keys for the doors and remain in contact with the Duty Verger throughout the Service/Concert. They are also to remain at a designated and appropriate location in the cathedral mutually agreed with the Duty Verger.

3.2. All Stewards are to make themselves familiar with the Fire and Emergency Evacuation procedures, the Cathedral Floor plan, the location of all Fire Fighting Equipment and the Assembly points.

3.3 All Stewards are to communicate with other Stewards and the No1/Team Leader on duty by word of mouth or signal as required.

3.4. As each area is safely evacuated the Stewards are to tell the No1/Team Leader who will in turn relay such confirmation to the Duty Verger by radio.

4. Entrance/Exit Doors.

4.1 There are five doors that are available to be used in the event of an evacuation. They are the North Porch, the Consistory Court, the South Transept, the Dean's Door and the West Door. These are shown on the Cathedral's Fire and Emergency Evacuation Floor Plan. The Steward allocated to each of the automatic doors (North Porch (two keys required), Consistory Court and South Transept) has the responsibility prior to the start of the Service /Concert to insert the key into the control switch. During the Service/Concert they are to have the key in the 'Off' position. In the event of an evacuation they are to turn the key to the 'Open' position. The West Door will be unbarred and unlocked by the Vergers before the Service/Concert and opened for an evacuation by the 2 Stewards allocated to it. The Steward allocated to the Dean's Door must obtain the key prior to the Service/Concert and unlock it immediately an evacuation is called.

4.2 Stewards allocated to the Doors must ensure that at the start of the Service/Concert all exits are clear of any likely obstructions to enable a speedy evacuation

4.3 Door Stewards must ensure they have a Torch and be aware of the location of the No 1 Steward/Team Leader.

4.4 The Door Stewards should be aware of all Assembly points.

Instructions for External Event Organisers

In the case of an emergency:

1. If a fire breaks out the nearest break glass box should be used. It is important to NEVER shout 'Fire'.
2. Only trained staff should use extinguishers. Electrical fires must not be tackled.
3. NO ONE SHOULD EVER BE PUT AT RISK.
4. If evacuation is required the Duty Verger will announce this by a standard message over the PA system and/or loud hailers.
5. The Duty Verger and Event Lead/No 1 Steward of the Concert Stewards will supervise the evacuation.
6. Stewards will direct the performers to the nearest available exit.
7. The Organiser should ensure that all the performers meet at a designated assembly point and are fully accounted for.