



EVACUATION PROCEDURE

Maison de la Paix

**Training for
Fire Marshalls**

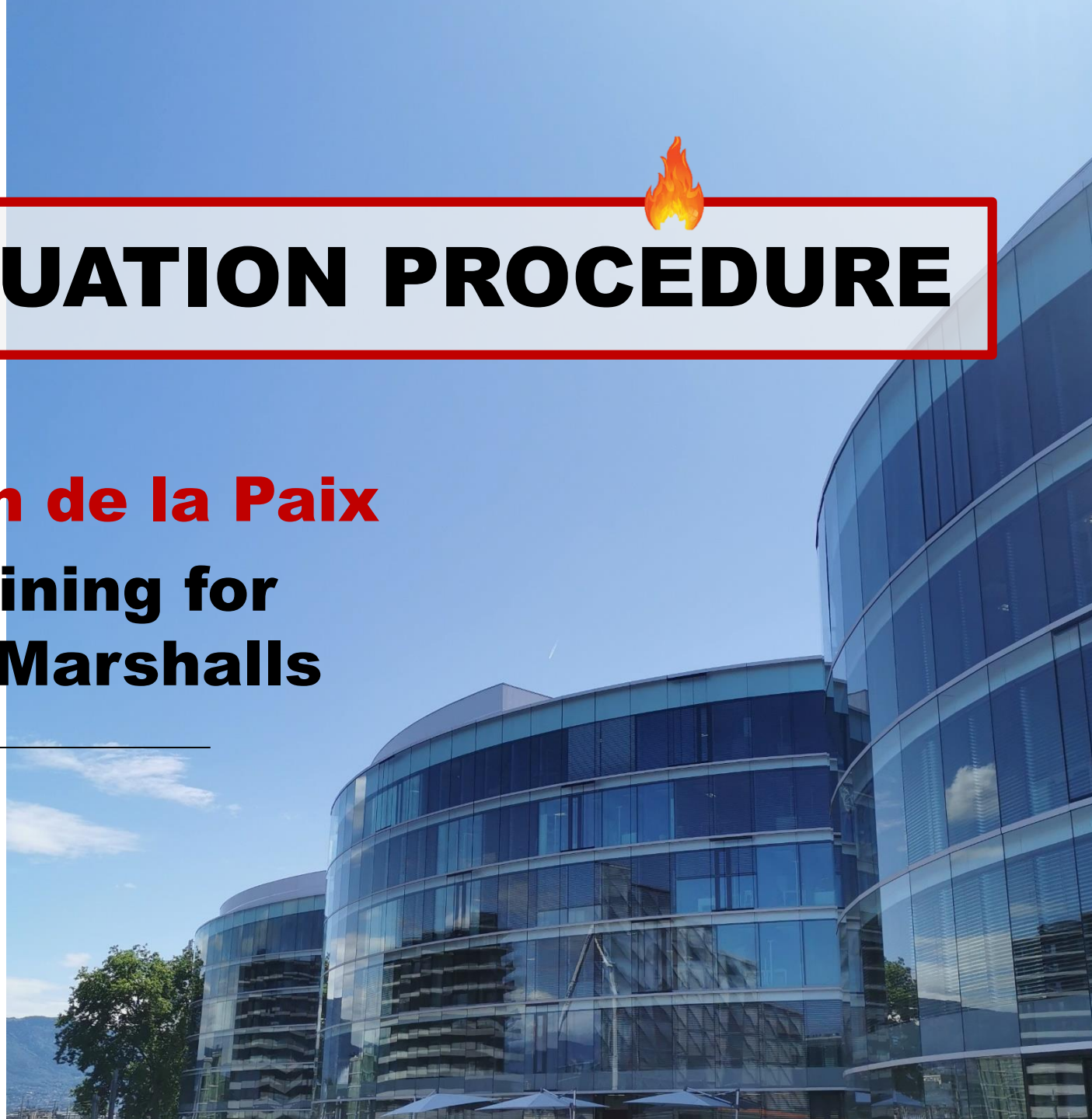


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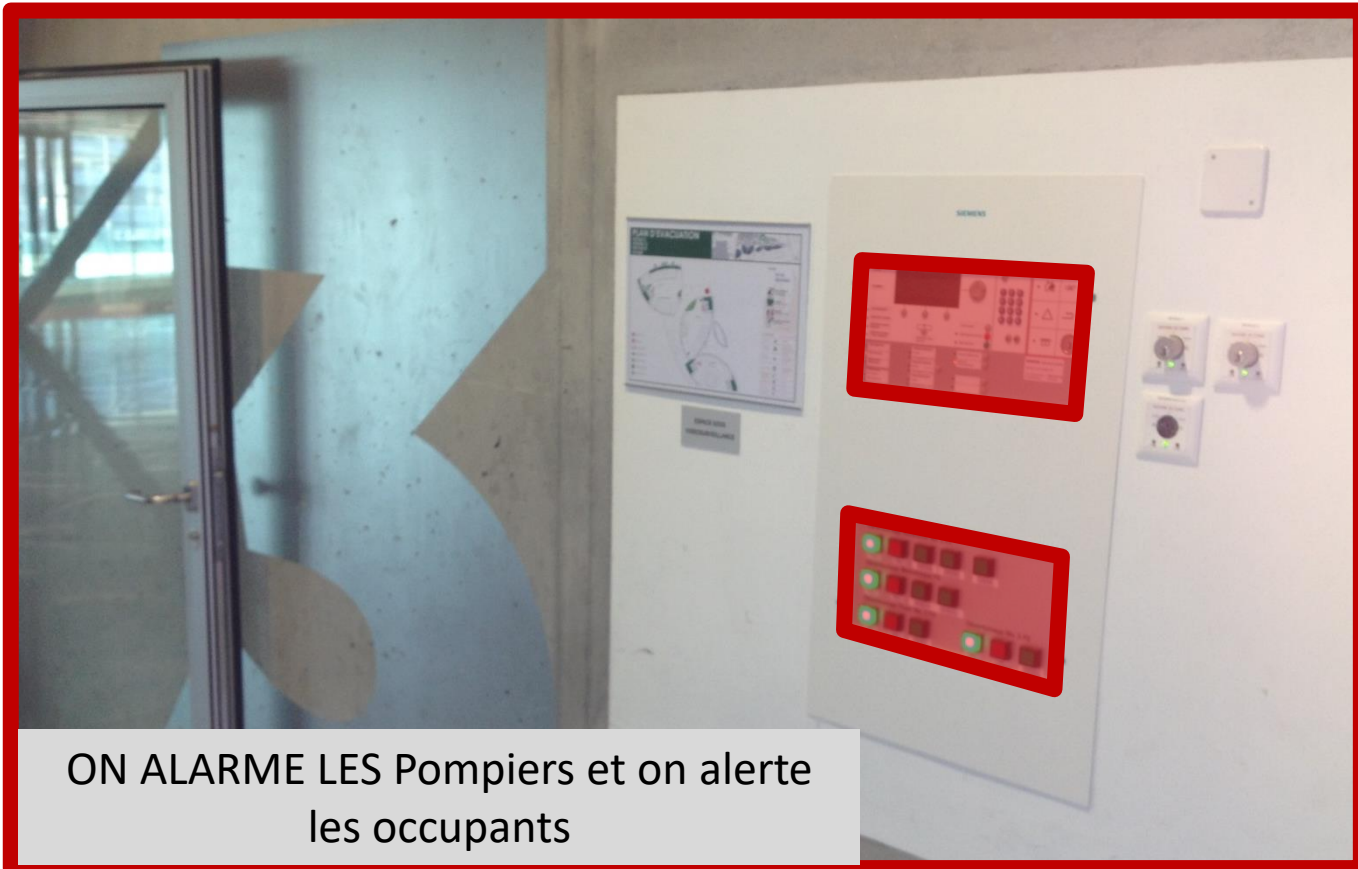
- **1. Means and Equipment for evacuation**
- **2. Alarms**
- **3. Evacuation**
- **4. Role of the Fire Marshalls**
- **5. Assembly point**
- **6. Arrival of the Fire Brigade**
- **7. Fire Extinguishers**
- **8. Emergency Numbers**
- **9. Mandatory Communication**

1. Means and Equipment for evacuation



L'ALARME

