

## **Fire Evacuation Procedures for Centrally Bookable Rooms and Lecture Theatres**

In the event of the activation of the fire alarm system it is the responsibility of the room user to ensure that people under their tutelage are evacuated safely from the building.

To enable the room user to carry out this procedure they need to know the following in advance of any activation:

- Are there any people who require assistance to evacuate the building?
- Where there are people who require assistance to evacuate, confirm that suitable arrangements and resources are in place to assist with their evacuation (particularly when facility is being used out of normal working hours). These arrangements would be included in their Personnel Emergency Evacuation Plan (PEEP).
- The evacuation procedure for the building.
- The contents of the Fire Action Notice.
- What the Emergency Number to call is.
- What the fire alarm signal is? (Electronic Sounder/ Electronic Voice Message)
- The Procedures - On discovering a fire/ On hearing warning of fire (Blue Fire Action Notice).
- Ensure that they are aware of the location of the emergency exit routes.
- Ensure that they are aware of the locations of the nearest Fire Alarm Break Glass Call Points.
- Ensure that they are aware of the location of the Assembly Points (clear of the building).
- Be able to pass information to the building Fire Controller/ Security or Fire Service on arrival.

### **In the event of the activation of the fire alarm or discovery of a fire**

- If a fire is discovered operate the nearest fire alarm break glass call point.
- Call the emergency number and inform them of the activation.

- Ensure the evacuation of persons in your area has commenced by the nearest available safe route (follow the emergency exit signs).
- Ensure evacuation procedures commenced for any people requiring assistance.
- Ensure that all people assemble well clear of the building.
- Pass information to the building Fire Controller/ Security or Fire Service on arrival.