

## **APPENDIX 31 – FIRE AND EVACUATION PROCEDURE**

- (1) All visitors to the building are requested to sign in and out at reception, so that in the event of a fire or other emergency, the Safety and Fire Prevention Officer can ensure that all those on the premises are evacuated safely. Persons with a hearing impairment should obtain a vibrating pager from reception so that they can be alerted in the event of an emergency.
- (2) It is the responsibility of all staff and tenants to ensure that their visitors are accompanied at all times while in the building and to escort their visitors to the assembly point in an emergency situation.
- (3) Owners of vehicles parked in the grounds should leave their car registration number with the receptionist.
- (4) Users of the conference facilities should maintain a register of attendees where possible.
- (5) Anyone detecting a fire should activate the alarm immediately by breaking the glass on the nearest red fire alarm box, and inform reception who will call the emergency services.
- (6) In the event of a fire or emergency you should leave the building by the route advised by the Fire Marshals and proceed to the assembly point in the NICVA car park to the left of the building (Adam Street exit). You are asked to proceed straight to this assembly point and wait there for further instructions. The Safety Officer and the Receptionist will be at the assembly point to check that all those signed in have in fact left the building. It is therefore imperative that you go to the assembly point, **STAY THERE** and await further instructions.
- (7) The Fire Marshals will assist in directing people out of the building by the nearest safe exit in the event of fire and check that everyone is aware of the emergency. It is imperative that their instructions are followed. The Fire Marshals are listed on notices placed throughout the building. In the absence of a Fire Marshall those named in brackets will act in their place.
- (8) In the event of an emergency or fire leave quickly – do not push or run – do not re-enter the building until the all clear has been given by the Fire Chief or other authorised person.
- (9) Persons with a mobility difficulty may use the lift, which has been designed to provide full protection in the event of a fire or other emergency. Able-bodied individuals must not use the lift and thereby prevent use by those who need it.
- (10) Provided there is no risk of personal danger, fire can be attacked with fire extinguishers/hoses provided. Fire extinguishers should only be used by those

who are fully equipped with the knowledge of how to operate them and who can differentiate between the various types and uses of fire extinguisher.

- (11) Emergency first aid can be administered by those people mentioned on the notice 'Fire and Evacuation Procedures for NICVA' on the back of each door.
- (12) First aid supplies are located in the Reception Area on the ground floor.
- (13) All accidents must be reported immediately. The accident book is located in Reception.

### **Evacuation Procedure for Staff or Visitors with Mobility Difficulties**

The assigned Fire Marshals will be responsible for operating the lift in order to assist in evacuating those with mobility difficulties safely out of the building by the nearest safe exit. It is imperative that their instructions are followed. These Fire Marshals are:

Susan Lavery, Michael Montgomery, (Damien Smith)

### **Lift Operation Procedure for Emergency Evacuation**

1. Enter lift press floor button (1 or 2). Hold button until the door closes and lift ascends. Release button.
2. When lift stops press open door button. Hold until doors are fully opened. Release button.
3. Close door by holding door close button. Release button when the door closes.
4. Press ground floor button. Hold until lift moves. Release button.
5. When reaching ground floor, press and hold door open button. Exit.

**Please Note:** In the case of an emergency evacuation the lift should only be used by staff or visitors with mobility difficulties. A fire marshal has been assigned to operate the lift in the event of an emergency evacuation.

