

## Emergency evacuation

Having accessible fire exits is a priority on any venue accessibility checklist. It's essential that fire exits can be accessed by everyone, including wheelchair users. There should be a procedure in place for evacuating any guests that have mobility impairments.

Fire alarms should be visible and audible to everyone (e.g. Deaf visitors/staff) and all should be made aware of where the fire exits are located should they need to evacuate.

### Questions that may be asked:

- Have your venue event managers shown organisers your Fire Risk Assessment and evacuation plans?
- Are fire exits clearly marked and unobscured by furniture and other trip hazards?
- If disabled people are unable to leave the building, is there a suitable refuge area? Is an intercom provided within the refuge area, and does it have accessible features such as an LED display?
- Does the venue have a procedure in place for evacuating any delegates who are unable to get out themselves?
- Are staff trained in how to use the evacuation chairs?