

Fire Protocol

Arrangements for Evacuation in case of emergency at a *Signs of God* residential event.

It is the venue's responsibility to make reasonable adjustment to ensure procedures are in place for guests, including those who are Deaf.

Ideally, bedrooms and meeting rooms used by Deaf guests should be fitted with visual as well as audible fire alarms, or that Deaf guests are provided with a pager that reacts to the building's fire system.

If these are not yet fitted, the centre-manager should put in place, a procedure to ensure guest who cannot hear the alarm can evacuate safely. This may include

- keeping a record of bedrooms allocated to Deaf guests to ensure rooms are checked in the case of emergency and to pass on to the fire service.
- Allocating Deaf people to rooms near fire exits so staff can wake Deaf guests as they leave the building.
- During the night: having a nominated member of staff per shift who will check that Deaf occupants of rooms are woken up in the case of emergency. [They will need to carry the relevant keys. Deaf guests must be asked to remove the key from their door once it is locked.]
- During the day: having a nominated member of staff per shift who will check that Deaf people are aware of the need to evacuate from meeting/public rooms.
- as an extra precaution, a friend/colleague of Deaf guests could be given an extra key to the bedroom of their Deaf colleagues to enable a quicker response to an alarm during the night. [You cannot rely solely on this as the colleague may retire earlier or later than the Deaf guest(s)]

Signs of God will ensure that a copy of this protocol is sent in advance to any venues being considered for residential events so that the organization is satisfied that adequate arrangements are in place.

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