

**London Organising Committee of the
Olympic Games and Paralympic Games**



Weymouth and Portland Fire Plan

V.6

May 2012

Contents

1. Introduction	4
2. Operational Hours	Error! Bookmark not defined.
3. Fire Prevention	8
4. Fire Risk Assessment	8
5. Fire Detection and Alarm.....	9
<p>Temporary structures will not have a sophisticated detection and alarm system. All fire detection in temporary structures will be reported by persons recognizing the need to do so (i.e: smelling “burning”, smelling smoke, seeing flames), by activating the Fire Alarms located near each exit, and advising the VCC.....</p>	
6. Fire Training	9
7. Records	9
8. Response and Actions to a Fire Alarm Activation/Fire Alert during Operational Hours – OLYMPIC PERIOD	10
8.2 Action by Venue Communication Centre	10
8.3 Action by VGM.....	11
• Arrival of Additional Fire Response Appliances / Resources	11
• Dorset Fire Response will have a small fire response appliance on-venue daily from 08:00 – 20:00 to address fire response. Should additional appliances be required, Dorset Fire Response in Victoria Building will summon those appliances.....	11
• On arrival at WAP, additional appliances / resources will be escorted to the venue by the Incident Response Team. Please see Appendix 2 for the plan showing the emergency vehicle route into the venue and rendezvous point.	11
8.5 Fire detected by other accredited client groups.....	11
8.6 Evacuation Procedure.....	Error! Bookmark not defined.
9. Response and Actions to a Fire Alarm Activation/Fire Alert Out of Operational Hours	Error! Bookmark not defined.
10. Response and Actions to a Fire Alarm Activation/Fire Alert during Operational Hours – PARALYMPIC PERIOD	Error! Bookmark not defined.
10.1 Action by the Venue Communication Centre	Error! Bookmark not defined.
10.2 Action by Incident Response Team (IRT).....	Error! Bookmark not defined.
10.3 Action by VCC	Error! Bookmark not defined.
10.4 Action by VGM.....	Error! Bookmark not defined.
10.5 Arrival of Fire Service	Error! Bookmark not defined.
10.6 Fire detected by other accredited client groups.....	Error! Bookmark not defined.
10.7 Evacuation Procedure.....	Error! Bookmark not defined.
11. Response and Actions to a Fire Alarm Activation/Fire Alert Out of Operational Hours	Error! Bookmark not defined.
11.1 Further Action	Error! Bookmark not defined.

11.2	Action upon discovering a fire	Error! Bookmark not defined.
11.3	Arrival of Fire Service	12
11.4	Further Action	12
11.5	Evacuation Procedure	12
12.	Portable Fire Fighting Equipment.....	13
13.	Disabled Access/Egress	13
14.	Plans of the Premises	13
15.	Implementation	14
	Appendix 1 – FIRE RISK ASSESSMENT	15
	Appendix 2 – FIRE SERVICE ACCESS ROUTES	16
	Appendix 3 – LOCATION OF PORTABLE FIRE FIGHTING EQUIPMENT	19
	Appendix 4 – VENUE SITE PLAN	20
	Appendix 5 - INCIDENT ALERT STATES.....	23

1. Introduction

This plan sets out the procedures that LOCOG will follow in the event of a fire at Weymouth and Portland (WAP) during the Olympic and Paralympic Games. This plan has been written with consideration of the following guidance documents available for the venue:

- Existing venue fire/escape strategies
- Operation and Maintenance Manual - Fire detection and alarm system
- Atkins Fire strategy
- LOCOG-commissioned and incumbent venue owner-commissioned Fire Risk Assessments

LOCOG recognises that fire could have a devastating effect on our people, property and our business, so in order to reduce the risk of fire occurring, LOCOG Venue Management at WAP will ensure that:

- A thorough fire risk assessment is undertaken and regularly reviewed in the light of changing circumstances.
- Materials in our premises will be chosen to ensure they prevent the spread of flame, but where more flammable items have to be used, we will ensure appropriate precautions are taken.
- All installed plant and machinery will be subject to documented and effective maintenance and we will ensure that any equipment brought on our premises will be required to meet similar standards. Electrical installations and portable appliances will be subjected to appropriate inspection and certification.
- We will promote and enforce a rigorous storage and housekeeping regime. Measures will include daily inspections of storage areas, routine checks on cleaning regime in the venue to ensure flammable and other debris is cleared away and records of all combustible and flammable materials on site being kept and updated regularly.
- If a fire does start we have provided for early and accurate detection and then for rapid and effective containment.
- We will ensure our staff are trained and resourced for the duties they are asked to undertake and that our plans are practised regularly with any faults being recorded and actioned.

