

Evacuation Guideline

Intel Shannon

(V1.5– 9th Nov.10)

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Document Owner		SIE-1 MRC	
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0.1	11-May-05	Eric Flynn	Initial Draft
0.2	13-May-05	Eric Flynn	Updated with informal review comments from Dave Knowles, Keith Critchley, Brian Will & Ronan O’Ceallaigh
0.3	02-June-05	Eric Flynn	Updated with formal review comments from the SIE-1 Site MRC – JW, NM, JH,
1.0	14-June-05	Eric Flynn	Updated to approved version following comments from David Neville – Site Emergency Mgr of Intel Leixlip Ireland.
1.1	12 th April-2006	Marian O’Connell	Updated to include expansion into Brookvale Plaza. Requirement for accountability at the assembly points is removed.
1.2	8 th Aug 2008	Marian O’Connell & Niamh Donohoe	Updated building zones and ORT members.
1.3	1 st July 2009	Camille Parachini	Updated ORT members, exit points and building zones, adding the first floor and updating 2 nd floor & BV
1.4	11 th Nov. 2009	Camille Parachini	Updated ORT members in both buildings

1.5	9 th Nov 2010	Marian O'Connell 1	Updated ORT members in both buildings and divided areas.

1. Evacuation Philosophy

Basic principles of evacuation:

- Priorities:
 1. People
 2. Environment
 3. Plant
 4. Product
- We do not endanger people in order to save people
- If you are in doubt – get out!
- When initiated, evacuation follows a predefined pattern
 - Individuals are responsible to know the evacuation plan
 - The organization is also responsible for knowing and following the evacuation plan
 - The evacuation initiation procedure is clearly documented and appropriately shared
- During the evacuation, the leadership of the incident is by the Office Response Team (ORT) Leader

2. Evacuation Procedure

There are two different sirens – the fire alarm and the intruder alarm. Employees are not expected to differentiate between the two. If you hear a siren, evacuate the building immediately via the nearest exit and proceed to your assembly point. There, you will be instructed by the Office Response Team members.

There are two exceptional cases:

1. The testing of the fire alarm. This will be a short siren burst preceded immediately by an announcement that the sounding of the alarm is a test.
2. If the intruder alarm sounds, it will be followed shortly by an announcement that the intruder alarm has been activated and there is no need to evacuate the building. During normal office hours, the intruder alarm will sound if any of the emergency exits are opened.

3. Marked exits

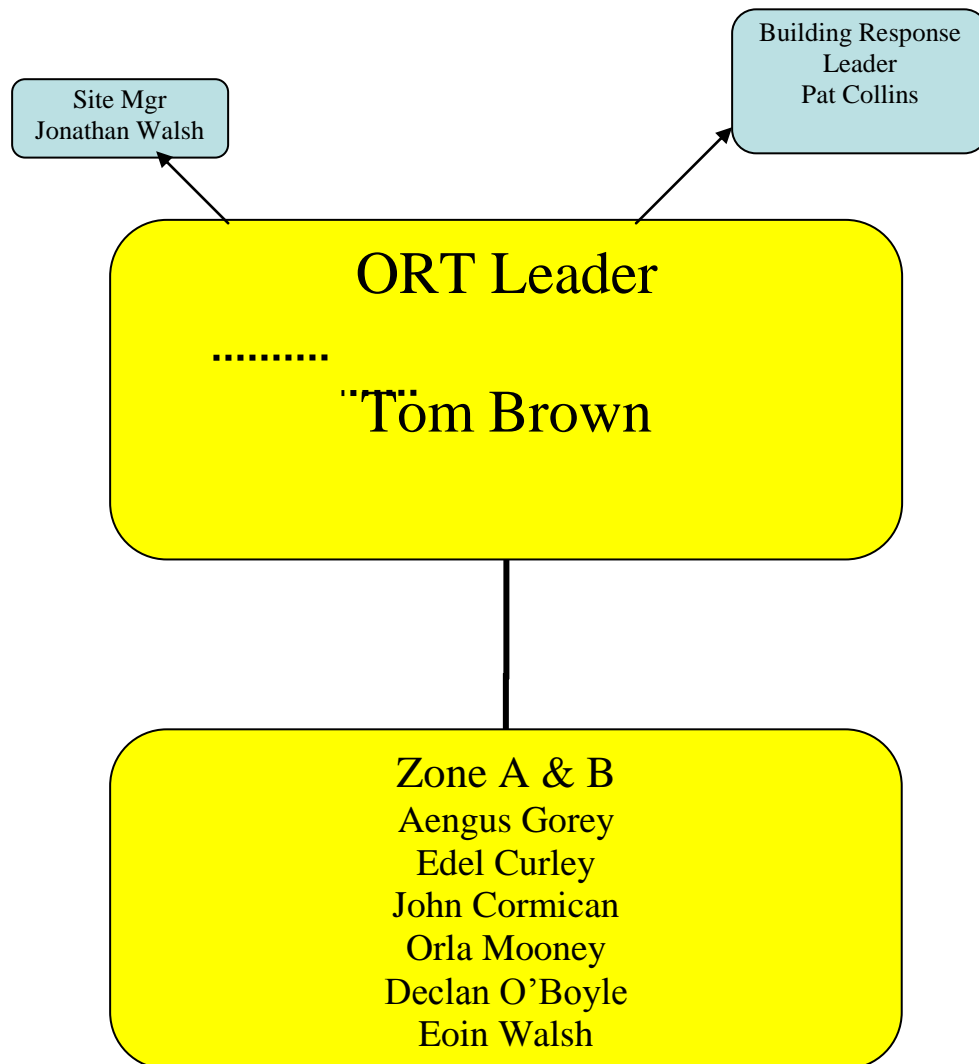
All employees should be familiar with the exit points in the buildings, which are clearly marked. Floor plans can be found in Appendix A. Copies of these floor plans are located at various points in the two buildings in red evacuation route holders.

