

EICC – Client Summary Delegate Fire Action Procedure

Purpose and Scope

The purpose of this document provides clients with a summary of the procedure to be followed by their delegates in the event of an actuation of the Fire Warning system while attending an event at the Edinburgh International Conference Centre (EICC).

Introduction

As an International Conference Centre, the EICC place the Health Safety and Wellbeing of our Delegates, Visitors and Staff as a top priority and is imbedded within everything we do. We have a very strong H&S culture throughout the organisation and not only strive to comply with all current legislation, but where possible, strive to exceed it. In relation to Fire Safety, the EICC is fitted with a full Fire Detection and Fire Warning system complying with BS 5839 type L2 and is fully monitored 24 hours a day both on site and through a fire alarm collector service. Any activation resulting in automatic notification to the Scottish Fire and Rescue Service with an average response time of under five minutes.

The EICC is also fitted throughout with a fully integrated emergency lighting system comprising of a combination of maintained and non-maintained lighting units as appropriate and is serviced and maintained in keeping with BS/EN 50172(2004), BS 5266-8(2004) & BS5266-1 (2011).

The EICC is unable to send copies of their Fire Action Plan out to clients as it includes detailed maps and information of the building which could compromise our internal security. However, we would be delighted to show it to clients and go over it in detail during a site visit highlighting our Assembly points and full procedures etc. (Fig 1)

The section below provides clients with a summary of actions required by delegates attending an event at EICC in the event of an activation of the Fire Warning System.

Summary of Action by Delegates on activation of Fire Alarm;

In the event of the fire alarm activation which is a “two tone electronic sounder” all Delegates shall be directed to the Assembly Points by EICC Staff & Hosts using the nearest Emergency Exits.

Security Officers shall ensure the security of the building in the event of an evacuation to confirm that no one re-enters the building until the all clear is given.

All EICC Staff members will assist with the evacuation of the EICC by the nearest exit and direct Delegates/Clients to the Assembly Point and assist delegates at these locations until the “All Clear” is given.

EICC Staff shall assist any person who requires additional assistance; these persons will be conveyed to the “Temporary Waiting Areas” within the protected staircases and their attendance at that location recorded within Security Control and passed to Fire & Rescue Service on their arrival.

After the all clear has been given key staff will enter the building first and reset systems in preparation for a phased return to normality.

Further Information

If clients require any further information currently, please feel free to contact Jeff Douce the EICC HSSE Manager. (Details below)

Fig 1.



EICC Fire Marshalling

Evacuation Information

For EICC internal use only

CONFERENCE | EXHIBITION | ENTERTAINMENT

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