1.2 Fire Safety Management Overview

1.2.1 Fire Safety Management Structure

- The Fire Safety Management Team is effectively all members of LOCOG's workforce on-venue. During Venue Specific Training and Role Specific Training, Workforce are educated on the processes around Fire Management, described later. All workforce have a responsibility to be familiar with the process and to cascade it to their teams, including contractors. In short, no Workforce member is required to address a fire

incident beyond initial reporting. Incident Response will be managed by the Dorset Fire Response Team.

- WAP is managed by a Venue General Manager (Rob Andrews) who in the event of a fire incident becomes the Venue Incident Commander. This person is supported by the following:
- Leading in this Fire Safety management Structure are:

- Venue General Manager – Rob Andrews

Responsible for the overall management of the Venue, as well as Incident Commander in any incident until a formal hand-over to emergency services takes place.

- Venue Operations Managers – Nick Cogger, Paul Basile, Alison Bridge

Offer direct support to the VGM, as well as act as liaison between Functional Area reps and the VGM. Can deputize to VGM in the absence of the VGM via formal process

- Venue Communications Centre Manager (Jen Woodhatch) / Deputy Manager (Georgina Lee)

Facilitate on-venue communications, track all operational conversations and decisions, reporting capacity upwards and downwards within LOCOG management structure.

- Lead Venue Security Manager (John O’neill) / Venue Security Managers (Gary Steadman & Chris Mullen)

Overall management of site safety and integrity. Primary interface with private security forces on-venue, as well as Dorset Police and M.O.D personnel.

- Persons responsible for evacuating sectors (per Venue Evacuation Plan)

To facilitate an appropriate response to an incident, the venue is divided into notional sectors, which are identified on the venue map.

- Dorset Fire RescueService

Additional on-venue facilities during Olympic on-hours (July 16th – August 12th 2012 from 08:00 – 20:00) will be provided by DFRS, including of 5 x DFRS personnel, a Light Pumping Appliance, and a support vehicle. During this period, DFRS will be responsible for attending any reports of suspected fire. The DFRS Liaison Officer will be located in the Victoria Building – Bronze Command to coordinate response with LOCOG Venue Management and alongside other Emergency Services, while the on-venue response team will be located in the Venue Operations Centre.

Ultimately, control of an incident and the Venue sits with the Venue General Manager until handed over formally and at his request to the emergency services Incident Commander.

Outside of the Olympic Operational (On-Hours), all Fire Incident Response will be managed by a call to 999.

Victoria Building – Bronze Command / VSCC / VCC

We do not have typical Event Control Room structure. Instead, we have a Venue Communications Centre and a Venue Security Command Centre co-located with the Bronze Command for Fire, Police, Ambulance, Environmental, and Maritime Agencies.

The Victoria Building Bronze Command is the hub from where the LOCOG response to any incidents will be co-ordinated, and from which, at the request of the VGM, emergency services response to incidents are directed and. Victoria Building - Bronze Command displays Venue and county-wide Closed Circuit Television (CCTV), iTrack, CLIO and other monitoring systems and safety equipment. Emergency Service representatives within the Victoria Building-Bronze Command can provide advice and support to the Venue Management team.

The Venue Communications Centre (VCC) is the point from which LOCOG's communications throughout the venue are monitored and routed. Communications on site are predominantly achieved using radio communications, face-to-face conversations, or by mobile telephone.

Each operating day, Venue Management will initiate the Venue Opening Procedure, consisting of a Venue Walkthrough with the Venue Security Manager, as well as a Venue Team meeting where it will be confirmed that that all systems are operating, all staff are accounted for, pre-opening checks are conducted and safe conditions verified.

Once satisfied that all is ready the VGM will accept responsibility for the Venue from the overnight security team and will sign the operations book as taking over. In the event that the VGM is not available to perform this task then another member of the Venue Management structure will assume this responsibility.

1.2.1 Fire Safety Management Process

Opening/closing procedure

Each operating day, the VGM (or designate) along with the Lead Venue Security Planner (or designate) will initiate the Venue Opening Procedure, which will include verifying that pre-opening checks are conducted and safe conditions verified.