4. Assembly points

The assembly points are located in the car park outside the buildings. Refer to Appendix C. – Dromore House Assembly Points for details.

5. Office Response Team

5.1 Brookvale Plaza Office Response Team



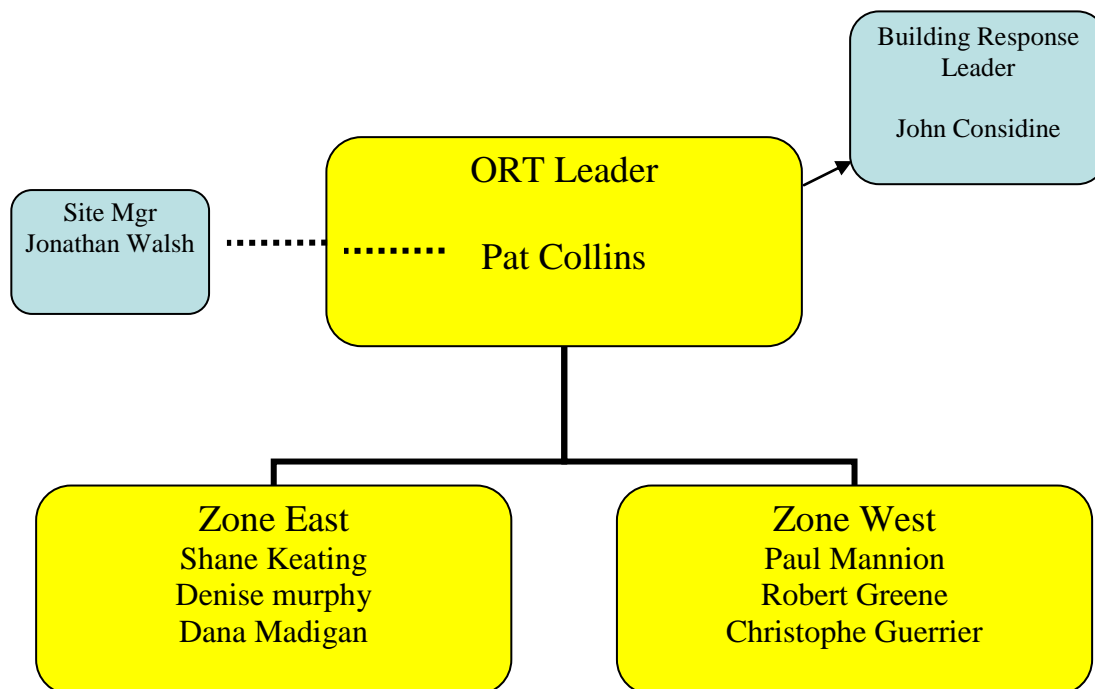
Brookvale Plaza is divided into 2 Zones.

Zone A: Walton, Boole, Hamilton Meeting rooms, kitchen/cafeteria and surrounding area A, office cubes and toilets.

Zone B: Boyle meeting room, UPS Room, Data Centre, Customer Lab, plant room, surrounding area B office cubes, reception and general store.

