

# Fire exit plan – HQTralee: Building1

THERE ARE TWO EMERGENCY EXITS ON EACH FLOOR, ONE ON THE SOUTHERN END OF THE BUILDING, THE OTHER ON THE NORTHERN END (MAIN ENTRANCE).

## SOURTHERN END

1. Take the rear staircase
2. Use the push-bar to exit
3. Make your way to the assembly point adjacent to the Abbey Carpark

## NORTHERN END

1. Take the main staircase (do not use lift in the event of an alarm / emergency)
2. Use the door release as you exit
3. Make your way to the assembly point adjacent to the mural wall

## ASSEMBLY POINTS

1. Outside 'Surf & Sail' shop at Abbey Carpark
2. Junction of Dominick Street and Mary Street at the Mural Wall

## Fire Risk Assessment

Every year HQCoworking Space Ltd is required to performed a Fire Risk Assessment.

## Fire Evacuation Plan

Every year the management of HQCoworking Space review their fire safety plan

## Regular inspections

Fire safety procedures are regularly performed in in our coworking spaces, this includes -

- Fire alarm call point tests
- Fire evacuation test (performed at least annually)
- Emergency light test testing
- Fire alarm testing

- Fire Extinguisher testing

## Fire Doors

Fire doors are part of the protection for the means of escape or required for fire separation and should not be wedged or propped open. If the rooms are being used for fetch and carry purposes the wedge must be removed as soon as the task is over.

## Fire Marshalls

The responsible individuals acting as fire marshalls for the building are:

- Ken Tobin (HQCoworking Space Ltd)
- Tom O'Leary (HQCoworking Space Ltd)
- Mike Williams (HQTralee)

In addition to these individuals, we induct all new trades to the building's fire safety procedures.

Private Offices where there are members of staff in their employment in the property are required to also have a nominated individual responsible for acting as a fire marshall in the event of a fire evacuation, ensuring that any visitors to the building / staff are looked after.

## Visitors

Visitors to the building are either accompanied throughout their time in the building by someone trained, or, are made aware of the fire plan when they use a meeting room.

## Hot works

No hot works are performed in the building.

## Animals

Any animals brought into the building are the responsibility of their owners - in the event of a fire evacuation animals should be kept on a lead & exit the building in a prompt manner.