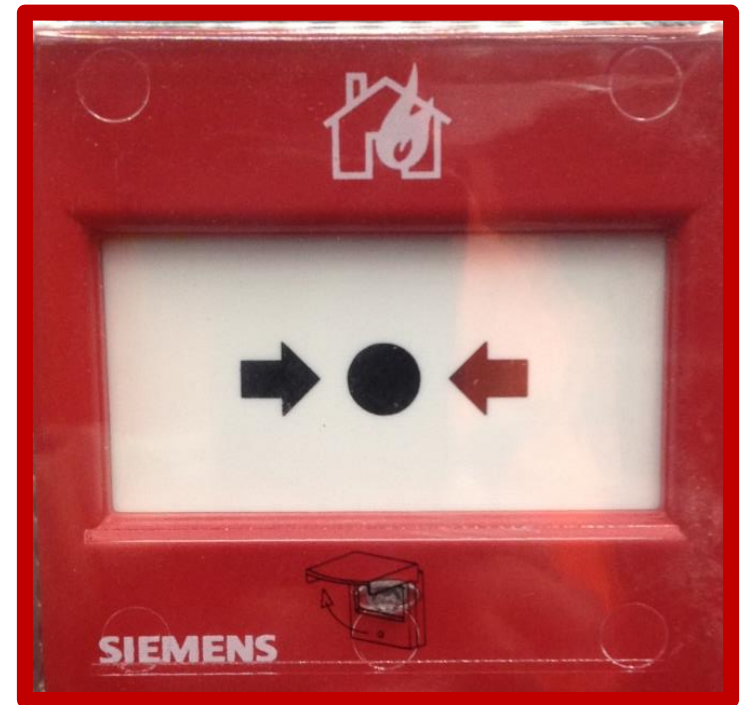
- **Building concept**
 - alarm systems



1. Means and Equipment for evacuation

Operation:

Lift the plastic cover and press the black button (the alarm is directly connected to the fire brigade)



1. Means and Equipment for evacuation

Sprinkler System

Mainly an extinguishing medium



1. Means and Equipment for evacuation

Fire Detectors



1. Means and Equipment for evacuation

Emergency Exit Lighting :

Emergency exit lighting units are light sources for an evacuation, recognizable through their green illumination.

