

Hosting an Event

Hosting an event can feel overwhelming, approaching it step-by-step transforms this task into a more manageable one. This guide outlines the process for running a successful event for UCD sports clubs. The extent to which you follow these steps will depend on the specific event. Each event requires the club to submit an event plan to the UCD Sport Development Officer paula.cashman@ucd.ie. After finalising the plan, it undergoes approval from the UCD SIRC Office and, if applicable, UCD Sport Facilities Management. To assist UCD sports clubs, an Event Plan Template can be found in [Appendix 7](#). Before starting the plan, make sure to read these guidance notes. You should also check if your club has a previously approved event plan on file, as this can serve as a valuable resource for your new event plan.

Key Date: Bookings for UCD Sport facilities must be made by the 31st of October each year.

10.1 Pre-Event Planning

Step 1: Organising Committee

- Establish an organising committee with active student participation early on.
- The committee should include the club Chairperson/President, Secretary, Treasurer, Safety Coordinator, Children's Officer, and additional members.
- Define and record each committee member's role at the first meeting, specifically related to their involvement in the event. Roles may include, but are not limited to:
 - » Event Manager: will have overall responsibility for the event and must remain present onsite for the duration of the event. The event manager can only participate/compete in an event when their deputy is in a position to take over their duties.
 - » Deputy Event Manager: should also be nominated in case the event manager is absent.
 - » Bookings Manager: booking facilities/services/supplies.
 - » Communications Manager.
 - » Finance: budget, payments, invoicing, cash handling.
 - » Safety Officer: insurance confirmation, first aid requirements, a contact point for the safety office, emergency procedures.
 - » Children's Officer: if your event includes participants who are under the age of 18 years, then your club's Children's Officer must be involved in developing the event plan. They are responsible for developing a Child Safeguarding Risk Assessment specific to the event (see Event Plan Template [Appendix 7](#)).
- Schedule regular meetings to review event preparations and document action points with agreed deadlines. Each member reports back on their assigned tasks.
- Delegate event-day roles such as registration desk, event manager, safety officer, and venue setup.
- Ensure members competing in the event have their roles covered during competition.
- Develop a timeline with key dates/tasks.
- Maintain regular contact with the UCD Sport Office for advice and guidance.

Step 2: Booking Facilities

On-campus UCD Facilities

- Contact the UCD Sport Facilities Bookings Manager as soon as a club plans to host an Intervarsity Competition to ensure accommodation. Priority is given to such events. UCD sports clubs hosting of non-Intervarsity events are subject to the availability of the facilities.
- Book UCD Sport facilities before October 31st each year to maximise availability.
- Complete and sign the booking form for UCD Sport Facilities, available upon request from sportfacilities@ucd.ie. The booking form must be signed by the Sports Development Manager and returned to the UCD Sport Facilities Bookings Manager within 48 hours of receipt.
- Confirmation of bookings within UCD Sport Facilities is provided in writing by the UCD Sport Facilities Bookings Manager.
- For large or complex events with significant insurance or safety concerns, submit the event plan to the mentioned parties as early as possible, even if it's in draft form. Failure to provide a suitable event plan may lead to the event losing insurance coverage and permission to proceed.
- If early access (before 9am) or late finish (after 6pm) is required, please request 30 days in advance.
- Booking for the Clubhouse Bar should go directly through the Clubhouse Bar via clubhouse@ucd.ie.
- Bookings for meeting/reception rooms should go through the Student Centre via student.centre@ucd.ie.
- Booking for natural grass areas should go through Suzanne Bailey via suzanne.bailey@ucd.ie.

Off-campus non-UCD Facilities

- The booking procedures for all external sports and entertainment (presentation/awards venue) facilities should be followed as per each respective venue.
- The booking should be made as soon as the club knows they are hosting the event. However, clubs are advised that before signing any contract with an external facility provider they must submit any third-party booking agreements / contract to Suzanne Bailey who will also forward it to the UCD SIRC Office for approval. Always ensure you get written confirmation of the booking and associated cost.

Step 3: Confirming the Event Details with Student Sport Ireland (SSI) (where required)

- As soon as you know you are hosting an intervarsity event the following information must be sent to noel@studentsport.ie by completing the Student Sport Ireland Registration Form for Intervarsity competitions. This form will be emailed to you by UCD Sport staff and includes the following info:
 - » Name of the Event
 - » Dates and times
 - » Venue
 - » Names and contact details of the Organising Committee
 - » Read the **SSI Guidelines for hosting an Inter-collegiate event**.