Note: Refer to Appendix B. to reference building area evacuation zones.

5.2 Dromore House Office Response Team 1st Floor



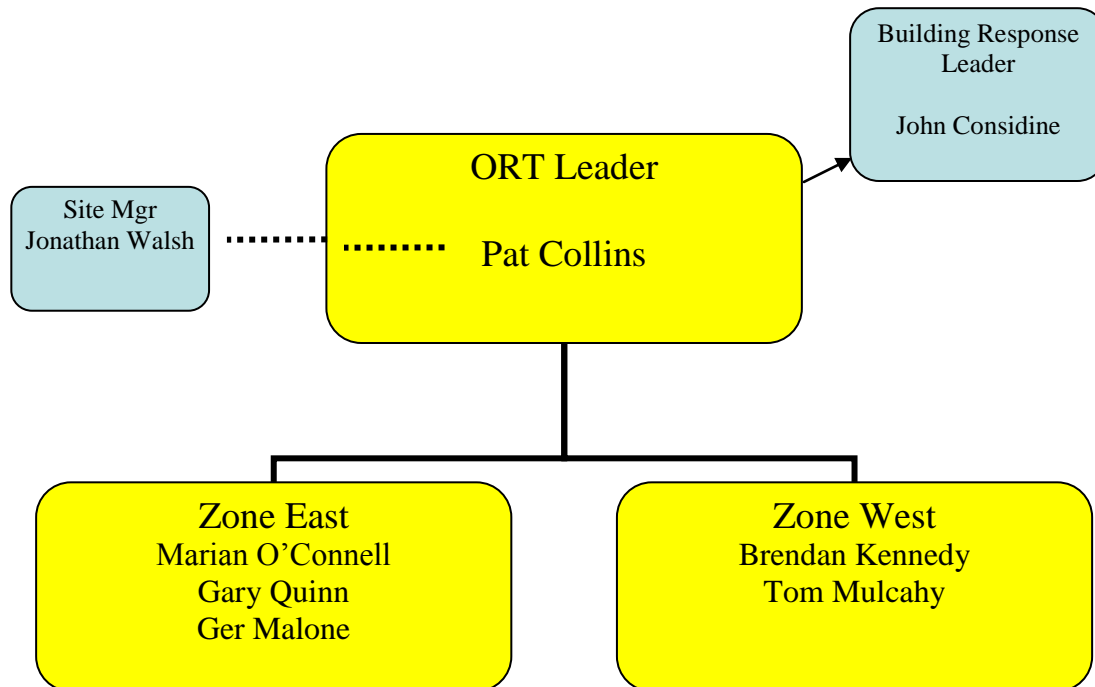
Dromore House 1st floor is divided into 2 Zones.

Zone East: Conference rooms (Clarke, Behan, Yeats, Heaney, Joyce, Beckett, Wilde, Shaw), Store room, office and surrounding office cubes, canteen seating area & wash up area, disable toilets, shower room & gents toilets, sluice room

Zone West: SV Lab, SV Store, SW Lab, SW Store, Rack room, Canteen cooking & self service areas, ladies toilets, staff toilets, office and surrounding office cubes.

Note: Refer to Appendix B. to reference building area evacuation zones.

5.3 Dromore House Office Response Team 2nd Floor



Dromore House 2nd floor is divided into 2 Zones.

Zone East: Conference rooms (Erris, Achill, Loop, Kerry, Mizen), Store room, office and surrounding office cubes, coffee dock (including coffee dock store), toilets.

Zone West: Conference rooms (Bennett, Kinsale, Hook, Wicklow, Derg, Brandon, Bray, Carnsore, Galley, Howth, Dunmore) Communications room, IT Store, First Aid/Mothering room, sluice room, office and surrounding office cubes.

Note: Refer to Appendix B. to reference building area evacuation zones.

6. Roles and Responsibilities

6.1. Employee

In preparation of evacuations:

Each employee is responsible for reviewing and knowing their nearest emergency exits, evacuation routes and area assembly point.

Emergency exit routes are to be kept clear at all times and any obstacles should be removed or immediately reported to the appropriate manager.

All employees should be aware of their responsibilities during an evacuation as detailed below.

During evacuation:

On hearing the evacuation siren employees must:

- Leave the area and evacuate the building immediately
- Report to the relevant assembly point outside the building
- Communicate any concerns, health or safety issues to a member of the ORT during an evacuation
- Follow all instructions from ORT members controlling the evacuation

In addition, the following guidelines should be adhered to:

- Make work equipment safe if possible to do so safely (probably not applicable in the office area, but may be in the labs)
- Evacuate the building by the nearest emergency exit
- Do not stop to pick up tools/clothing
- Do not use lifts
- Walk, don't run

Employees must escort any visitors they are responsible for to their assembly point.

