



## **STAFFORDSHIRE COUNTY SHOWGROUND** **FIRE ORDERS**

**ICDA LTD**

Action in the event of a fire

1. Raise the alarm by activating one of the break glass alarm points and shouting “Fire”
2. Summon the Fire Service by dialling 999 – public telephones are situated in Bingley Hall Foyer, the Prestwood Centre and the Member’s Pavilion
3. Evacuate the building
4. Attempt to fight fire using the first aid fire appliances if it is safe to do so
5. Do not allow anyone to re-enter the building until authorised to do so by the Fire Service

### **FIRE ZONES AND EVACUATION ROUTES**

Prior to the opening of the facilities, Safety Stewards will be designated areas by the Safety Officer or Show Organiser. These areas are detailed below together with the primary evacuation routes:

#### **BINGLEY HALL**

**Area One:** Main Foyer and Central Hall, Toilet Blocks 1 & 2 and Annex 3

To be evacuated by using the doors in the foyer to the front of the building and by using the Fire Doors at the rear of the Hall adjacent to the parking area.

**Area Two:** Toilet Blocks 3 & 4 and Barn Shop

To be evacuated through the Fire Doors to front of Bingley Hall.

**Area Three:** Carcass Hall

To be evacuated through the Fire Doors to front of the Carcass Hall

**Area Four:** Balcony and Restaurant

To be evacuated by each corner staircase leaving the building by the Fire Doors at the foot of each staircase.

Note Safety Stewards are to:



- a. Open the Fire Doors at the foot of the staircases to allow access to fire escape routes.
- b. Prohibit the use of the stairway to the Main Foyer to prevent congestion with people evacuating the central hall.

Area Five: Annexe 1

To be evacuated through the side Fire Doors adjacent to the showground maintenance area

Area Six: Annexe 2

To be evacuated through the side Fire Doors adjacent to the showground maintenance area

**PRESTWOOD, ARGYLE AND SANDYLANDS CENTRES**

Area Seven: Prestwood/Argyle/Sandylands Centres

To be evacuated through the Fire Doors and Main Entrance Doors to the Main Ring Area

Note the Main Ring is to be approached around both ends of Grandstand if leaving through the rear doors.

The assembly point, after evacuation, will be the Main Ring for Bingley Hall, the Grandstand, the Prestwood, Argyle and Sandylands Centres. Those persons leaving by the front doors of exhibition halls will be directed straight to the assembly point. Persons leaving by the rear exits will be marshalled to the assembly point when and if it is safe to do so. If it is unsafe to assemble in the Main Ring then those people concerned will be directed to Horse Rings 1 & 2 on eastern side of the Showground.

**MEMBERS PAVILION**

Area Eight: Passageway

To be evacuated through the Fire Doors either side of the passageway to the Members Lawn and thence to the Main Ring if necessary.

Area Nine: Main Toilets/Front Bar Servery/Front Foyer/Kitchen

To be evacuated through the main entrance doors and adjacent Fire Doors to the Members Lawn and thence to the Main Ring if necessary.

Area Ten: Ingestre Suite



To be evacuated through the Fire Doors to the Members Lawn and thence to the Main Ring if necessary.

Area Eleven Rear Bar Servery/Rear Toilets/Rear Foyer

To be evacuated through the main rear foyer doors to the Members Lawn and thence to the Main Ring if necessary.

Area Twelve Boden Room

To be evacuated through the Fire Doors to the front of the room to the Members Lawn and thence to the Main Ring if necessary.

Area Thirteen Showground Offices/President's Suite / Nat West Bank Suite

To exit via the passageway Fire Doors to the Members Lawn and thence to Main Ring if necessary.

**GRANDSTAND**

Area Fourteen Internal Areas First Floor

To be evacuated via the three external fire escapes at the sides and rear of the Grandstand and the five fire doors that give access to the spectator area

Area Fifteen Internal Areas Ground Floor

To be evacuated via the four fire exits

Area Sixteen External Spectator Area

To be evacuated via the four external staircases at the front of the Grandstand and thence via the emergency gates in the perimeter fencing to the Main Ring.

Depending upon which of the halls are being used for, there will be a requirement for differing stewarding levels. This means there will be different allocations of responsibilities depending on the centre's use at the time. However, generally the system should work as follows:

Stewards 1 & 2	will clear Areas One - Four
Steward 3	will clear Areas Five - Six
Steward 4	will clear Area Seven
Stewards 5 & 6	will clear Areas Eight – Thirteen
Stewards 7 & 8	will clear Areas Fourteen & Fifteen
Steward 9	will clear Area Sixteen



On hearing the fire alarm, those Safety Stewards/Staff in areas where cash and saleable items are available are to secure these areas if possible prior to fulfilling their designated responsibilities.

In the event of a fire, the Show Organiser/ Safety Officer is to ensure that full access is maintained for the Fire Service, they are also to ensure that the Fire Service are given all available information. Furthermore they are to continually monitor the situation and liaise with the Fire Service. In particular they are to be informed by the safety stewards as each area is vacated and inform the Fire Service accordingly.

Public and Staff must not re-enter the buildings once they have been vacated, until authorisation is given by the Fire Officer.