Once satisfied that all is ready the VGM will accept responsibility for the Venue from the overnight security team and will sign the operations book as taking over.

Briefing

The Venue Team will receive a daily briefing from the Venue General Manager prior to the gates opening and on-hours beginning. Leaders will then cascade this information to their teams, including reviewing Standard Operating Procedures, Emergency Evacuation instructions and specific information as required and in accordance with duties.

DFRS will make contact with the Venue operations Manager(s) at the beginning of each shift to receive / relay any pertinent information and updates.

Briefing material, such as grid maps, RVP maps, and other pertinent information will be distributed and be available at multiple points on venue, including, but not limited to: workforce check-in area, workforce break areas, Venue Operations Centre, etc.

De-briefing

All supervisory will attend an end-of-shift debrief and provide consolidated reports for senior venue management as required to take into account when making adjustments to service delivery.

DFRS may make contact with the Venue Operations Manager(s) at the end of each shift to receive / relay any pertinent information or updates.

2. Event Periods

The Event Period for the Olympic and Paralympic Games will be from 9 July to 13 September, 2012. The operating hours (on-hours) of this venue will be as follows:

Pre-Games (9 July – 15 July, 2012)

Daily from 08:00 AM -17:00 PM

Olympic Games Period (16 July – August 12, 2012)

Open to athletes (soft) 08:00 AM – 20:00 PM

Open to workforce (hard) 07:00 AM – 22:00 PM

Transition Period (August 13 – August 21, 2012)

Daily from 09:00 AM -18:00 PM

Paralympic Games Period (August 22 – 12 September 2012)

Open to athletes (soft) 08:00 AM – 20:00 PM

Open to workforce (hard) 07:00 AM – 22:00 PM

Post-Games (13 September – 25 September 2012)

Daily from 08:00 AM -17:00 PM

3. General Fire Safety Arrangements

LOCOG will ensure that general fire preventative and protective measures are introduced to minimise the risk of fire and fire spread. These include:

- Establishing housekeeping and cleaning regimes which will prevent the accumulation of waste and other detritus, such as spot checks and cleaning and waste removal record (if required).
- Establishing venue opening and closing procedures which formalise systematic checking regime in order to maintain safe standards.
- Accounting for and help control the amount of flammable and / or combustible materials which are allowed to be stored on the premises, such as limitation on LPG reserves. - Securing the means of escape in the event of a fire.
- Where required, adequately protecting the means of escape from the venue's buildings and site

The above fire safety arrangements are detailed in the Fire Risk Assessment produced for the Venue. See Appendix 1.

4. Fire Risk Assessment

A thorough fire risk assessment of WAP will be undertaken **prior to use** and regularly reviewed. The Fire risk Assessment will be coordinated with any Fire Risk Assessments commissioned by the incumbent venue owners. Fire risk assessments will be revised if:

- Alterations are made to the building and/or if the steady existing risk assessment is updated
- Changes are made to work process, the way they are organised or the introduction of new equipment.
- Substantial changes are made to the layout of fixtures and fittings
- Proposals are considered for increases in the storage of flammable/ combustible / hazardous materials
- People with disabilities will visit or work in the premises although it should be noted that a higher than average number are expected to visit and work at the premises.
- <Insert fire Risk assessment at Appendix 1>

WAP is due to be handed over to LOCOG for exclusive use on 14 July, 2012 with fit-out and installation of overlay commencing in mid-May, 2012.

The Overlay contractor has been appointed and the final confirmation of the overlay design along with the technical specification and structural details with regards to materials and fabric will be available during the winter of 2012. When this information has been submitted the Fire Risk Assessment will be updated and a final inspection and completion of the risk assessment will be undertaken prior to the event when the temporary structures are in place.

5. Fire Detection and Alarm

Permanent structures at WAP, and spaces therein are fitted with a fully addressable fire detection system comprising of detectors. Each has an audible alarm which will initially sound. A timed response will be incorporated to allow for acknowledgement and investigation and at the end of this period, if there is no intervention an automatic evacuation signal will be broadcast across all affected areas.

The fire alarm system installed in all permanent spaces at the Portland marina portion WAP (specifically the Portland Marina, The Boat That Rocks / Mulberry Suite, the Portland Marina Offices, and the Portland Marina Hangar) is a Channel Safety Systems Veritas 2,4, 8 Conventional Fire Control Panel, designed to comply with BSEN54p6 2 & 4, 1998. Each individual space / building utilizes the same system, and there is no central control panel.