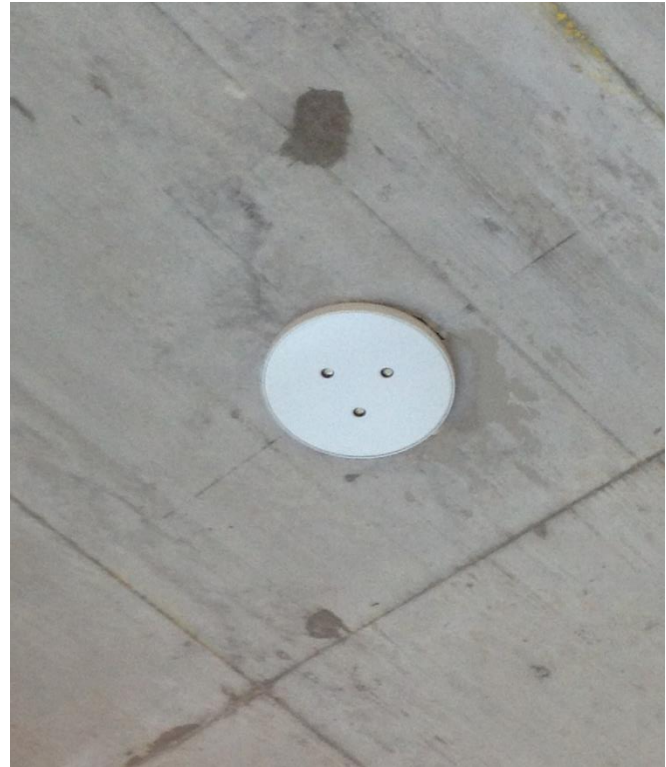
There purpose is to illuminate and indicate exits in all types of buildings in case of an evacuation of the building or in the event of a failure of the main lighting system.



1. Means and Equipment for evacuation

Emergency Lighting

These units serve as a backup in case the main lighting system fails.



1. Means and Equipment for evacuation

Temporary Exit Signs

- Special instructions
- Provisional display



1. Means and Equipment for evacuation

Emergency Exit-Controller

According to the legislation, the emergency doors cannot be closed. It must be freely and easily accessible to everyone.

The Exit-Controller secures the emergency doors and allows them to be opened with a single movement. When the door handle is pushed, the exit controller is triggered.

By pushing downwards, the panic mortise lock is unlocked, thus freeing the emergency exit. The permanent alarm can only be switched off by an authorized person with a key who returns the Exit-Controller to its original position.



2. ALARMS



2. ALARMS

Building Alarm Systems



2. ALARMS

Connection to Emergency Services



Centrale
d'engagement et
de traitement des
alarmes (CETA)

 **CERTAS**
Centrale d'alarme



2. ALARMS

Alarm Siren

Audible alarm message in:



French



English



German



2. ALARMS

Recognizing an evacuation order

Sound signal through the alarm sirens
orders given by firefighters or rescue
teams (quickly transcribe information
internally)