Step 4: Special Grants/Fundraising/Sponsorship

To cover event costs without affecting your club's finances, consider seeking additional funds through grants, sponsorships, or fundraising early on. Follow procedures outlined in chapter 6 of this manual.

Step 5: Budget/Finances

- Developing a budget ensures prioritising value for money and safety without compromising essentials over luxuries.
- Submit a budget plan for AUC approval, covering suggested income and expenditure such as:

Income	Expenditure
Participation Fees per team/Individual	Officials
Sponsorship	Refreshments/Meals
NGB Funding	First Aid/Medical
AUC Funding (Grant)	Posters/Printing
Fundraising	Medals/Trophies
	Equipment/Supplies
	External facility hire

Please note that the AUC will not provide any funding towards awards/varsity dinners or entertainment. The cost of such activities should not be included in any application for funding to the AUC.

Step 6: Booking Services/Supplies

Booking all services/supplies required for an event as early as possible will greatly assist preparation for the event. It is good practice that you confirm all these bookings closer to the event. These may include, but not limited to, the following:

- PA/Music system.
- Sports Equipment.
- First Aid Provision.

- Bleacher Seating/Chairs/Tables (request as part of the UCD Sport booking form).
- Scoreboard.
- Crew T-Shirts.
- Match Programmes.
- Trophies/Medals.
- Catering (If required).
- Referees/Officials.

When renting equipment or using a service provider the UCD SIRC Office will usually require you to submit evidence of the company's insurance cover.

When your event requires the use of referees/officials, these referees must be qualified unless stated otherwise by your NGB. The event plan must include details of their qualifications (if applicable). It is the club's responsibility to obtain evidence of their qualification. Your event plan must also include confirmation that the event follows the rules of your NGB.

Step 7: Organising Entertainment/Presentation Dinner/Awards Ceremony

- It has become customary that when hosting an intervarsity competition that the host college may organise a variety of evening entertainment for the duration of the competition, for their guest clubs. This could include a games night, karaoke, or a quiz. This can also provide a good source of finance to assist in the organisation of the event.
- Any entertainment that is arranged should follow the guidelines set out by Student Sport Ireland (SSI) and **UCD's Alcohol Policy**.
- The organising committee should consider very carefully the feasibility of a presentation dinner. If you are going to arrange this function, it should be conducted in a cordial and distinguished manner, which it merits. Please note that the AUC does not endorse the hosting of such functions.
- The plan for the medal ceremony must be decided upon (it should include the sequence for prize giving, thanking the venue managers, participants, announcing winners etc.). Ideally this should be done immediately after the last game or competition.

Step 8: Provision for People with Disabilities

- Consider the following:
 - » Spectator and participant access and egress: Clearly marked accessible entrances and exits.
 - » Viewing area: Easily accessible, dedicated spaces with unobstructed views.
 - » Toilet and changing facilities: Fully

accessible and equipped restrooms and changing areas.

- » Parking: Allocated and conveniently located accessible parking spots.
- » Additional Support: Encourage participants to request any additional support if needed, in advance.

Step 9: Captains Meeting (If required)

Where required as part of the event, the organising committee should schedule and prepare for a Captains' Meeting on the first day of the competition. This meeting should be attended by the organising committee, the University/College Sports Officer and two club members from each of the Universities/Colleges. At this meeting discussion should include:

- Competition rules.
- Code of conduct.
- Selection of representative team (if applicable).
- Initiation of Irish University Association (If not already taken place).
- Safety Information.
- Next year's event dates (forwarded to SSI).

Step 10: Contacting Participating Teams

- The organising committee is responsible for ensuring that all participating teams are aware of the contact details for information about the competition.
- The organising committee is responsible for gathering the most up to date contact details of the club officers from the participating teams.
- At least two months in advance of the event the organising committee should send a comprehensive list of all hotels/guesthouses/B & B/youth hostels contact details.
- The organising committee is responsible for finding out if any of the teams include U18's who will be participating in the event.
- Most events will use an entry form for participants to gather the required information for the event. You must ensure that the information you collect and hold follows GDPR.
- Higher risk sports must use the following waiver as part of their entry form:

By signing this document, I the undersigned, hereby agree to abide by the rules of the xxxxxxxx (hereinafter known as the event) which have been made available to me. I also agree to take part in the event entirely at my own risk. I confirm that no liability is attached to UCD or any of the venues for any injury that may be sustained by me because of my participation in the event. I have no physical or medical condition which would inhibit me from participation in the activity(s) for which I am registered. I agree

that I am competent to participate in the events I am registered for. I also agree that I recognise and understand that xxxxxxxx are inherently dangerous and carry a risk of personal injury or death. I understand that I should only enter events and take part in activities for which I am suitably trained.