For the temporary overlay accommodation, manual call points will be located at all main exits and also to ensure that no occupant will have to travel more than 45 m in order to raise the alarm. All fire detection in temporary structures will be reported by persons recognizing the need to do so (i.e: smelling "burning", smelling smoke, seeing flames), by activating the Fire Alarms located near each exit, and advising the VCC.

4. Fire Training

All staff required to work in the venue will receive general fire training including what to do if they discover a fire. Those who are required to perform a role in the alerting, management or evacuation of others will receive venue specific theoretical and practical training fit for their role.

Staff within the Venue Management structure will receive thorough training in all aspects of their duties including command and control of fire incidents and evacuation.

5. Records

All Venues will maintain the following fire records:

- Fire alarm maintenance and tests
- Fire alarm activations
- Fire fighting equipment
- Fire evacuation drills
- Record of fire training

A folder containing these records shall be kept in the VOC

6. Response and Actions to a Fire Alarm Activation/Fire Alert during

Olympic On-Hours (08:00 – 20:00, July 16 – August12, 2012)

6.1 Action upon discovering a fire

Upon discovering a fire

- Remain calm.
- Alert those working nearby of the fire and go to the nearest person to you with a radio to contact the VCC or use a telephone, if one is nearby.
- In communication with the VCC, say **Incident Code White, identifying themselves and giving the location of the fire..**
- Assist in clearing the immediate area of people and keep people away until Dorset Fire Response Team arrives.
- Be prepared for the incident to be terminated or escalated
- Fire fighting should only be considered after reporting action has been taken, if that person has received adequate training, and if that person feels confident in taking action. **Personal safety and well-being is foremost.**

Action on being informed of a fire

- If alerted by another person of a fire or suspected fire, check that they have told the VCC or raised the alarm and if not initiate **Action upon discovering a fire**, as outlined above.
- If the fire or suspected fire has already been reported, alert other colleagues and assist them to clear the area.
- If you hear a radio message **Incident Code White** alerting of an incident in your area, immediately begin to clear the area of people and keep the area clear until the arrival of the Dorset Fire Response Team.
- Fire fighting should only be considered after reporting action has been taken, if that person has received adequate training, and if that person feels confident in taking action. **Personal safety and well-being is foremost.**

6.2 Action by Venue Communication Centre

Upon receipt of a fire alarm made verbally via the radio or telephone systems, the following action will be taken by staff in the Venue Communications Centre (VCC):

- The alarm will be acknowledged and recorded by the receiving radio operator/telephone operator
- VCC manager will immediately contact DFRS Liaison Officer, co-located in the Victoria Building, and provide all the relevant information available.
- DFRS Liaison Officer will dispatch on-venue resources to the scene to investigate / react as required
- The VCC will also alert the VGM.

6.3 Action by Venue Operations Managers / VGM

Once alerted, the Venue Operations Manager or the VGM, whoever is nearest the scene, attends, and take control of the incident. Other VOMs / VGM will await further details of the incident, and communicate as necessary with the rest of the Venue Team / Main operations Centre, etc.

- **Arrival of Additional Fire Response Appliances / Resources**
- Dorset Fire Response will have a small light pumping appliance on-venue daily from 08:00 – 20:00 to address fire response. Should additional appliances be required, Dorset Fire Response in Victoria Building will summon those appliances.
- On arrival at WAP, additional appliances / resources will be escorted to the venue by Security personnel. Please see Appendix 2 for the plan showing the emergency vehicle route into the venue and rendezvous point.
- When Fire Service arrives at the rendezvous point they will be met by the IRT and conveyed to the scene. The IRT meeting the Fire Service will be in possession of venue information including site/building plans, location of water points and high risk areas etc.
- If the Fire Commander requests a full evacuation then Incident State Orange should be declared.

6.4 Fire detected by other accredited client groups

To support the identification and management of Fire in back of house areas by client groups such as Athletes, Technical Officials and Press, the following steps will be taken:

- Signage will be prominently placed in back of house areas such as change rooms, lounges and press areas indicating what to do in the event of Fire
- Staff working in these areas will be trained in the actions listed under Section 4 of this plan on Fire Training

7. Response and Actions to a Fire Alarm Activation/Fire Alert During

Pre-Games (Until July 16, 2012 - 24 hours / day)

Post-Games (September 13 – September 25, 2012 – 24 hours / day)

Olympic Off-Hours (July 16 – August 12, 22:00 – 08:00)

Transition Off – Hours (August 13 – August 21, 24 hours / day)

Paralympic Operations Off – Hours (Aug 22 – September 12, 22:00 – 08:00)

- **Venue incident management and safety structure**

With limited staff and resources on-venue during these periods, all response will be generated by a call to 999.