3. EVACUATION



3. EVACUATION

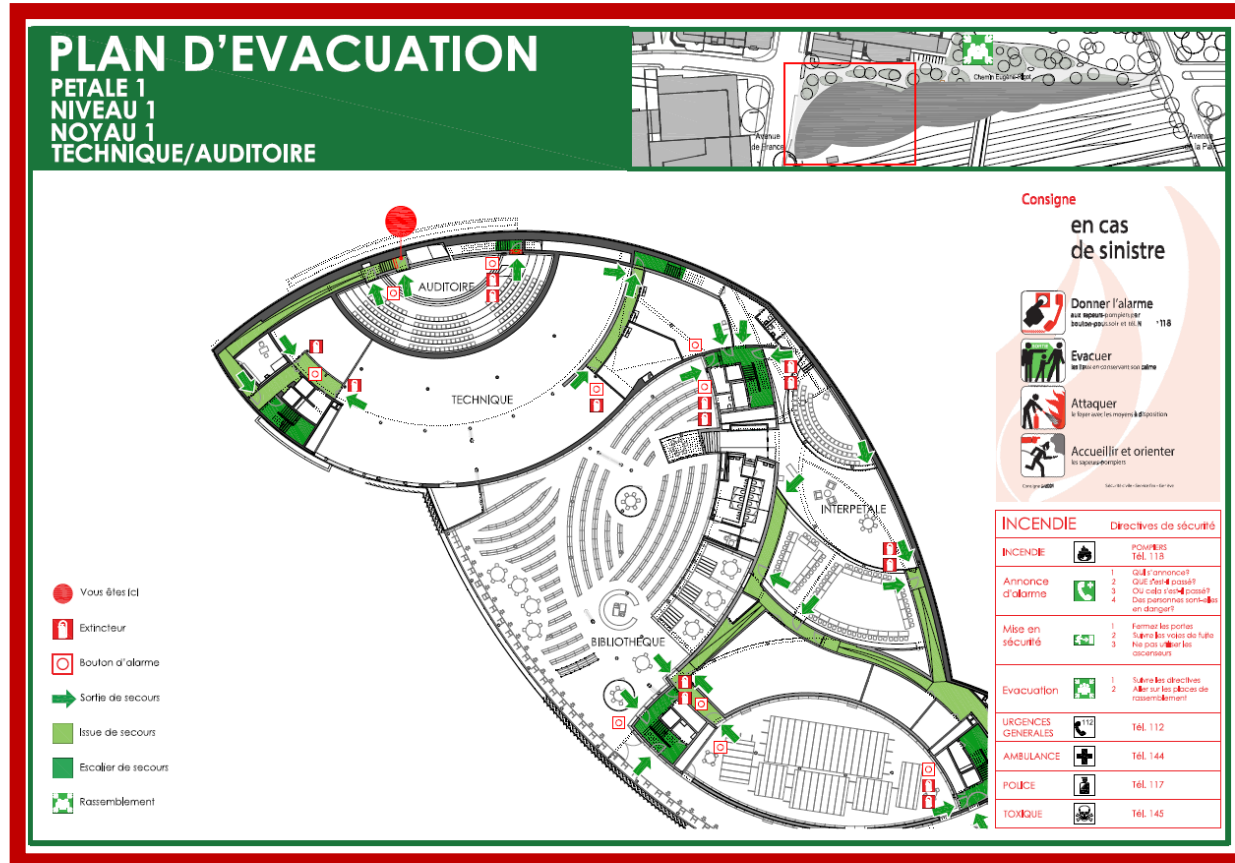
Escape Routes

Do not use the elevators



3. EVACUATION

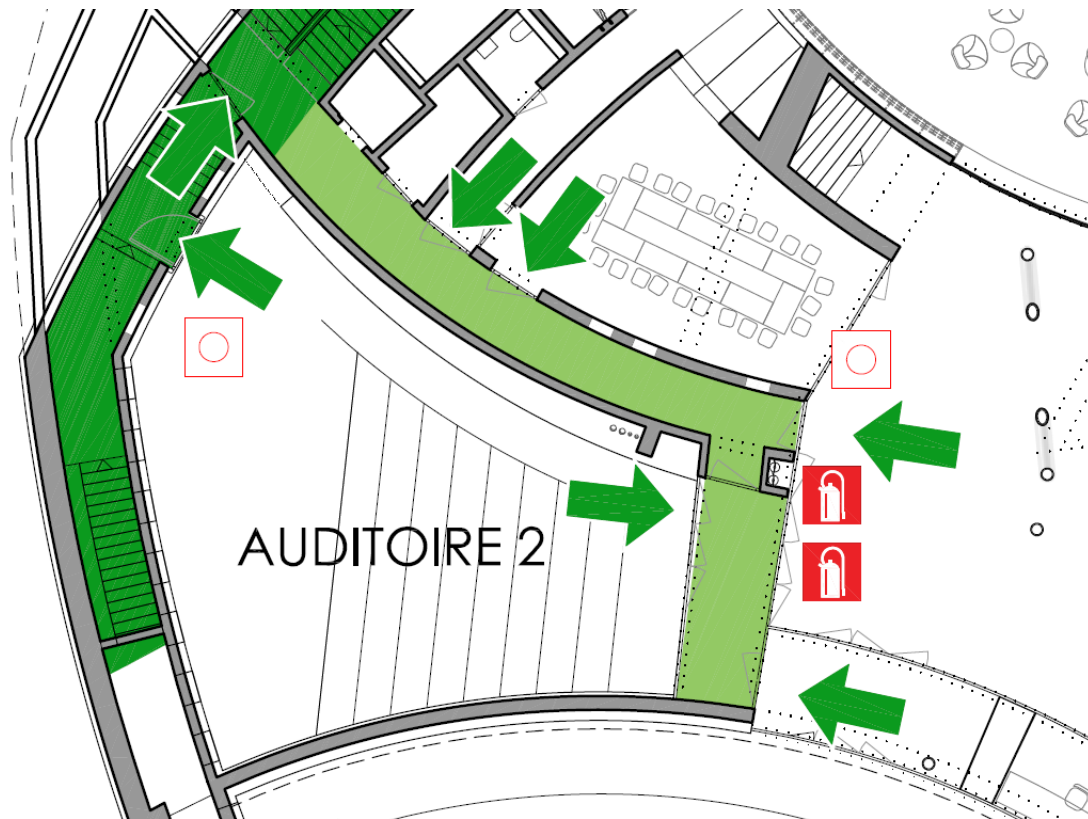
Evacuation plans



3. EVACUATION

■ Voies de fuite

- position



4. ROLE OF THE FIRE MARSHALLS



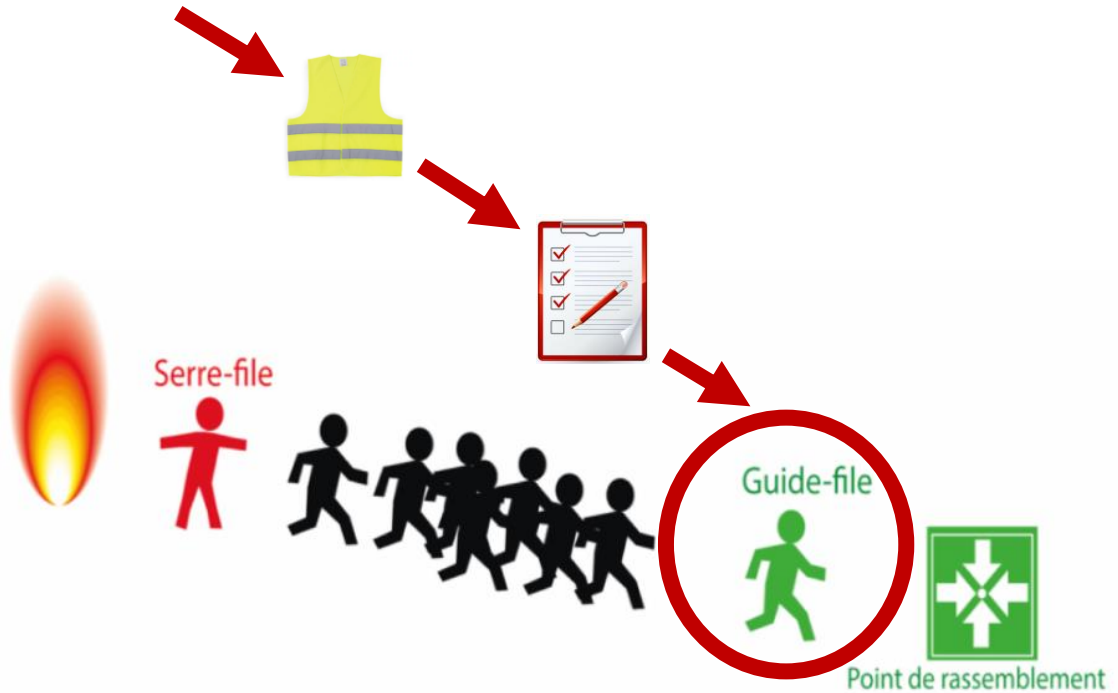
4. ROLE OF THE FIRE MARSHALLS

Tasks of the “Leader” (*guide-fil*)

1. Equip yourself with a yellow vest and a list of the people in your area of assignment and inform all those present about the need to evacuate
2. Calmly and without haste, direct the personnel to the emergency exits
3. Reassure people to avoid panic
4. Prevent people from taking the lifts and from turning back

Once at the assembly point :

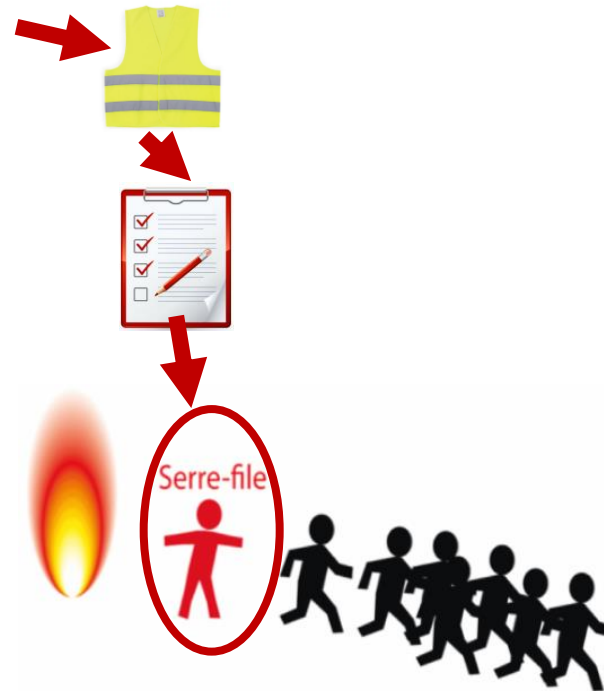
1. Takes stock of the people in the area
2. Prevent people from leaving the assembly point until ordered to do so by the evacuation officer
3. Report to the person in charge of evacuation



4. ROLE OF THE FIRE MARSHALLS

Tasks of the “Sweeper”

1. Equip yourself with a yellow vest and a list of the people in your area of assignment and inform all those present about the need to evacuate
2. Walk around and ensure that no one is in the area, be particularly vigilant in toilets, cloakrooms, meeting rooms or technical rooms
3. Close doors to empty rooms
4. Ensure that all visitors and outside businesses have been evacuated
5. Prevent people from going backwards
6. Report to the person in charge of the, who will contact the emergency services and inform them of the total or partial evacuation of the building



Special point:

For persons with reduced mobility, the queue holder or nominated person should make the necessary arrangements and ensure that they are effectively secured in the secure waiting area. This is an area protected from smoke, flames and heat radiation. The floor manager and/or designated tenant shall ensure that evacuation instructions take into account the various disability situations.