- At least one month in advance of the event the organising committee must provide an information pack for the participating teams. This pack must include the following:
 - » Event Location.
 - » Timetable of the day's events (Fixtures, Details of Presentation/Awards night, captains meeting).
 - » Contact details for further information.
 - » Transport and parking information (A commuting guide to UCD can be found on the [UCD Estates website](#)).
 - » Provision for any participant/spectator with a disability.
 - » Alcohol Policy.
 - » Security of personal items.
 - » Eligibility and Student ID requirement.
 - » Insurance.

Step 11: Promoting the Event

There is a variety of ways in which you can promote your event, these include:

- Contacting the local press (the event details, results and photos):
 - » The College Tribune (editor@collegetribune.ie or tel. 01 716 8501).
 - » University Observer (sport@universityobserver.ie or tel. 01 716 3835).
- Social media (Pre- and post-event articles).
- Website (Pre- and post-event article).
- Posters (contact UCD Sport Facilities to display posters around UCD Sport facilities).
- Send poster and photo to sport@ucd.ie.

Step 12: Insurance

- Check thoroughly with the Sports Development Manager and the UCD SIRC Office about issues pertaining to public liability insurance cover for the event.
- Advise participants to check their own public liability and personal accident insurance cover.
- If you are using an external venue, you will usually be asked to provide a copy of the AUC's Public Liability Insurance for the external venue

(contact the Sports Development Manager for details).

- If you are borrowing or renting equipment, please contact the UCD SIRC Office to determine what, if any, requirements they may have.
- Clubs are strongly advised to consider the use of participant waivers for sports with safety considerations (See step 10). Advice can be sought from the UCD SIRC Office.

Step 13: Equipment Check

- Ensure you have sufficient and safe equipment (balls, whistle, flags etc.) to run the event. Document all equipment safety checks that are completed.
- Ensure that the use of equipment is as per the National Governing Body guidelines for your sport and as per your club safety statement.
- If the club is borrowing or hiring equipment for the event the club must consult with the UCD Sports Development Manager in the first instance.

Step 14: Eligibility and Competency (if Required)

- It is essential that a participant's eligibility is checked before the start of the tournament. The eligibility of UCD students can be verified in the Sports Office. Organisers should decide if they require entry forms to be "stamped" by the respective Universities and if participants must bring student ID cards.
- Clarify in advance what eligibility rules are in effect e.g. Student Sport Ireland or those of the respective Governing Body.
- Decide whether the events require an accreditation system (VIP's, guest passes etc.).
- Certain sports are categorised into different levels (beginner, advanced etc) or have different competency criteria (e.g. swim test) to participate. Include your sports criteria within your event plan and outline who is responsible for checking this.

Step 15: Venue Set-up and Take down

- When booking the facilities ensure you factor in time for venue set-up and take down.
- Members of the organising committee must be involved with the venue set-up and take down.
- A plan/map/checklist must be developed to guide and act as a checklist to ensure the venue is ready before the event starts on the day. Consider, seating, specialist flooring, signage, tables, sports equipment, storage, PA systems, music system, registration etc.

- Ensure all set-up details are included in your event plan.
- Ensure the venue is left in the exact state that it was handed over to committee.
- For events hosted in UCD you should inform the UCD Sport Facilities manager on duty that you have arrived to set up, contact him/her should you have any issues setting up the venue and let them know when you have finished setting up.
- Before the event starts you must perform a walk of the site to check for any hazards, access/egress points are clear, signage is in place etc.
- Throughout the event the equipment should be checked regularly by the equipment officer to ensure it remains fit for purpose.
- Design and print signage/schedules/programmes etc.