During 'out of hours', control of the venue will be handed over to the Lead Venue Security Planner (LVSP), the Venue Security Manager (VSM) or designate, located in the Victoria Building Bronze Command.

999 calls will be filtered through the Bronze Command, therefore allowing the LSVP, the VSM or designate visibility on the response.

8.1 Arrival of Fire Service

DFRS will respond to this fire as they would to any other fire called in through 999.

DFRS liaison Officer located in the Victoria Building Bronze Command will communicate all actions to the LVSP, VSM or designate.

- The LSVP, VSM or designate will immediately contact the designate within the Venue Management Structure
- As required, the Venue management will attend the Victoria Building Bronze Command

8.2 Further Action

- If the Fire Brigade require extra resources and/or damage has occurred then the LVSP, VSM or designate may attend the scene of the incident.
- The LVSP, VSM or designate is responsible for LOCOG reporting as required until relieved by Venue Management.

8.3 Evacuation Procedure

At the point where the Fire Service are called then all persons working in the area will be evacuated and directed to the Assembly Point. Please refer to the WAP Evacuation Plan for further details.

9. Portable Fire Fighting Equipment

The Fire Risk Assessment designates the number and type of portable fire fighting equipment that is required in each location. This is shown on the drawing in Appendix 3. The total number of each extinguisher will be listed as follows:

- x Water x
- x Dry Powder x
- x Foam x
- x CO2 x
- x Wet Chemical x
- <Obtain information from Fire Risk Assessment and have drawing created for Appendix 3>

7. Disabled Access/Egress

All of operational areas at WAP are accessible, including evacuation routes and muster points

8. Plans of the Premises

A plan showing the site layout and main access/egress routes can be found in Appendix 4.

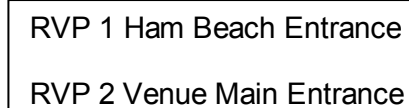
9. Implementation

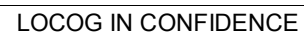
The above plan has described the actions which would be taken in the event of a fire at WAP during the Olympic Period. The successful implementation of this plan relies on clear and defined communication between the parties involved. To ensure that this can be achieved, LOCOG intends to do the following:

- Training - a range of training methods will be rolled out to all those who play both an active role in a Fire incident on venue and those who do not. These include but are not limited to:
 - Desktop exercises involving members of the venue management team and other key functional area representatives, as well as representatives from Dorset Blue Light Services
 - Focus on incident management both at Role specific and Venue specific training for staff
 - Develop handouts which can be used as quick reference guides following training by all staff working at the event
- Control Room familiarisation exercises
 - Roll out operational simulations of incidents in the venue, including fire, to all those involved in the Victoria Building and key personnel
 - Develop checklists for use in the Victoria Building as reference guides in the event of a fire incident
- Venue Briefings
 - Each day of operations, Venue Management will brief the venue team on the day's activities which will include a brief on safety and incident management.
 - Material will include refresher on the day's activity, issues which may arise during the course of the day and communication lines
- Materials
 - Supporting documentation such as checklists and quick reference guides which can be placed in the Victoria Building, Venue Operations Centre (VOC), Venue Communication Centre (VCC) as well as taken by all staff and kept on their person
 - Drawings which can be used both as handouts for staff and placed on the walls of the Victoria Building, the VCC and the VOC including fire evacuation routes, assembly points etc