Guide-file



Point de rassemblement

4. ROLE OF THE FIRE MARSHALLS

Special assistance

Dedicate a responsible person in the vicinity of the employee(s) with a disability

If possible, use the evacuation chairs provided at each intermediate level in all petals (cores/staircase)

If this is not possible, secure the person in a protected space and indicate this (location, floor and situation) as soon as possible to the rescue team and the Fire brigade



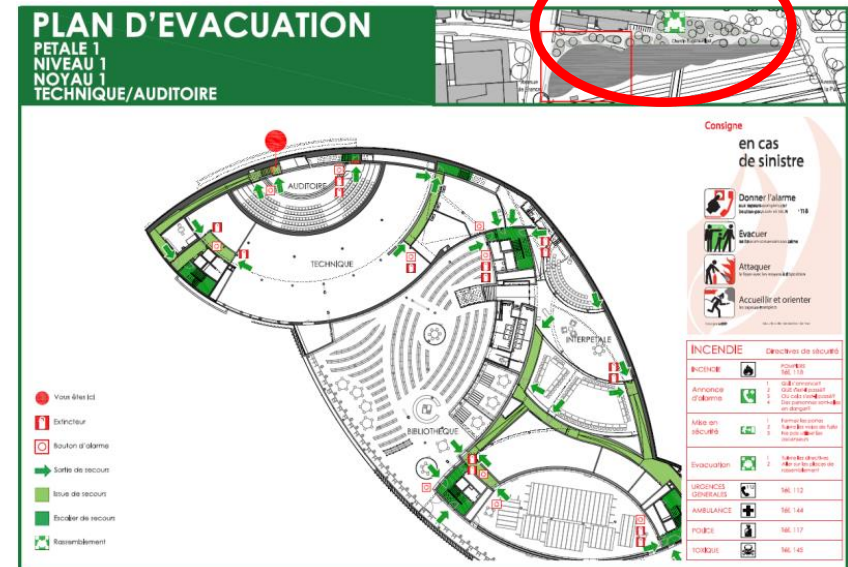
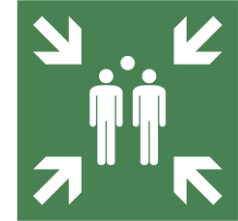
5. ASSEMBLY POINT



5. ASSEMBLY POINT

Map

The location of the assembly point is shown on all evacuation plans, It is for all occupants of the building. The assembly point and the different routes to it must be known and recognized by all!



5. ASSEMBLY POINT

Location for evacuees at the assembly point by petal



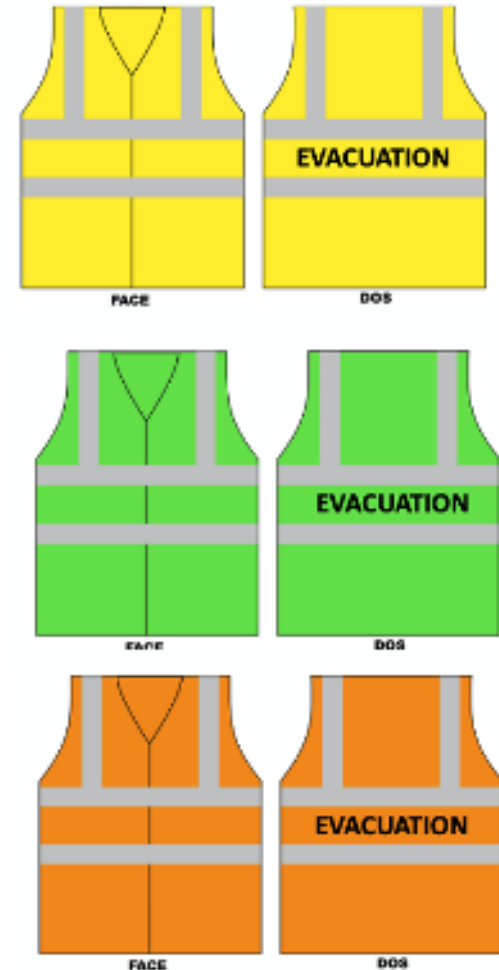
5. ASSEMBLY POINT

At the meeting point please contact the persons in charge who will be equipped with a reflective vest in order to take the count. The details you will need to provide are the following information:

Petal number

Company and/or organization

Missing persons according to your count?



5. ASSEMBLY POINT

What is the Assembly point for?

The assembly point has several several purposes. Firstly, it ensures the safety of all, away from the immediate danger. It also facilitates the counting of the building's occupants during an evacuation. Lastly, it serves as a place to give instructions to the evacuees for the rest of the event.