Step 16: Communications Plan

- Consider the following:
 - » Whether music is required and how this will be played, ensure a safe set-up.
 - » How PA announcements will be made (if required).
 - » What signage will be used, what size will it be, how will it be secured, what material will it be and where will it be located?
 - » Will loud hailers be used?
 - » The impact any noise will have on other activities taking place within the venue.
 - » How will the results be communicated (on the day, post event, social media updates)?
 - » How will committee members communicate to each other on the day and during the planning phase.
 - » How an emergency will be communicated.
 - » How an event cancellation will be communicated.

Step 17: Event Health & Safety

- **First Aid Provision:** The organising committee is responsible for ensuring there is adequate first aid provision for the duration of the event. It should be organised in consultation with the Sports Development Manager. A specific location should be designated as a first aid station and this location must be known by all. If a club member is providing the first aid cover, they must be qualified, and they are not permitted to participate in the event itself unless appropriate cover is put in place. If your club is required to have first aid covered by medical professionals, then you must follow the AUC's Medical Policy

which can be found within chapter 8 of this manual.

- **Incident/accident Reporting:** Follow the procedures outlined in the AUC's Club Operations Manual for incident and accident reporting procedures for both at the time of the incident/accident and after the incident/accident.
- **Emergency Procedures:** Your event plan must include emergency reporting procedure, dealing with an emergency, evacuation procedure, medical emergencies, fire extinguisher locations, safety and security announcements. Most of the information on emergency procedures for UCD Sport Facilities can be obtained from UCD Sport Facilities management team. In the event of an evacuation, you will follow the instructions of the UCD Sport Facilities manager on duty.
 - » If an ambulance is needed one nominated person from the club only is required to call the UCD Sport Facilities reception on the Emergency Number tel. 01 716 3821. If the incident is within the UCD Sport Facilities building one member of the club is sent to seek first aid assistance at the UCD Sport Facilities reception desk. In both instances, ask to speak to the manager on duty and state the nature of the injury and the location of the casualty. The UCD Sport Facilities reception will then contact the UCD First Response Room at 01 716 7999 advising them of the incident and requesting that an ambulance be called, then met and brought to the incident by UCD Estate Services. If the call is not answered after 5 rings it will automatically be transferred to the Campus Emergency line on 01 716 7999.
 - » The Campus Sport and Leisure Duty Manager can be contacted on 087 743 7211 during business operational hours (Mon-Friday from 6am- 10.30pm and Saturday and Sunday from 8am - 6pm).

If your club is using non-UCD Sports facilities for hosting an event, the club is responsible for finding out the emergency procedures pertaining to the venue they are using. These procedures must be included in the event plan.

- **Water-based Sports:** Must have first aid and emergency procedures for activity on and off the water.
- **Risk Assessment:** Carry out a risk assessment for your event. There are five basic steps to a risk assessment.
 1. Identify the hazards/emergency,

2. Identify what control measures are in place,
3. Identify if the hazard/Emergency is likely to cause harm,
4. Identify if additional risk reduction measures are practical/necessary,
5. Record the findings in writing and include them in the event management plan.

Guidelines on completing risk assessment can be found in the Risk Management section of the AUC Club Operations Manual.

- **Child Safeguarding Procedures:** Outline what safeguarding procedures are in place with regards to those 17 years and under participating in the event. For example, has your children's officer (who is vetted and completed Safeguarding training) been involved in developing the event plan and will they be available at the event? Include a Child Safeguarding Risk Assessment (specific to the event) and ensure all UCD participants who are 17 years of age and under have signed written parental consent to participate. For non UCD participants who are 17 years of age and under you can request a parental consent form, specific for the event, from paula.cashman@ucd.ie.
- **Traffic Management Plan:** Discuss how and when participants/spectators will arrive (If required), details of stewards at car parks or around the venue, any road/path closures, conflicts with other events, traffic volumes, traffic flow, main access points, communication plan. Where deemed necessary you may be required to provide stewarding for the event.
- **Traffic Restrictions:** Within the UCD Campus traffic barriers are in place to prevent through traffic. The barriers are in operation from 7am-10.30am and from 4-7.30pm Mon-Fri. Parking restrictions are also in place on campus. All related information can be found on the UCD Estates website.
- **Capacity:** It is important to accurately determine the number of spectators and participants that you can safely allow into your event. You may need to contact the venue manager in this regard.
- **Security:** Schedule numerous announcements throughout the event with regards to securing personal belongings. If the event requires cash handling, ensure all transactions are accounted for, receipted, and ensure that the cash is stored safely. For events taking place in UCD Sport Facilities a safe drop can be arranged by contacting paula.cashman@ucd.ie. In some instances, the event may require security personnel to be present, the club will be

responsible for meeting the cost of this.

