

# EMERGENCY FIRE EVACUATION PLAN

## IBAT, Frederick Street

### INTRODUCTION

The Fire Safety procedure has been prepared to provide a guide to the required Fire Safety Precautions for emergency evacuation at all IBAT Premises.

Details contained within this document work in accordance with the current Fire Services Act 1981 & 2003

### Site Weekly Alarm Tests

- **Every Friday at 2pm**

### SOUNDING OF FIRE ALARMS

**Upon a fire emergency the fire alarms will sound continuously!**

1. The sounding of the alarm is a continuous alarm, this indicates the requirement to evacuate
2. Leave the building immediately; where necessary escorting Visitors/ Contractors / Students in your care
3. Exit via your nearest exit point.
  - a. **Please note;** Frederick Street has 2 staircases and 2 emergency exits
  - b. One staircase in the centre of the building leads to the front exit and one staircase at the back of the building
  - c. From the Front Exit, please proceed to the right and follow around to Frederick Lane Assembly point
  - d. From the Rear Exit, please proceed directly to Frederick Lane
  - e. Ensure you use both exits for a smooth evacuation and to prevent congestion on the stairs.
  - f. Make sure people remain on the pavement and be careful with traffic.
4. **Follow All instructions given by Fire Wardens**
5. **Go directly to the Assembly Point and await further instructions!**

## UPON DISCOVERING A FIRE

1. **Break** The Nearest Break Glass Point.
2. **Leave** the building immediately escorting visitors/contractors in your care.
3. **Exit** via nearest fire exit.
4. **Go** directly to the Assembly Point and await further instructions!

### IMPORTANT

- **DO NOT** Run!
- **DO NOT** stop to collect any personal belongings!
- **DO NOT** use Lifts!
- **DO NOT** attempt carry out any items unless detailed in departmental instructions and then only with no personal risk to yourself!
- **FIRE MARSHALS/DEPUTIES TO CHECK IN** with Security Fire Co-ordinator to advise floor clear.
- **WAIT at Assembly Point** for further instructions
- **DO NOT** attempt to re-enter the premises unless requested to do so by authorised person.













## DISABLED PERSON(S)

During a fire emergency disabled person(s) should be escorted by their nominated "Buddy" as agreed with the disability officer in their PEEP meeting, who will assist in their safe evacuation from the premises via the nearest fire exit.

To avoid slowing the evacuation down, people with difficulty leaving the building should wait at the designated Refuge point with their buddy until traffic reduces before going down the stairs. If needed, a third person should be asked to wait with them to help leave the building.

Disabled and/or Temporary Disabled Person(s) are required to liaise with their relevant Line Manager and/or local Disability Officer to agree the appropriate Buddy for evacuation assistance.

## Fire Marshals

<u>Fire Marshal</u>	<u>Designation</u>
 Liam Garbutt	Evacuation Coordinator (All Floors)
 Piotr Sznter	Evacuation Coordinator (All Floors)
 Daire O Driscoll	5 <sup>th</sup> Floor
 Malgotzata Gosia Walczak	4 <sup>th</sup> Floor
 Eloa Lima	4 <sup>th</sup> Floor
 Yumi Tanaka Broomfield	3 <sup>rd</sup> Floor
 Cian Murphy	3 <sup>rd</sup> Floor
 Anna Podsiadio	2 <sup>nd</sup> Floor
 Britt Van Der Kroon	2 <sup>nd</sup> Floor
 Joseph Brady	2 <sup>nd</sup> Floor
 Domenico Lacatelli	1 <sup>st</sup> Floor
 Brendan Marret	1 <sup>st</sup> Floor
 Reception	Ground Floor & Crowd Control

**IBAT DESIGNATED ASSEMBLY POINT**

- **IBAT Assembly Point:**
  - Front Exit: Turn Right outside the building and following around to Frederick Lane on the Right
  - Back Exit: Straight through Yard to Frederick Lane