Employees should not leave the assembly point, temporarily or return to the building, without the permission of an ORT leader.

6.2. Managers

In preparation for evacuations:

- Managers should be familiar with the evacuation procedure and employee responsibilities. They should communicate this procedure to all employees at least every six months or more frequently if necessary. New hires should have the evacuation procedure communicated on their first day of employment.
- Managers will have in place a hierarchy of nominated substitutes in the event of their absence. This arrangement should be permanently established and updated on a regular basis.

- Managers are responsible for ensuring a method for the safe evacuation of physically challenged employees/visitors is established. Members within the dept should be made aware of the needs of the physically challenged individual in the event of an evacuation and that they may be called on to provide assistance to the employee/visitor during an evacuation.

During an evacuation:

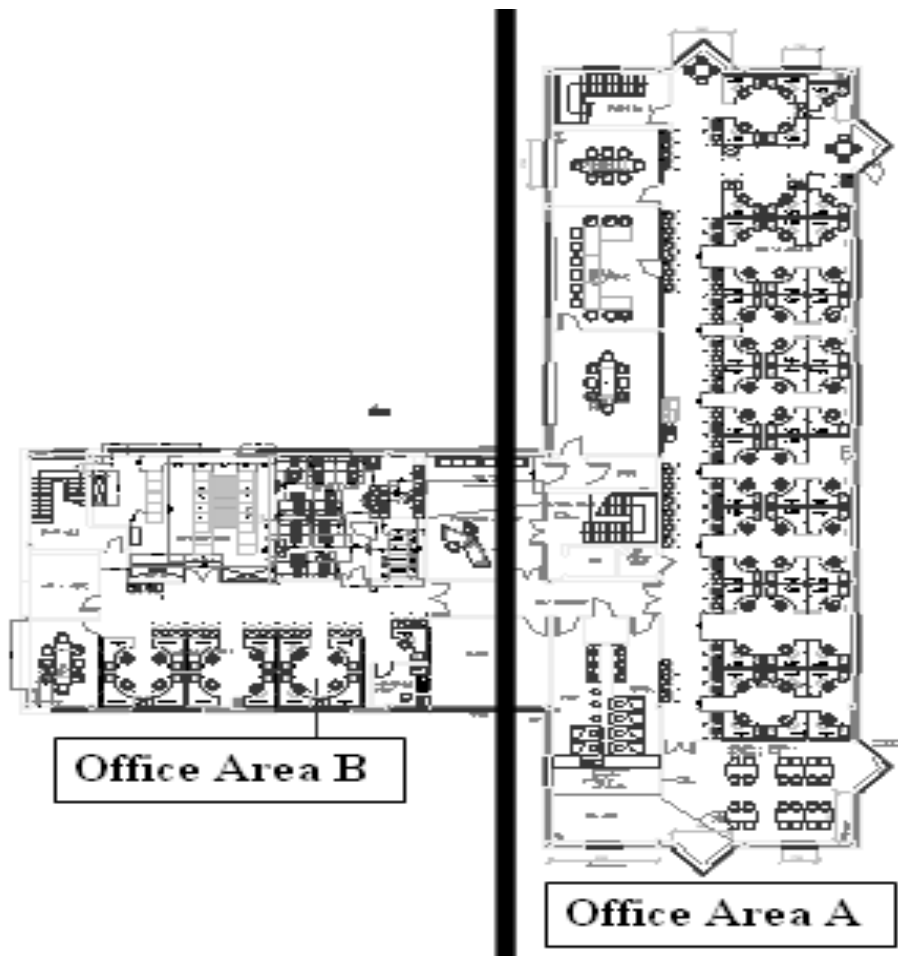
It is the manager's responsibility to ensure that their employees understand and follow the evacuation procedures and follow all instructions issued by ORT members.

