

## Responsibilities of Safety Controllers

**The Fire Assembly point is adjacent to the top car park and is appropriately labelled**

**The following personnel are entrusted to carry out the following duties in the event of an evacuation or emergency:-**

### Group Visits

#### Main Lecturer

- Ensure all visitors leave the lecture room and exit the building in an orderly manner.
- Undertake a "Room Sweep" of all downstairs areas and collect the visitors book on the way out of the building.
- Will be the last person to leave the building together with the Scope Operator.
- Call any relevant emergency service as necessary by dialling 999.
- Carry a head count and roll call at the Fire Assembly point.
- Will co-ordinate the evacuation of the building and direct visitors to the Fire Assembly Point.
- Co-ordinate and co-operate with all incoming services and Media.

#### Dome Speaker / Scope Operator

- Ensure all visitors leave the Dome and exit the building in an orderly manner.
- Carry out a "Room Sweep" of the Dome.
- Carry out a "Room Sweep" of all downstairs areas if this has not been completed by the Lecturer.
- Will be the last person to leave the building together with the Lecturer.
- Assist the Lecturer in coordinating the evacuation and management of visitors at the assembly point.

### Open Evenings

#### Events Coordinator

- Will call any relevant emergency service as necessary by dialling 999.
- Will assume the role of **Incident Controller** and will co-ordinate and co-operate with all incoming services and Media.

### Main Lecture Room

- Ensure all visitors leave the lecture room and exit the building in an orderly manner.
- Undertake a “Room Sweep” of all downstairs areas and collect the visitors book on the way out of the building.
- Will be the last person to leave the building together with the Scope Operator.
- Report to the Events Coordinator at the Assembly point and confirm that your area is clear.

### Dome Speaker / Scope Operator

- Ensure all visitors leave the Dome and exit the building in an orderly manner.
- Carry out a “Room Sweep” of the Dome.
- Carry out a “Room Sweep” of all downstairs areas if this has not been completed by the staff member in the Lecture Room.
- Will be the last person to leave the building together with the Lecturer.

### Access Control

- Ensure that visitors move in an orderly manner away from the building.
- Do not allow any visitors to enter/re-enter the building.

### Outside Areas

- Members working in the vicinity of the O.C.R.A. will open the double doors fully.
- Ensure all visitors in your particular area move in an orderly manner clear of the building and towards the assembly point.
- Once your area is clear, assist visitors from other areas to clear the premises.
- Report to the Events Coordinator at the Assembly point and confirm that your area is clear.

### Car park attendants

- Ensure that the entrance drive is kept clear **AT ALL TIMES** to allow access to service vehicles.
- Co-ordinate the visitors within the Fire Assembly Area.
- Do not allow any visitors to remove their car from the car park area until all essential service vehicles have arrived at the site.
- The duties of the Car Park Attendants will be supported by controllers from the outside areas.