

## Appendix 2:

### FIRE EVACUATION – CLIENT PROCEDURE

To ensure that your event runs smoothly, you have been appointed a number of Belfast Waterfront personnel who will look after your requirements for the duration of your event. They are also responsible for the Safety of you and your delegates in the event of an emergency condition arising.

In the event of an emergency situation occurring the Halls Fire Evacuation plan will be implemented immediately. Only trained Waterfront personnel should be involved in the management & co-ordination of a building evacuation.

#### **If your event is in session the following procedures will take place:-**

- The Duty Stage Manager will stop the event by cutting the sound and bringing the House Lights to full.
- The Duty Stage Manager will appear on stage and make the following announcement  
**“LADIES AND GENTLEMEN I AM SORRY TO HAVE TO STOP THIS EVENT. A SITUATION HAS ARISEN WHERE IT IS NECESSARY FOR YOU TO LEAVE THE BUILDING IMMEDIATELY. PLEASE FOLLOW THE INSTRUCTIONS OF THE FRONT OF HOUSE STAFF THANKYOU.”**
- On hearing the word Thank you the Front of House staff will direct delegates using hand signals and verbal directions to the nearest emergency exit. The voice announcement will also be triggered which will ask your delegates to leave by the nearest available exit.
- All delegates and staff will assemble at the designated assembly points, which they will be directed to.
- Belfast Waterfront personnel will check the building is clear.
- Re-entry to the Hall is only allowed if authorised by the Chief Fire Officer or the Hall's Duty Manager.

***Please note that once an evacuation has begun it must be completed.***

#### **During scheduled breaks within your event the following will occur:-**

- The Voice announcement will sound detailing the following:-  
**“An emergency situation has arisen please leave the building by the nearest available exit.”**
- Front of House staff will direct delegates using hand & voice direction to the nearest exit and to the safe assembly point.
- Belfast Waterfront personnel will check the building is clear.
- Re-entry to the Hall is only allowed if authorised by the Chief Fire Officer or the Hall's Duty Manager.

**Please note that if red strobes and fans are activated in the public areas, this does not necessarily indicate an evacuation. Only on the direction of the voice announcement and Waterfront staff should delegates evacuate the building.**

***Please note that once an evacuation has begun it must be completed.***