6.3. ORT leader

- The safety of the ORT members comes before that of employees – the ORT leader will not risk the life of an ORT member to save another.
- The ORT leader is responsible for planning, conducting and completing two evacuation drills per year. Evidence should be recorded in the documentum based log for traceability.
- The ORT leader is responsible for planning, conducting and completing a pre-announced evacuation siren test every 4 weeks. Evidence should be recorded in the documentum based log for traceability.
- In an actual incident, the ORT leader will evaluate the scope and nature of an emergency and initiate the appropriate response. The ORT leader should establish from the alarm repeater panel at reception whether the alarm is an intruder alarm or fire alarm. An announcement shall be made if it is an intruder alarm and the incident investigated. An evacuation shall occur if the alarm is a fire alarm.
- The ORT leader will conduct sweeps of affected areas, if safe to do so.
- The ORT leader will report to the Building Response Leader, who is wearing an orange luminous jacket, at the incident control point – see (Appendix C. – Dromore House Assembly Points). The Building Response Leader will interface with external emergency services (Fire Brigade, Ambulance etc).
- The ORT leader may, based upon the situation, weather and estimated duration of evacuation decide that evacuated employees should be sent to an alternate assembly area. The ORT leader will move the assembly area as the incident dictates.
- The ORT leader will accompany the Building Response Leader on a post evacuation sweep if requested to do so.
- The ORT leader will have the final say on the sounding of all clear.
- The ORT leader shall document and archive all evacuation incidents in the documentum based log for traceability.

6.4. ORT Members

The ORT membership will be formed by 2 individuals from each of the appropriate zones (See Appendix B. Brookvale Plaza Evacuation Zones)



Appendix B Dromore House Evacuation Zones) and the ORT leader.

In preparation of evacuations:

- The ORT members will be familiar with the responsibilities of employees and managers in both preparation for and during evacuations.

During evacuation:

- The ORT member will make themselves clearly identifiable by wearing a yellow luminous vest.
- The ORT member will help co-ordinate the safe evacuation of employees in their zone by ushering people out of their designated areas (See section 5.1 and 5.2)

- The ORT member will direct employees toward the nearest exit and toward the assembly point outside the building.
- The ORT member will interface between employees and the ORT leader at the assembly point to ensure the safest possible evacuation and to highlight any employee concerns to the ORT Leader.
- At no time will the ORT members go beyond their scope of training.

7. Procedure validation – drills & testing

Evacuation drills will occur twice a year to help validate the procedure outlined in this document.

The fire alarm siren will be tested every 4 weeks. Before the siren is sounded, an announcement will tell employees that this is just a siren test, and not to evacuate the building.

Note: Any siren sounding which is NOT preceded with this announcement must be treated as a real evacuation.

8. Training

All employees and managers will be given training to ensure awareness of the evacuation plan.

The ORT team members and leader will receive training to clarify their roles and responsibilities in relation to evacuations.

A record will be kept of training attendees in the documentum based log for traceability.

