

**Fire Evac. Plan**WWW.HQKERRY.COM / WWW.WORKBASE.IE **ALERT**

In the event of a fire, a fire alarm will be activated. The alarm will sound continuously,

Evacuate

Upon hearing the alarm, immediately evacuate the building via the nearest exit. Do not wedge doors in an open position.

Assembly Point

Once you have evacuated the building, proceed to the designated assembly point outside. The assembly point for your coworking hub is located:

THE PHOENIX BUILDING:

Across The Mall: Pathway Outside of Easons

Please ensure that you maintain a safe distance from the building and do not obstruct access for emergency services.

Head Count

Upon reaching the assembly point, your company's designated fire-officer will conduct a headcount to ensure that everyone has safely evacuated the building. It is important that you cooperate and remain at the assembly point until you are given permission to leave.

Emergency Services

If necessary, the emergency services will be called to respond to the fire. It is your company's designated Fire-Officer's responsibility to contact the coworking hub management in the event of an emergency, such as a fire and potential hazards:

HUB MANAGEMENT CONTACT:

Ken Tobin 0868162105

Re-Entry

Do not re-enter the building until the Fire Department has declared it safe to do so. The coworking hub management will inform you when it is safe to re-enter the building.



It is important that you familiarise yourself with the fire evacuation plan and follow the procedures outlined above in the event of a fire.

Regular fire drills will be conducted to ensure that everyone is aware of the evacuation procedures and can evacuate the building quickly and safely.