



Guidance Document – Fire Assembly Points

- i. **SIZE:** The areas of the Fire Assembly Points are to be large enough to accommodate the expected maximum occupancy of the building being evacuated (staff, visitors and users).
- ii. **NUMBER OF:** Alternative locations of Fire Assembly Points should be considered if possible (recommended minimum of two locations) to allow adequate means of dispersion away from the passage of smoke and/or fire. You would have to take into consideration the type of persons involved and the likelihood of evacuation during inclement weather conditions and during the hours of darkness. The Fire Assembly Points should be safely and easily accessed especially for disabled persons, the elderly and children.
- iii. **LOCATION:** The locations of the Fire Assembly Points should be marked with appropriate signs to clearly indicate its location. Note that in town centre/densely occupied regions it may not be possible to mark the location of the Fire Assembly Points by signage in all cases – in these instances; the Fire Assembly Points should be indicated on a publicly displayed diagram at the premises and notable landmarks used to signify the location of the Fire Assembly Points.

The areas (i.e. the boundary and area on the ground) of the Fire Assembly Points should where possible be clearly marked and easily identified and should be far enough away from the building to afford protection from the heat and smoke in a fire situation but not so far away as to discourage people from assembling. The Fire Assembly Points should be at places, normally in the open air at ground level, in which persons are in no danger from fire, heat, falling debris/glass and/or smoke.
- iv. **AVOIDING VEHICULAR ACCIDENTS:** The areas of the Fire Assembly Points are to be in positions that do not put staff, visitors and users of the building at risk from emergency vehicles responding to the incident, or from general/other traffic in the vicinity, therefore the Fire Assembly Points are to be located away from and off the vehicle access routes leading to the building. Ideally the Fire Assembly Points should be located so as not to require the crossing of the road or movement through trafficked areas.
- v. **FIRE ASSEMBLY POINTS RELEVANT TO FIRE MARSHALL DUTY AND FIRE DRILLS:** Ensure that if your assembly points are a long way away that there is someone around, located in a safe position, to meet and brief the fire service about the incident and to stop people re-entering the building. Good use of Fire Marshalls to direct people to the Fire Assembly Points is important.

Fire Assembly Points are temporary gathering areas where it can be immediately determined if everyone is out of the building. Appropriate decisions should be made in regard to continuance of use of the Fire Assembly Points for longer durations.

Management and staff should undertake fire drills so that they will be familiar with what should be done in the event of a fire occurring and the locations and use of the Fire Assembly Points.