6. ARRIVAL OF THE FIRE BRIGADE



6. ARRIVAL OF THE FIRE BRIGADE

Important Information to be communicated

- Presence of dangerous products
- Victims
- Missing persons
- Directing to the scene of the disaster and the injured
- Explain the layout of the site

7. FIRE EXTINGUISHERS



7. FIRE EXTINGUISHERS

Fire Extinguishers available on Site

Mousse pulvérisée



It is the most common extinguisher in all premises (offices, library, classrooms)

- Acts on fire classes A and B
 - Acts by heat extraction (cooling)
 - Compared to water, foam has the double advantage of smothering and cooling.
 - In the 6l and 9l at the Maison de la Paix.
 - Approved up to 1000 V, minimum distance 1m.
- (It can therefore be used on electrical fires without danger)

Poudre ABC



On roofs, technical rooms, servers, electrical cabinets.

- Acts by suppressing the oxygen supply (smothering)
- It leaves absolutely no residue.
- CO2 acts by smothering, carbon dioxide is not conductive.
- Acts on fire classes B, C and E
- Approved up to 1000 V, minimum distance 1m.

Gaz carbonique



In car parks.

- The powder extinguisher covers fire classes A, B and C.
- It is not recommended for offices and homes as it is irritating to the eyes and respiratory tract and creates a cloud that may obscure escape routes.
- Ideal for hydrocarbon fires (such as in car parks)

7. FIRE EXTINGUISHERS

Fire Extinguishers available on Site



Safety Instructions

8. EMERGENCY NUMBERS



8. EMERGENCY NUMBERS

Good to know

- Emergency: 144
- Police: 117
- Fire Brigade: 118
- Tox Info Suisse: 145
- Emergency number for all of Europe: 112
- MDP security: **079 749 35 36** (available during opening hours)

8. EMERGENCY NUMBERS

What to do in case of fire?

Every second counts in the event of a fire.

The three rules to follow are: alert - rescue - extinguish the fire (if controllable)

1. alert: call 118 (fire police); warn people in danger

2.rescue: rescue people and animals; do not put yourself in danger

3.extinguish the fire: Fight the fire if it is controllable; Inform the fire brigade and the emergency services

8. EMERGENCY NUMBERS

Emergency Call

Who is calling? Give your name.

What? Nature of the problem (stage of the fire, type, risk factors, actions taken...)

Where? specify as much as possible the location, address, access, areas, floor...

How? Triggering factor, aggravating circumstances...

Do not hang up!

9. MANDATORY COMMUNICATION



Security measures for events organized at the fab

Depending on the timing of your event as well as the number and nature of participants expected, you will need to take into account certain security measures. These measures are in place to ensure the safety of your participants in the unlikely event of a fire or other emergency.

For all events, go through this checklist and make sure you have ticked yes for all:

FAB SECURITY CHECKLIST for event organizers	YES	NO
Do you know where the evacuation routes and emergency exits are?		
Is the number of expected participants within the limits the Fab team informed you of?		
Have you ensured that decorations do not create additional fire hazards or impede escape routes?		
Do you know where the evacuation equipment is (chairs, emergency instructions & attendance list/registrars)		
Have you located the manual triggers for the fire alarm?		
Have you located the nearest defibrillator?		
For events before 08:00 and after 17:00 as well as on weekends, have you agreed amongst the organizers and students trained in security (plus security guard when needed) on your respective roles in the event of evacuation? <ul style="list-style-type: none"> • Who leads the evacuation • Who closes the group • Who counts the number of people compared to the list • Who calls the internal security/ firemen/police/ambulance/etc.? 		

Mesures de sécurité pour les événements organisés à la fab

En fonction de la date de votre événement ainsi que du nombre et de la nature des participants attendus, vous devrez prendre en compte certaines mesures de sécurité. Ces mesures sont mises en place pour assurer la sécurité des participants dans le cas improbable d'un incendie ou d'une autre situation d'urgence.

Pour tous les événements, passez en revue cette liste de contrôle et assurez-vous que vous avez coché tous les points :

CHECKLIST pour les organisateurs de l'événement	OUI	NON
Savez-vous où se trouvent les voies d'évacuation et les sorties de secours ?		
Le nombre de participants attendus est-il conforme aux limites dont l'équipe fab vous a informé ?		
Avez-vous veillé à ce que les décorations ne créent pas de risques d'incendie supplémentaires ou n'entravent pas les voies d'évacuation ?		
Savez-vous où se trouve le matériel d'évacuation (chasubles, consignes d'urgence, liste de présence) ?		
Avez-vous localisé les déclencheurs manuels de l'alarme incendie ?		
Avez-vous localisé le défibrillateur le plus proche ?		
Les organisateurs et les étudiants formés à la sécurité (plus un agent de sécurité si nécessaire) se sont-ils mis d'accord sur leurs rôles respectifs en cas d'évacuation ? <ul style="list-style-type: none"> • Qui dirige l'évacuation ? • Qui ferme le groupe ? • Qui fait le compte des personnes par rapport à la liste de présence ? • Qui appelle la sécurité interne/les pompiers/la police/l'ambulance/etc. ? 		