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YOU ARE HERE ●

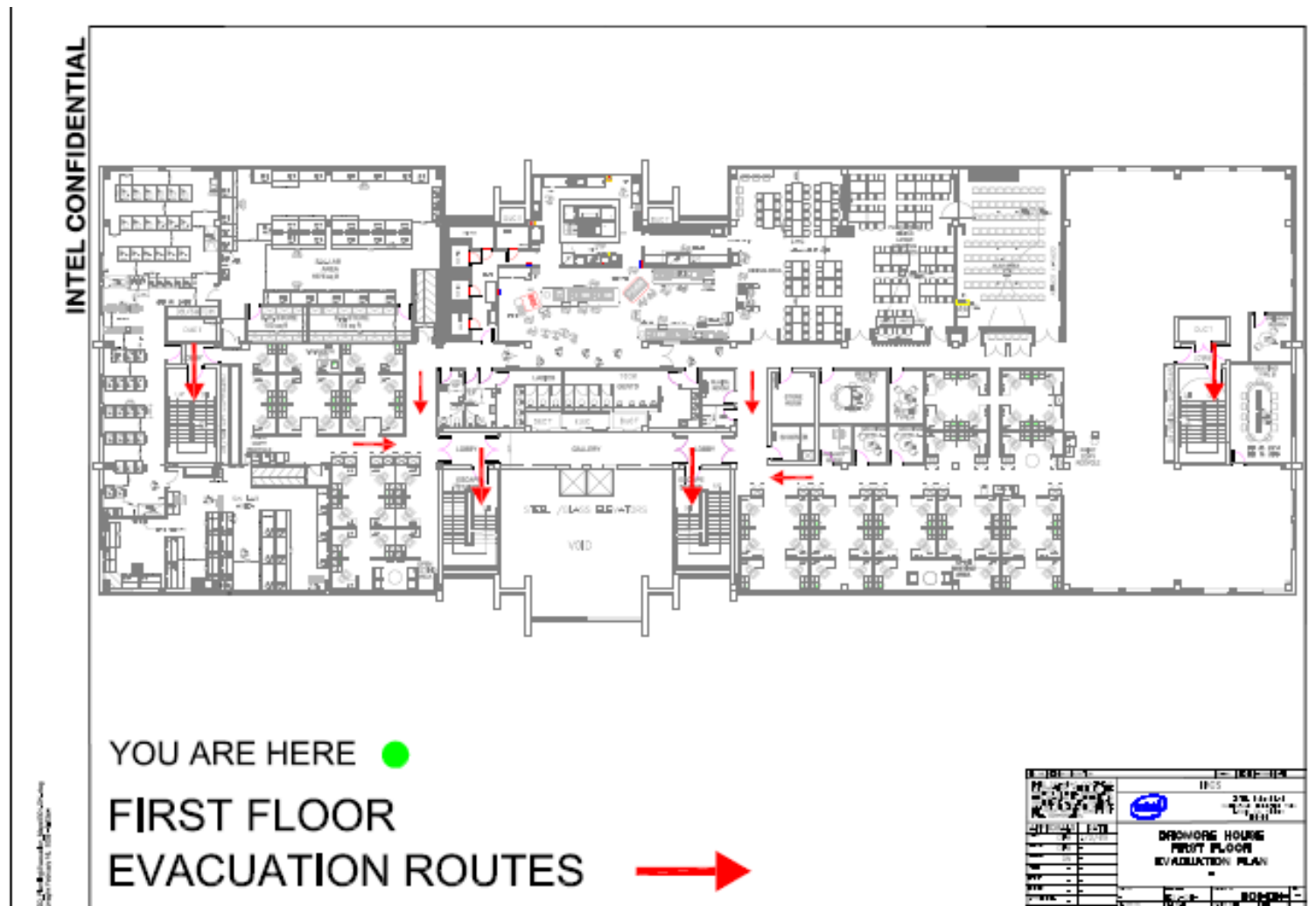
**FIRST FLOOR
EVACUATION ROUTES**

**BROOKVALE PLAZA
FIRST FLOOR
EVACUATION PLAN**

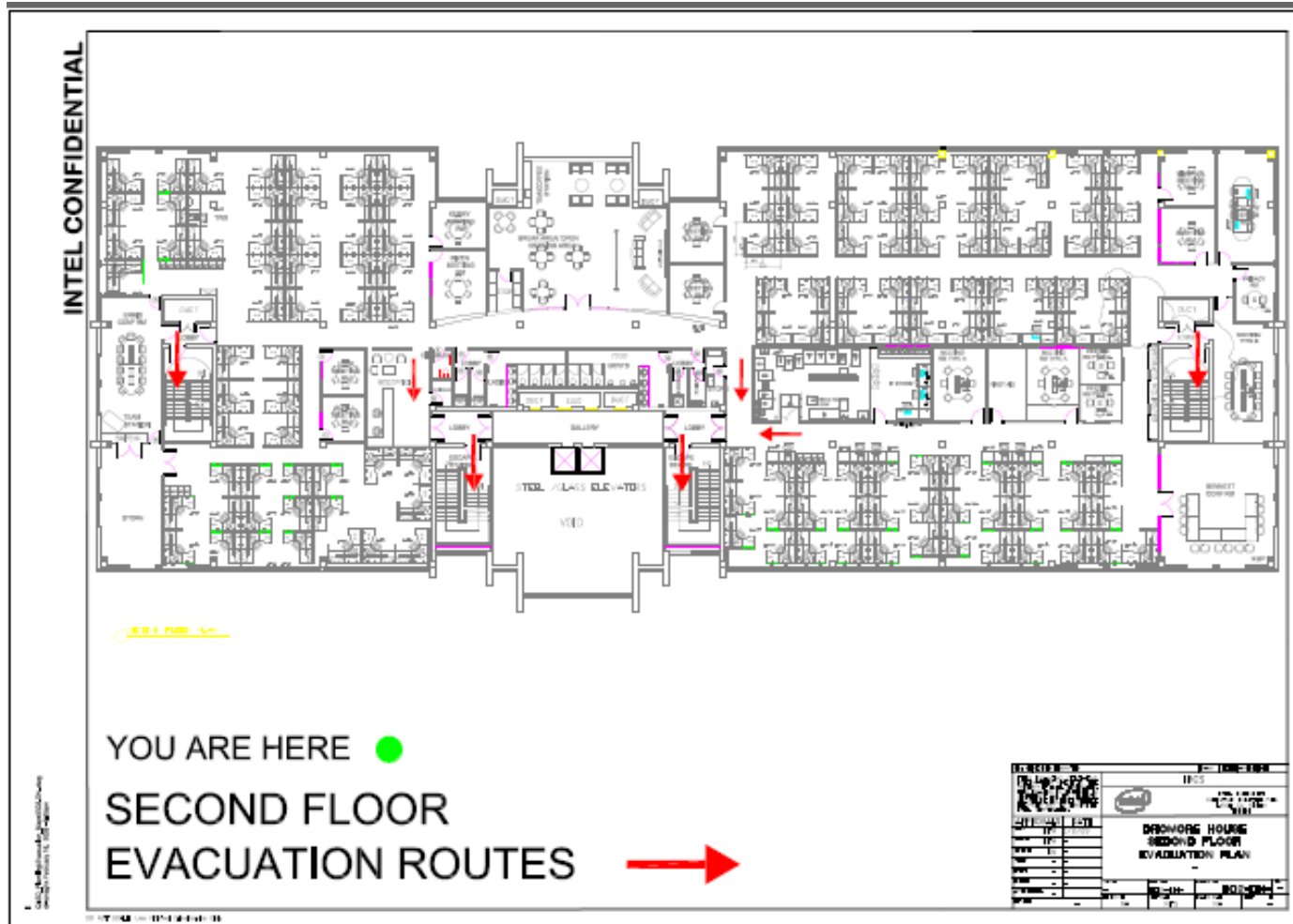
Legend:

