

Education Centre Venue Hire Fire Safety and Emergency Evacuation Information

The Event Facilitator must familiarise themselves with the emergency evacuation procedures to enable everyone to be evacuated from the building if there is an incident. These are displayed on walls in the centre.

- Each facilitator must have a record of attendees as they are responsible for getting their group out of the building and confirming that all persons are accounted for.
- Each facilitator must understand where the location of the fire exit and assembly points are.
- Fire exits must be kept clear at all times.
- A fire escape plan is provided within the hirers pack, and a copy is affixed on the back of the door of the room/s that are hired.

Emergency exits – all have a running man sign

Lecture theatre – fire exits at front and back of theatre:

- **Front** – turn right and follow the building round until you get to assembly point - East Wing entrance 1. This is shown as the fire exit route in green on the fire escape plan.
- **Back** – through the two sets of doors then left – follow corridor go through doors at the end then left, through the fire exit door, turn right and follow building round until you get to East Wing entrance 1 - assembly point. This is shown as the fire exit route in **hatched green** on the fire escape plan.

Rooms 1 and 2 – left out of room, through doors, then left, through the fire exit door, turn right and follow building round until you get to East Wing entrance 1 - assembly point. This is shown as the fire exit route in **red** on the fire escape plan.

Rooms 3 and 4 – right out of room, through doors, then left, through the fire exit door, turn right and follow building round until you get to East Wing entrance 1 - assembly point. This is shown as the fire exit route in **blue** on the fire escape plan.

Room 5 – left out of room, through three sets of fire doors in the corridor, the assembly point is to the right This is shown as the fire exit route in **orange** on the fire escape plan.

Room 6 – left out of room, through two sets of fire doors, at the end of the corridor, the assembly point is to the right This is shown as the fire exit route in **yellow** on the fire escape plan.

In case of fire, a continuous alarm will sound:

- Immediately evacuate the building
- Facilitator to ensure that toilets are checked
- Close the door once everyone is out
- Assembly point is East Wing entrance 1
- Facilitator to do a roll call to check everyone is out of the building and inform the person in charge if anyone is missing, do not re-enter yourself

If an intermittent alarm sounds this indicates a fire in an adjoining part of the hospital building. There is no need to evacuate but you should be prepared to evacuate if the fire alarm changes to a continuous alarm, or you are instructed otherwise. Carry on as normal but with a heightened sense of alert.

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