

# EMERGENCY FIRE EVACUATION PLAN

## IBAT, Wellington Quay

### 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 11am**

### 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;** Wellington Quay has **2 emergency exits** located at the Front and Back of the ground floor
  - b. There are 2 emergency stairwells;
    - i. Primary staircase in the centre as you enter reception
    - ii. Secondary to the left as you exit the lifts (only used in emergencies) leading to Wellington Quay
  - c. From the Front Exit, please proceed to the right and follow around to Meeting House Square Assembly point
  - d. From the Rear Exit, please proceed directly to the Assembly point opposite IBAT College
  - 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 Students / 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

<b>Fire Marshal</b>	<b>Designation</b>
 Steve McDonnell	Evacuation Coordinator (All Floors)
 Elizabeth Ryan	Evacuation Coordinator (All Floors)
 Eileen Buckley-Dhoot	4 <sup>th</sup> Floor
 Ryan O Connor	4 <sup>th</sup> Floor
 Finbar Murphy	3 <sup>rd</sup> Floor
 Anna Waters	3 <sup>rd</sup> Floor
 Kathleen Levacher	3 <sup>rd</sup> Floor
 Brid Lane	2 <sup>nd</sup> Floor
 John Kenny	2 <sup>nd</sup> Floor
 John Kavanagh	2 <sup>nd</sup> Floor
 Anna Maye	1 <sup>st</sup> Floor
 Angela Menton	1 <sup>st</sup> Floors

✚ Andres Barreat	1 <sup>st</sup> Floors
✚ Lara Musto	Ground Floor
✚ Katiani Fearghail	GF & Basement
✚ Richard O Brien	Basement
✚ Brian Cunningham	Basement
✚ Priscilla Bortolozo	Crowd Control (Outside)
✚ Phellipe De Gody Maragno	Crowd Control (Outside)

**IBAT DESIGNATED ASSEMBLY POINT**

- **IBAT Assembly Point:**
  - Front Exit: Turn Right outside the building and following around to Meeting House Square on the Right
  - Back Exit: Straight through Yard to Meeting House Square (Directly Opposite)

