

# Important Evacuation Information

For organisers and exhibitors



## Fire // Medical

### Your responsibilities

It is of utmost importance that you and your staff are aware of security and fire procedures. You should nominate a sufficient number of staff to ensure the observance of procedures at all times.

### Checking your area

It is important to make constant checks of your stand to ensure that no unidentifiable packages, cases or bags have been deposited. Nominate a person to check at regular intervals and if suspicions arise, do not touch the article but call the Security Control Room (Internal 4999, external (01) 8184999).

In the event of an evacuation, and when leaving your area each night, please ensure that:

- appliances are switched off, and
- the area is checked for other potentially dangerous items.

### Evacuation

In the event that the building is being evacuated, the following message will be communicated over the voice activation system. Strobe lights will also activate.



**Ladies and Gentlemen, please may I have your attention. A fire has been reported in the building. Please leave the building immediately by the nearest exit. Do not use the lifts.**

On hearing this message or seeing the strobe lights, all occupants must proceed without delay to the nearest emergency exit. Under no circumstances should occupants return to collect personal belongings.

All occupants must adhere to any instructions given by The CCD Security personnel, The CCD Hosts and the designated Fire Marshals, who will be recognisable as they will be wearing high visibility vests.

### Assembly Point

The Assembly Point is located on the quayside across the road from the front of the venue. Please take extra care when crossing the road and use the pedestrian crossing where possible.

It is the responsibility of the Event Organiser to account for all contractors and employees present at the event and report to the Assembly Point Marshall. The Event Organiser will have a registered list of attendees and/or delegates available, if requested by Dublin City Fire Brigade.

### Return to the Venue

**N.B.** Once the building evacuation has begun, no one should attempt to re-enter the building until the Dublin City Council Fire Brigade or The CCD Security Control Room have given direction on when it is safe to do so.

### Medical Emergencies

In cases of medical emergency call the Security Control Room (Internal 4999, external (01) 8184999) giving the exact location of the casualty and details of injuries sustained. Alternatively, speak to a member of The CCD staff who will contact the Security Control Room. Security Control will then arrange all necessary assistance.

### Fire procedures

An intelligent fire alarm system and audible sounders protect The CCD. There are portable fire extinguishers, fire hoses and a sprinkler system throughout.

In the event of discovering a fire in your vicinity, please follow this procedure:

- Raise the alarm by breaking the glass in the fire alarm call point.
- Inform the Security Control Room on an internal telephone by calling 4999 giving the location and nature of the fire.
- Tackle the fire only if it is safe to do so and if you have the appropriate training. Do not put yourself in any danger.
- Report to the assembly point.

### Note

Lifts must not be used. Do not attempt to obtain personal belongings from cloakrooms or other areas.

### Security

Please remember to be vigilant throughout your event to ensure the safety of your property. If items cannot be watched, then it is important that they are properly secured.