Appendix 1 – FIRE RISK ASSESSMENT

<Insert Fire Risk Assessment outputs>

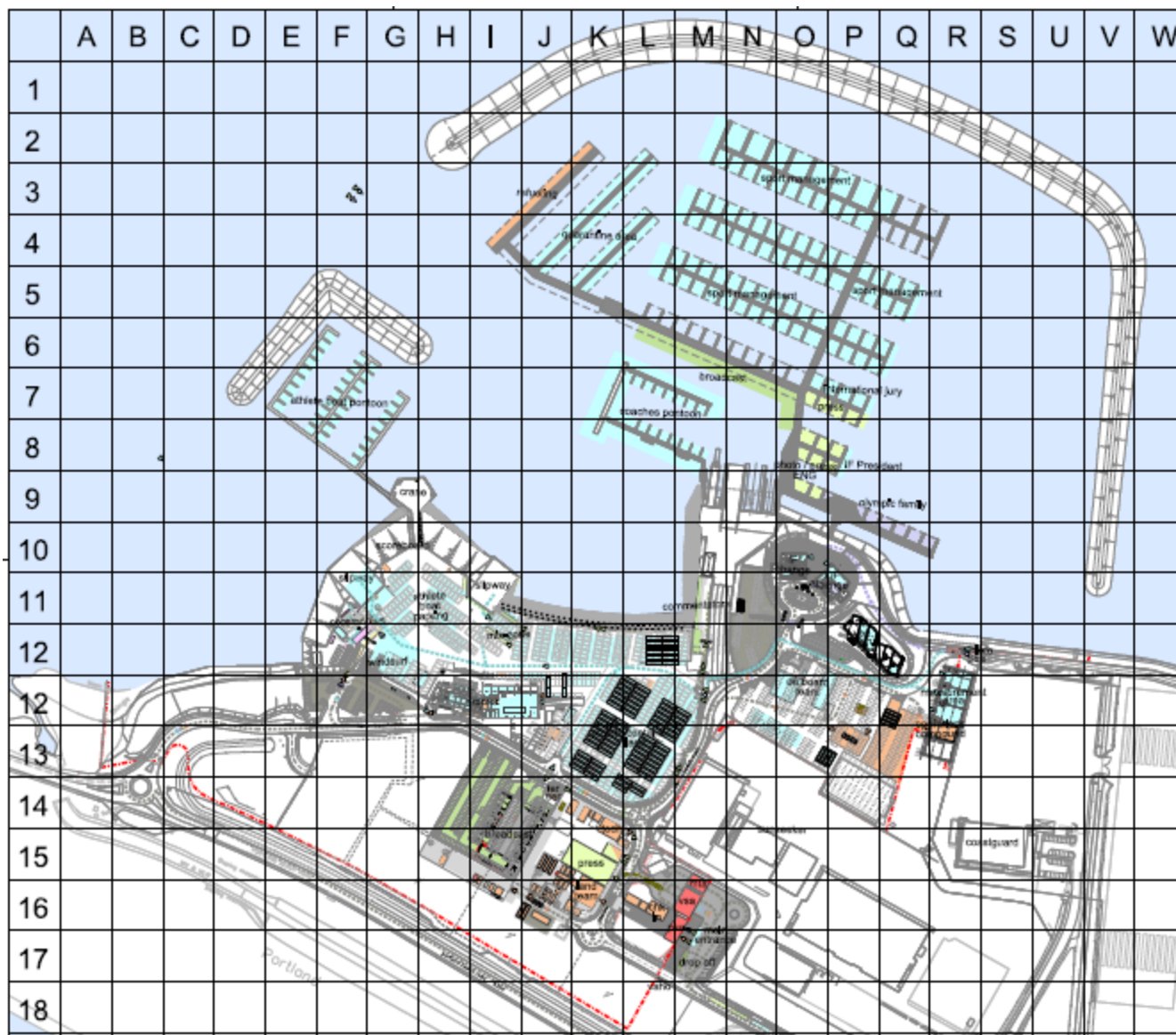




Appendix 3 – LOCATION OF PORTABLE FIRE FIGHTING EQUIPMENT

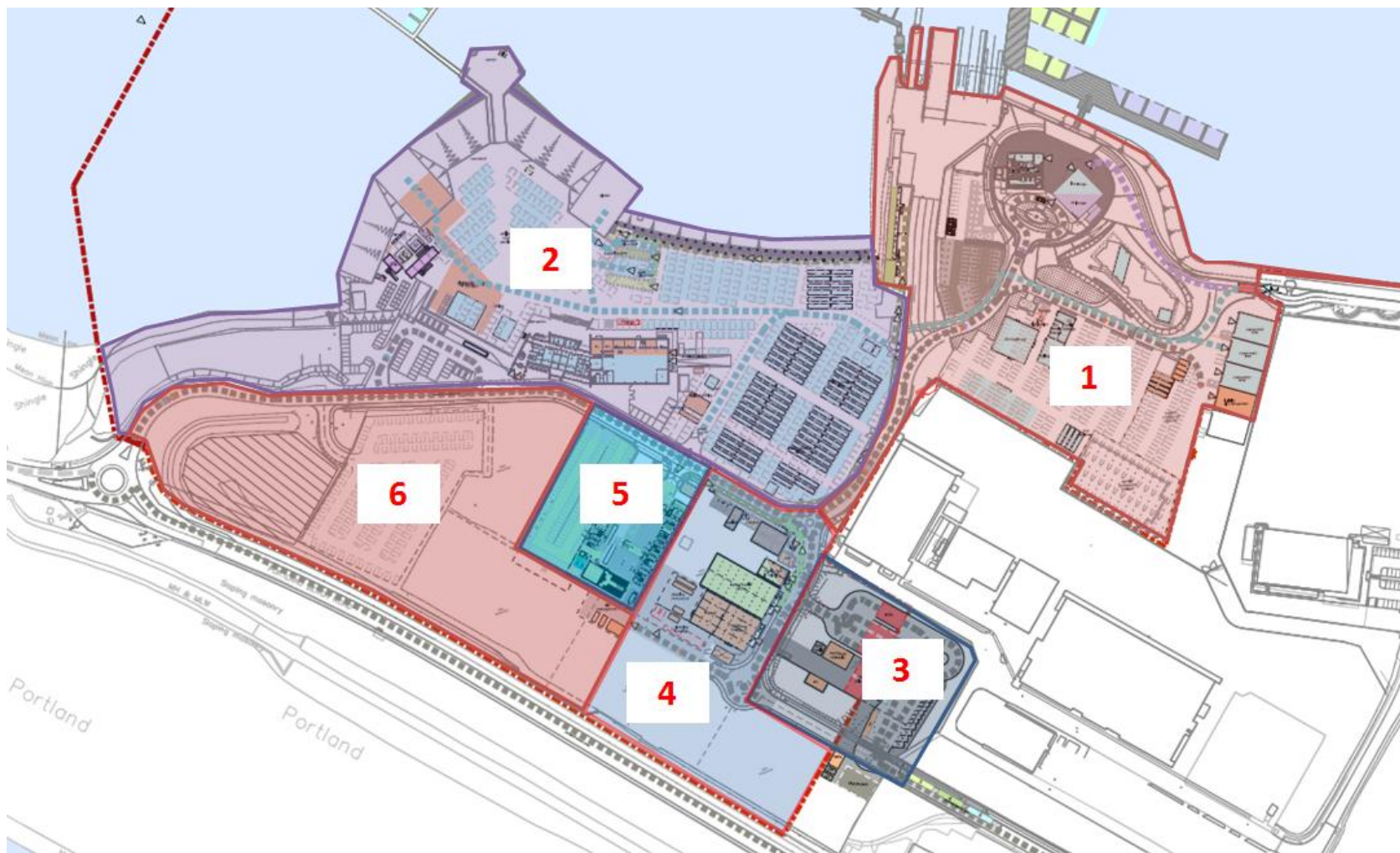
<Insert drawings(s) showing location of portable fire fighting equipment – details obtained from fire risk assessment>

Appendix 4 – WEYMOUTH AND PORTLAND VENUE SITE PLAN



LOC OG IN CONFIDENCE





Appendix 5 - INCIDENT ALERT STATES

How a member of the Workforce reports something happening:

Call VCC/Tell Supervisor and say:

Incident	Words Used
Fire or Suspected Fire	Code White at:
Suspicious Object	Item of Interest at :
Injury/illness	Medical incident at:
Fight or Argument	Disturbance at:
Assistance /Other	Code Alpha at::

How the VCC alerts Venue Workforce to an Alarm or Alert:

BLUE	Alarm/Alert	Will the Blue Team leader at (Incident Location) contact Event Control (Repeat)
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How the VCC alerts Venue Workforce to prepare for a Sector Evacuation

YELLOW	Sector Evacuation	Will the Yellow Team Leader (Insert Sector) contact Event Control(Repeat)
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How the VCC alerts Venue Workforce to prepare for a Full Venue Evacuation

ORANGE	Full Venue Evacuation	Will the Orange Team Leader contact Event Control (Repeat)
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How the VCC stands down an Alert and returns to normal operations

GREEN	Normal Operation	Will the Green Team Leader contact Event Control (Repeat)
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