- YOU ARE HERE
- EVACUATION ROUTE
- EXIT
- STAIR
- RESTROOM
- RECEPTION
- CONFERENCE
- OFFICE
- LOBBY
- ENTRANCE
- EXIT
- STAIR
- RESTROOM
- RECEPTION
- CONFERENCE
- OFFICE
- LOBBY
- ENTRANCE

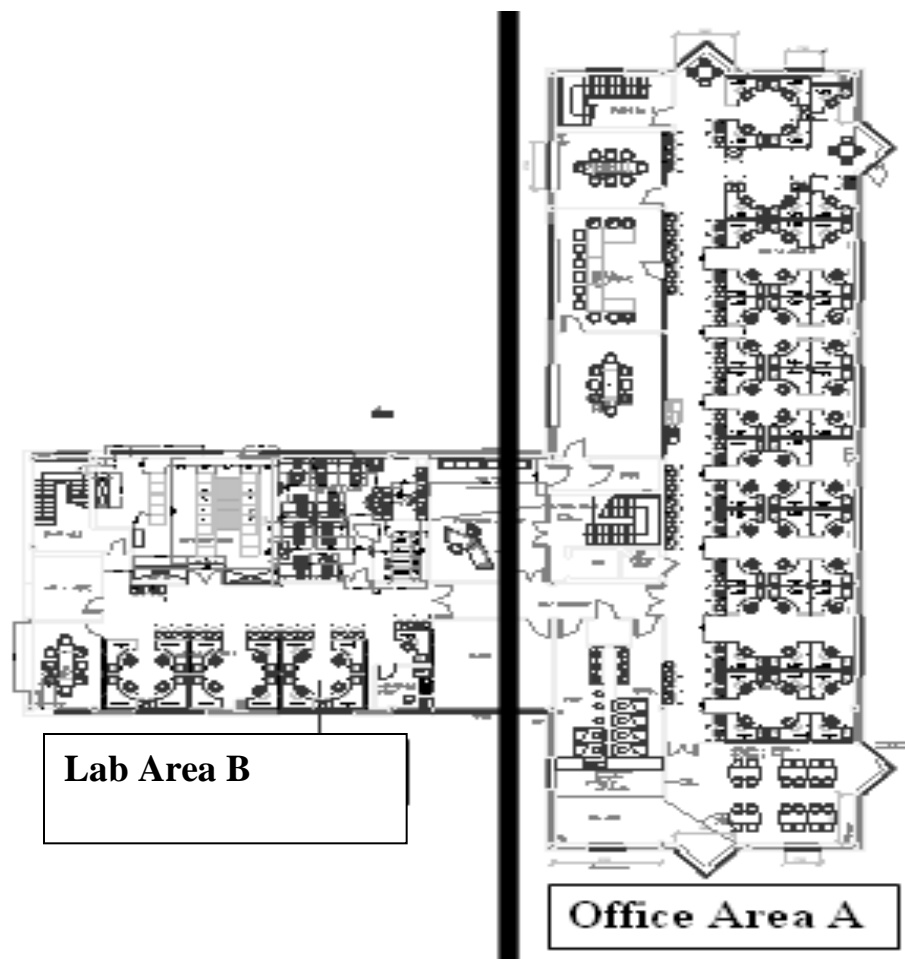
Appendix A - Dromore House Exit Points 1st Floor