- **Alcohol:** Ensure the event abides by the UCD policy on the Consumption of Alcohol on Campus (see [Section 9](#) of this manual). As per this policy, alcohol can only be consumed in designated areas i.e. the Clubhouse Bar.
- **Campus Impact:** If the event is large and is being held on campus it may have implications for other campus users, e.g. large numbers on site, extra traffic and coaches on site, etc. If you think your event falls into this category, contact the UCD Sports Development Manager at least 6 months in advance of the event

Step 18: Filming/Photography

- Details of any filming or photography within UCD during the event must be outlined in the event plan by completing the Permission to Film Form (located within the appendices of the Event Plan Template).
- For events held in UCD you may be asked to complete a permission to film form and to produce evidence of Public Liability Insurance which indemnifies UCD and Employers Liability Insurance of any external parties who will be filming/taking photos.
- Written permission must be sought from those being filmed/photographed. Written parental consent must be secured for those being filmed/photographed and are under the age of 18 years.
- If you wish to film your event using a drone, there are significant regulatory and university requirements around the same – contact UCD SIRC Office for details.

Step 19: Waste Management

- If bins are overflowing you should contact the UCD Sport Facilities manager on duty where the event is being hosted in UCD Sport Facilities or alternatively the venue manager.
- Schedule in PA announcement to remind participants/spectators to use the bins provided.
- When the event is being hosted in UCD Sport Facilities and extra bins are required please note this on the UCD Sports Facilities booking form.

Step 20: Contingency Plan

Contingency planning is a vital aspect of event planning. To react quickly and effectively to problems, if they arise, the organising committee should dedicate some time to anticipate what problems or emergencies may arrive and develop a plan to best deal with the situation. For example, adverse weather conditions or a team/referee arriving late.

After the first step of identifying possible problems and how you will deal with these you must then decide on the criteria for cancelling an event. An event may be cancelled for a variety of reasons by the club itself, by the venue manager or by others associated with the event such as UCD Sport, UCD SIRC Office etc.

Your event plan must include the procedures for cancelling the event, these include, but not limited to:

- Decide who is responsible (most qualified) to make this call?
- Document the cancellation criteria e.g. specific weather conditions, or if a service provider fails to show etc. What procedures have you in place to ensure the decision to cancel an event is made in a timely manner e.g. scheduled weather checks.
- Document the communication process that must occur if the event needs to be cancelled prior to or during the event – consider the means of communication to be used and consider everyone who needs to know (participants, spectators, venue manager, service providers or suppliers etc.).
- Ensure the organising committee is aware of these procedures.
- Consider whether the event can be rescheduled.

Step 21: Developing your Event Plan

The event plan will develop out of the discussions and decisions made at the series of Organising Committee meetings that will have taken place. The event plan must be developed and sent in the first instance to **Paula.cashman@ucd.ie** for review, after reviewing it is then sent to the Sports Development Manager, the UCD Sport Facilities Booking Manager and the UCD SIRC Office no later than one month in advance of the booking (see step 2). To assist the host club, the UCD AUC have developed an event plan template (**Appendix 7**).

Step 22: Pre-Event Briefing

- Decide on the content to be discussed at the pre-event briefing, this may include but is not limited to; overview of the event schedule, health and safety information, confirmation of roles for the event, basic dos and don'ts, venue set up.
- The pre-event briefing should take place close to the event itself, allowing time for some last-minute adjustments.
- Include details of what is discussed at this briefing within the event plan.

10.2 Event

Step 23: Running the Event

Now it's time to put your event plan into action, things may not always go exactly to plan but all the work you have done to this point will limit the effect any last-minute issues may have. As a precaution you should incorporate some time at various points to allow for potential over runs. Track the event schedule to ensure you are keeping to it, if an event is running over time, you should inform the UCD Sport Facilities manager on duty or venue manager (when using non-UCD Sport Facilities) as soon as you become aware.