For events before 08:00 and after 17:00 as well as on weekends, the following provisions apply:

Number of participants	Type of participants	Attendance List needed	Students trained in evacuation/ certified	Security guard / Alarm Management and detection
<10	Internal to the Institute	If possible	1	
	+ External	Yes	1	
10-30	Internal to the Institute	If Possible	2	
	+ External	Yes	2	
30-50	Internal to the Institute	Yes	3	
	+ External	Yes	3	
50-99	Internal to the Institute	Yes	3	1
	+ External	Yes	3	

Pour les événements organisés avant 08h00 et après 17h00 ainsi que les week-ends, les dispositions suivantes s'appliquent :

Nombre de participants	Type de participants	Liste de présence nécessaire	Elèves formés à l'évacuation / certifiés	Agent de sécurité
<10	Internes à l'Institut	Si possible	1	
	+ Externes	Oui	1	
10-30	Internes à l'Institut	Si Possible	2	
	+ Externes	Oui	2	
30-50	Internes à l'Institut	Oui	3	
	+ Externes	Oui	3	
50-99	Internes à l'Institut	Oui	3	1
	+ Externes	Oui	3	

Registration required after 17:00

At the reception desk of the Fab you will find a registration book which participants are asked to fill in at the beginning of the event. Please, make sure to leave it there. You/security guards will use this register in case an evacuation is necessary, to ensure everyone is in safety.

Students trained in evacuation

The fab organises security trainings every semester, and keeps a list of students trained in evacuation safety. Should none of them be part of your organising committee, you may be able to engage them for a fee (paid directly to them). Should you wish to be trained, please check the Fab's website to sign up to the next training session.

Security guard

For events with more than 50 people, before 08.00 and after 17.00, you need to engage a security guard. The standard rate is CHF 70/hour min 3 hours. If you are a student, you can benefit from the GISA discount at CHF 46.20. Please contact events@graduateinstitute.ch to arrange the security guard.

Enregistrement requis après 17:00

À l'accueil de la fab, vous trouverez un livre de présence. Demandez à vos participants de s'y inscrire au début de l'événement et veillez à laisser le livre à sa place. Vous/les agents de sécurité utiliserez/utiliseront ce document en cas d'évacuation, afin de s'assurer que tout le monde est en sécurité.

Etudiants formés à la sécurité

La fab organise des formations à la sécurité chaque semestre et tient une liste des étudiants formés à la sécurité en cas d'évacuation. Si aucun d'entre eux ne fait partie de votre comité d'organisation, vous pouvez les engager moyennant une rémunération (à leur payer directement). Si vous souhaitez être formé, veuillez consulter le site web de la Fab pour vous inscrire à la prochaine session de formation.

Agent de sécurité

Pour les événements de plus de 50 personnes, avant 08h00 et après 17h00, vous devez engager un garde de sécurité. Le tarif standard est de 70 CHF/heure, min 3 heures. Si vous êtes étudiant, vous pouvez bénéficier de la réduction GISA à 46.20. Veuillez contacter events@graduateinstitute.ch pour organiser la présence d'un agent de sécurité.

E M E R G E N C Y A N D U S E F U L N U M B E R S

- | | |
|---------------------|---------------|
| • Police | 117 |
| • Internal security | 079 749 35 36 |
| • Firemen | 118 |
| • Medical emergency | 144 |
| • SOS Doctor | 022 748 49 50 |

H O W T O R E S P O N D I N T H E E V E N T O F F I R E

- Do not panic
- Extinguish the fire using the nearest extinguisher with care
- Call 118 specifying your correct address
- Gather all your colleagues
- Make sure nobody is left in the building
- Never use lifts
- Don't go back
- Make the Rigot Road esplanade your assembly point

NUMEROS D'URGENCE ET UTILES

- | | |
|--------------------|---------------|
| • Police | 117 |
| • Sécurité interne | 079 749 35 36 |
| • Pompiers | 118 |
| • Urgence médicale | 144 |
| • SOS médecins | 022 748 49 50 |

CONDUITE A TENIR EN CAS D'INCENDIE

- Ne paniquez pas
- Circonscrivez le feu si possible, sans prendre de risque
- Appelez les pompiers en précisant votre adresse exacte
- Rassemblez tous vos collègues
- N'oubliez personne
- N'utilisez jamais les ascenseurs
- Ne revenez pas sur vos pas
- Définissez l'esplanade chemin Rigot comme point de ralliement

HOW TO RESPOND IN THE EVENT OF INTRUSION OR PHYSICAL AGRESSION

- Hide somewhere (locked in your office) or escape with needless risks (through window, door)
- Call for help by any means if this doesn't make the situation worse (shout, cell, wired phone)
- Do not hesitate to make preventive calls to Police in case you see suspicious/ troubled/ agitated person or group

**IN ALL CASES,
do not take unnecessary risks; protect your lives before your goods!**

CONDUITE A TENIR EN CAS D'INTRUSION ET/OU AGRESSION

- Protégez-vous (enfermé dans un bureau) ou fuyez si possible, sans risques (fenêtre, porte)
- Appelez de l'aide par tous les moyens si cela n'aggrave pas la situation (crier, portable, fixe...)
- N'hésitez pas à appeler la Police dès que vous voyez un/des individu(s) suspects et/ou agité(s)

N'oubliez pas, protégez votre vie avant vos biens !

Survey

95% minimum success rate

Thank you for your attention!