Appendix A - Dromore House Exit Points 2nd Floor



Appendix B. Brookvale Plaza Evacuation Zones



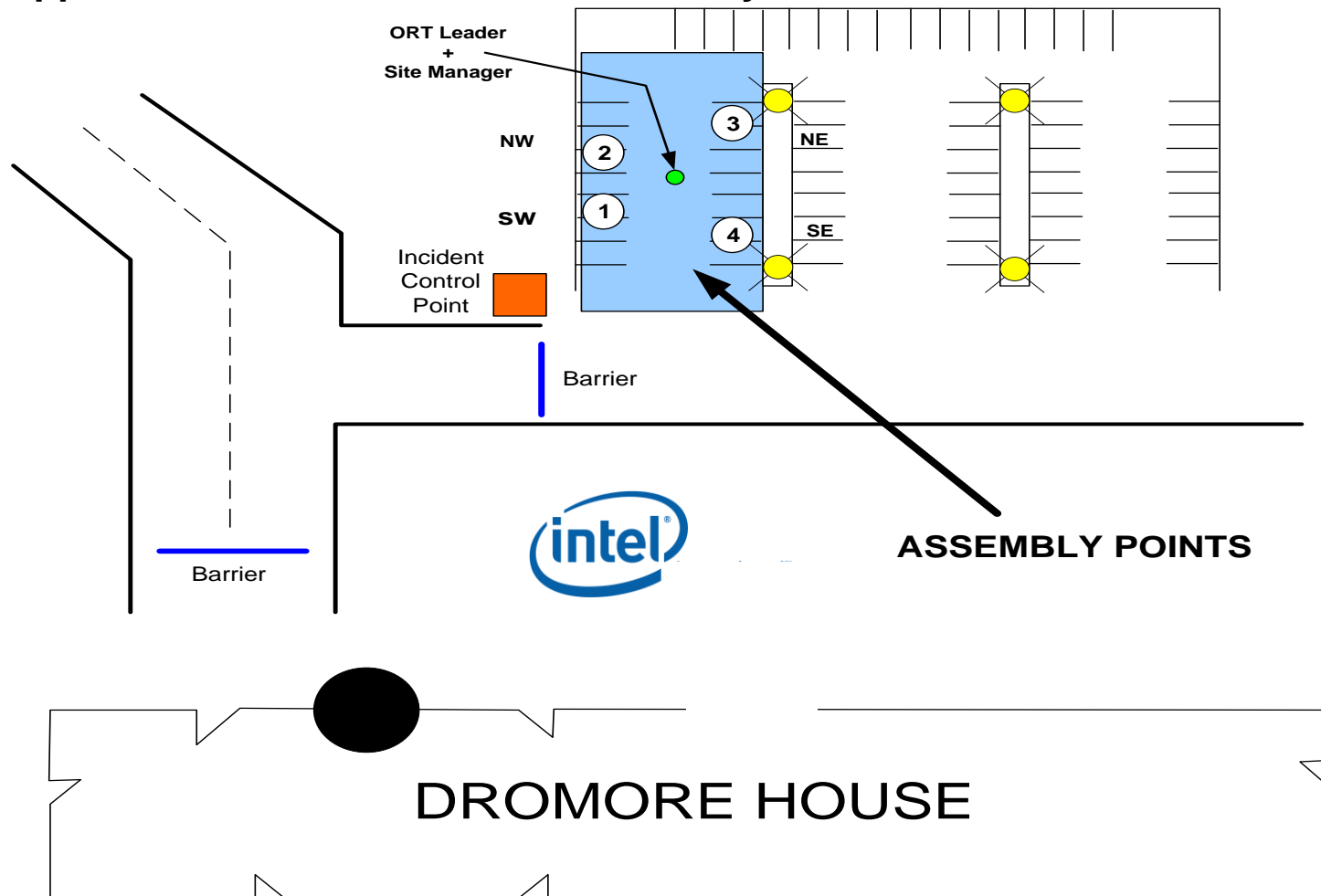
Appendix B Dromore House Evacuation Zones 1st floor



ppendix B Dromore House Evacuation Zones 2nd floor



Appendix C. – Dromore House Assembly Points



Brookvale Plaza Assembly Points

Brookvale Plaza Assembly Points

