

## **Fire Evacuation Procedures for the Ricoh Arena**

The Ricoh Arena is a multi-functional site that hosts a variety of events, ranging from small meetings to pop concerts.

In the event of fire, the safety of its visitors, contractors, guests and staff shall override all other considerations, such as saving property or attempting to extinguish the fire.

Visitors and contractors to the venue should always report any concerns regarding fire safety to their venue event manager or any member of Ricoh staff immediately.

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**If the Fire Alarm is activated there may be two stages to the alarm or dependant upon the location it may go into immediate evacuation**

**If a pre alert is activated – you will hear the following message:**

**“Attention please, attention please, there is a security alert within the building, please listen carefully for further announcements”**

**AT THIS STAGE YOU DO NOT HAVE TO DO ANYTHING - BUT BE PREPARED TO EVACUATE IF NECESSARY**

**OR**

**If an evacuation is necessary – you will hear the following message:**

**“Attention please, attention please, an emergency situation has arisen, please evacuate the building by the nearest available exit”.**

### **EVACUATION PROCEDURE**

- Please use the nearest fire exit located to the area that you are in, or directed to by staff
- Make your way to the nominated Fire Assembly Point (Car Park A or Car Park B) dependent upon your location
- Do not re-enter until told to do so by the Assembly Point Marshal

### **STAND DOWN MESSAGE**

If an alarm has activated but does not require an evacuation then a stand down message will be made by building staff across the public address system. This will be heard even in areas that have not been affected by the pre alert; this is the confirmation that you do not have to take any action.

## Ricoh Arena Contractors Site Induction Information

Welcome to the Ricoh Arena. Prior to coming onto site you should have liaised with your on-site contact and agreed the scope of works for the job you are doing. You should have provided your risk assessments, method statements and insurance documents prior to commencing work and you are required to work to these at all times. As part of our safety responsibilities on site we need to share some information with you about our emergency arrangements and in turn you need to ensure you share it with all of your staff, sub-contractors etc. on site. Please read the information carefully and if you have any questions please speak to your on-site contact **BEFORE** you commence work.



### Fire

- Ensure you and your staff are aware of the site fire emergency procedures overleaf
- If you discover a fire take the following action
- Raise the alarm by operating a red manual call point closest to the fire.
- Clear the area of all persons – *Get out, Get Others out, Stay Out !*
- If safe, and you are trained to do so tackle the fire with an appropriate extinguisher
- Any hot work on site requires a “Hot Work Permit” from Facilities Management Team
- Any works likely to create dust / smoke etc. **MUST** not be carried out until authorised by Facilities Management Team and the fire alarm system temporarily isolated in the area of work.



### First Aid

- As part of your company safety arrangements you should have a first aider or appropriate measures in place to deal with workplace first aid requirements.
- In the event that you need first aid assistance Ricoh Arena have first aiders on site and first aid assistance can be requested via Guest Services based at the North Atrium entrance where you signed in on site.
- First aid kits are located around the building or from Guest Services.
- An AED is also available and this is also located at Guest Services.
- If an ambulance is required this should be requested via Guest Services or in extreme emergency via 9-999 on any internal telephone.
- All accidents must be reported to the Ricoh Arena Health & Safety Manager.



### Safety

- This building has large numbers of public and other staff on site. Ensure your work area is left safe and free of hazards at all times or ensure appropriate signage and barriers are in place.
- PPE **MUST** be utilised if your method statement and risk assessment require it.
- Only work in areas that have been assigned to you
- Be aware of other activities around you and ensure that the necessary information has been exchanged to ensure no conflict of works. If in doubt **STOP** and seek advice
- Report all accidents and near misses immediately to your onsite contact
- Any safety issues speak to the Ricoh Arena H&S Manager on 07773 616 423