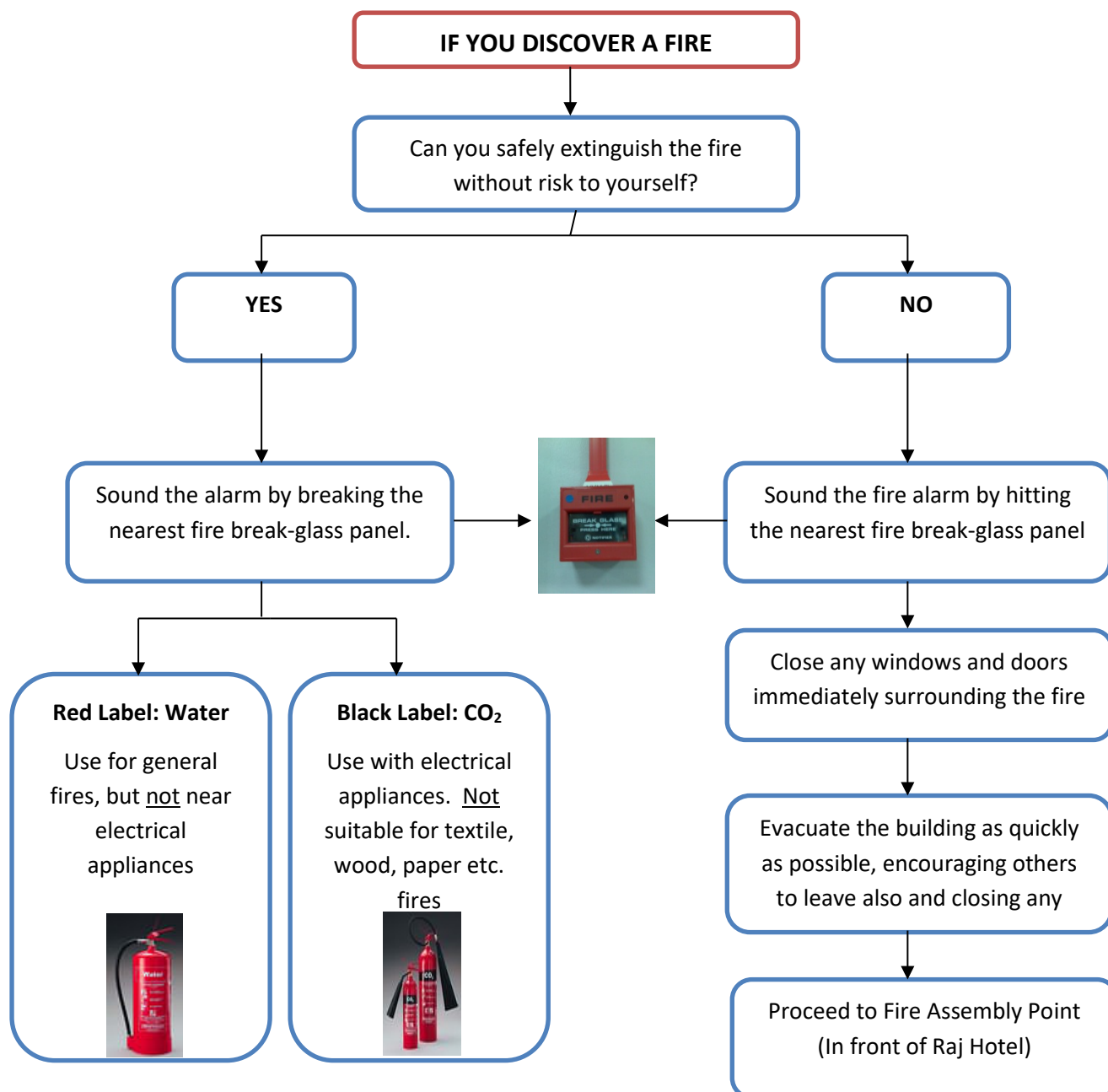


# Fire & Evacuation Procedures

Fire procedures for Intech Centre are detailed below. Further details of locations of fire alarms and fire assembly points are displayed on the Fire Instruction Notice in your area.

If you have any queries, please contact the Centre Manager.



## IF YOU HEAR THE ALARM

### Staff and users, except Evacuation Marshals

- I. Leave the building immediately using the nearest available exit.
- II. Do not enter any area where there is evidence of fire or smoke. Before opening any door to a room which does not have a vision panel, check if the door handle is hot. Do not open any door if the handle is hot. Report the location.
- III. Close any doors through which you pass.
- IV. Do not stop to collect personal belongings.
- V. Report to Fire Assembly Point (in front of the Islington Inn Hotel)
- VI. Help to ensure that users keep well away from the Centre, and that there is no unauthorised access to the building.
- VII. Do not re-enter the building without permission.

### Evacuation Marshals (Centre Staff)

- i. Encourage users to evacuate the building
- ii. Check your area to ensure all staff/users have left, including all study rooms, toilets and storage area
- iii. Do not enter any area where there is evidence of fire or smoke. Before opening any door to a room which does not have a vision panel, check if the door handle is hot. Do not open any door if the handle is hot.
- iv. Close all room doors.
- v. Note any problems - e.g. users refusing to leave, disabled users.
- vi. Report to the Evacuation Co-ordinator (Manager, wearing yellow vest and carrying a clip board) at Fire Assembly Point, and give notification of any problems and the whereabouts of any disabled users unable to evacuate.
- vii. Help to ensure that users keep well away from the Library building, and that there is no unauthorised access to the building.
- viii. Permit re-entry to the building when authorised by the Security Officer.
- ix. If you are away from your area at the time of the fire do not return, but notify the Evacuation Co-ordinator if you know that the area is unsupervised.
- x. Evacuation Marshals are not fire fighters. Do not put yourself at risk in carrying out these duties.

### Refusal to Evacuate

Refusal to leave the Building during an evacuation is a disciplinary offence. If possible, details should be obtained from those refusing to leave and names of individuals should be notified to the Evacuation Co-ordinator. Do not delay your own evacuation by trying to persuade anyone who refuses.

### Fire Drills

Fire drills are arranged by the Centre manager and are usually held twice a year.

Following the fire drill, copies of the completed "Fire Report Sheet" are evaluated by the management for areas of improvement.