A typical itinerary of the day may be along the following lines:

- Inform the venue manager that you have arrived and are about to set-up.
- Schedule weather checks.
- Venue Set Up.
- Walking the site.
- Team Arrivals.
- Event Registration.
- Captains Meeting.
- Spectators Arrival.
- Safety Announcement and or briefing before the first fixture.
- First Fixtures announced .
- Fixtures take place.
- Ongoing:
 - » Fixtures take place.
 - » Security/Safety announcements.
 - » Fixture & results announced.
 - » Equipment checks.
 - » Results board/forms updated and finals decided upon and announced.
 - » Breaks announced.
 - » Photography/filming.
- Track event schedule.
- Awards Ceremony.
- Spectators leave.
- Teams leave.
- Venue take down.
- Report back to UCD Sport manager on duty/or venue manager (Non-UCD Sport Facilities).
- You may have to set up for the entertainment/presentation dinner venue.
- Proceed to entertainment/presentation dinner.

Please note that your event should be run in line with the rules of your National Governing Body.

Step 24: Results

- Where applicable a full set of results should be sent to SSI and all participating teams.
- A full set of results and some photographs (for use by UCD Sport) should be sent to UCD Sport (sport@ucd.ie).

Step 25: Payments

- Ensure all expenses incurred because of the event (suppliers, facilities etc.) are paid promptly and in accordance with normal AUC procedures

Step 26: Post-Event Evaluation

- Seek feedback from the organising committee, the UCD Sport Facilities manager on duty and the participating teams.
- Consider:
 - » What went well and what did not go so well?
 - » What and how could it have been improved?
 - » Consider the planning phase and the event itself.
 - » Did the event stay within budget?
- The information gained from the evaluation should be documented and communicated as part of a handover to the committee members to avoid making the same mistakes again.

Useful Contacts

UCD		
UCD Sport Development Manager	Suzanne Bailey	01 716 2208 Suzanne.bailey@ucd.ie
UCD Sport Facilities Booking Officer		01 716 3839 sportfacilities@ucd.ie
UCD Sport Facilities Reception		01 716 3839/3821
UCD Student Centre	Robert Mullee	Robert.Mullee@ucd.ie
UCD Sport Facilities Safety Information	Barry Mahoney	01 716 3832 Barry.mahoney@ucd.ie
UCD Clubhouse Bar	Steve Donnelly	clubhouse@ucd.ie 01 716 3146
Café Brava (UCD)	Des Moran	Des.moran@ucd.ie
UCD First Response Room	Duty Manager	01 716 7999
UCD Sport Facilities Emergency Line	Duty Manager/Reception Staff	01 716 3821
UCD SIRC Office (formerly Safety Office) (Safety, Insurance, Operational Risk & Compliance)		01 716 8768 01 716 8771 sirc@ucd.ie
First Aid Provision		
First Aid Provision St Johns Ambulance		01 668 8077 eventcover@stjohn.ie
Student Sport Ireland		
Student Sport Ireland	Student Sport Development Officer	ciaran@studentsport.ie

Note the names and contact details of third party providers are listed for information purposes only. Neither the University or the AUC endorses these third parties. Clubs are free to source services and facilities from any party.

UCD SPORTS FACILITIES

FIRE SAFETY NOTICE

IF YOU HEAR THE FIRE ALARM

1. Do not panic, but prepare to leave the building.
2. The alarm will sound continuously; leave the building immediately in an orderly fashion using the nearest exit.
3. Classes in session must be dismissed and students directed to leave.
4. Do not use the lifts.
5. Do not go back to your working area for any reason.
6. If for any reason you are unable to leave the building make your way to a protected stairwell or a room with an external window and shut the door. If possible inform the emergency line (ext. 7999) or a colleague of your location and the reason you cannot safely exit the building.
7. If safe to do so nominated fire marshals should inspect their designated areas.
8. Proceed to the nearest emergency assembly area to your point of departure from the building. The assembly areas for the UCD Sport Facilities building is:

Rear of Building: Sport & Fitness members car park

9. Report any knowledge you may have of missing or injured persons to a *Fire Marshal* / Services Personnel.
10. Return to the building only after the *Chief Fire Marshal* / Services Personnel has given the all clear signal.

IF YOU OBSERVE A FIRE

11. Activate the fire alarm by breaking one of the red wall mounted break glass units located throughout the building.
12. If it is safe to do so and you have been trained to do so the fire may be tackled using a suitable fire extinguisher, but only if this does not place any person at risk of injury.
13. If you decide to fight a fire ensure that you have a safe and clear means of escape from the fire at all times.
14. In the event that you cannot fight the fire or the fire begins to get out of control evacuate the area immediately.