

# Local Incident Response Team Briefing - LIRT

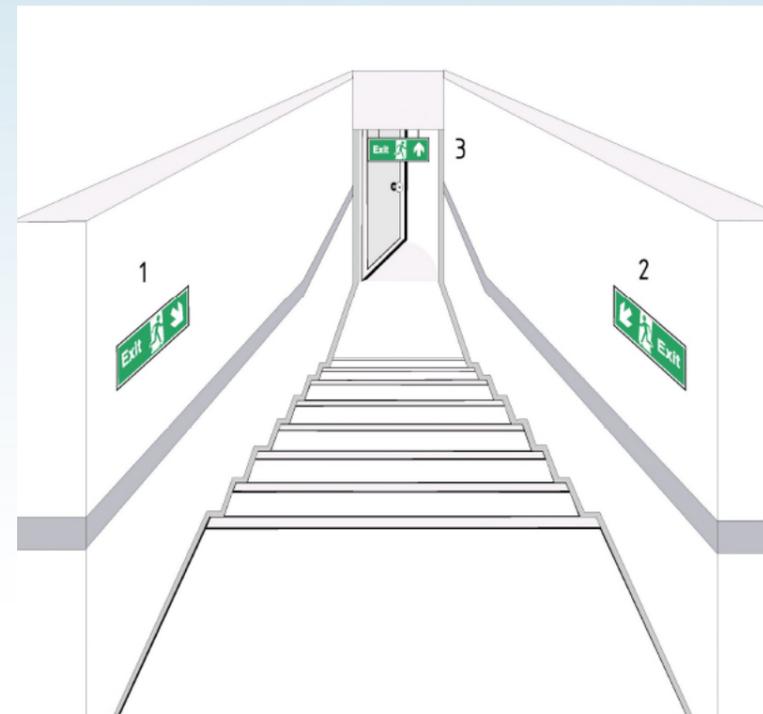
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## Briefing overview

1. LIRT and its structure
2. The Evacuation Tag System;
3. How to use the Evacuation Tag System;
4. LIRT Leader;
5. LIRT roles;



# LIRT?

- The formation of Local Incident Response Teams has received backing at both institutional and departmental level. The main benefits are:

- The Tag System improves ability to determine the extent to which a building has been evacuated in a number of scenarios;
- Increases resilience around those tasked with responding to and managing evacuations;
- Improves our ability to resolve an incident efficiently, limiting disruption;
- Compliments the University's evolving emergency planning and business continuity measures.

- The Evacuation Tag System represents a variation to the existing procedures.

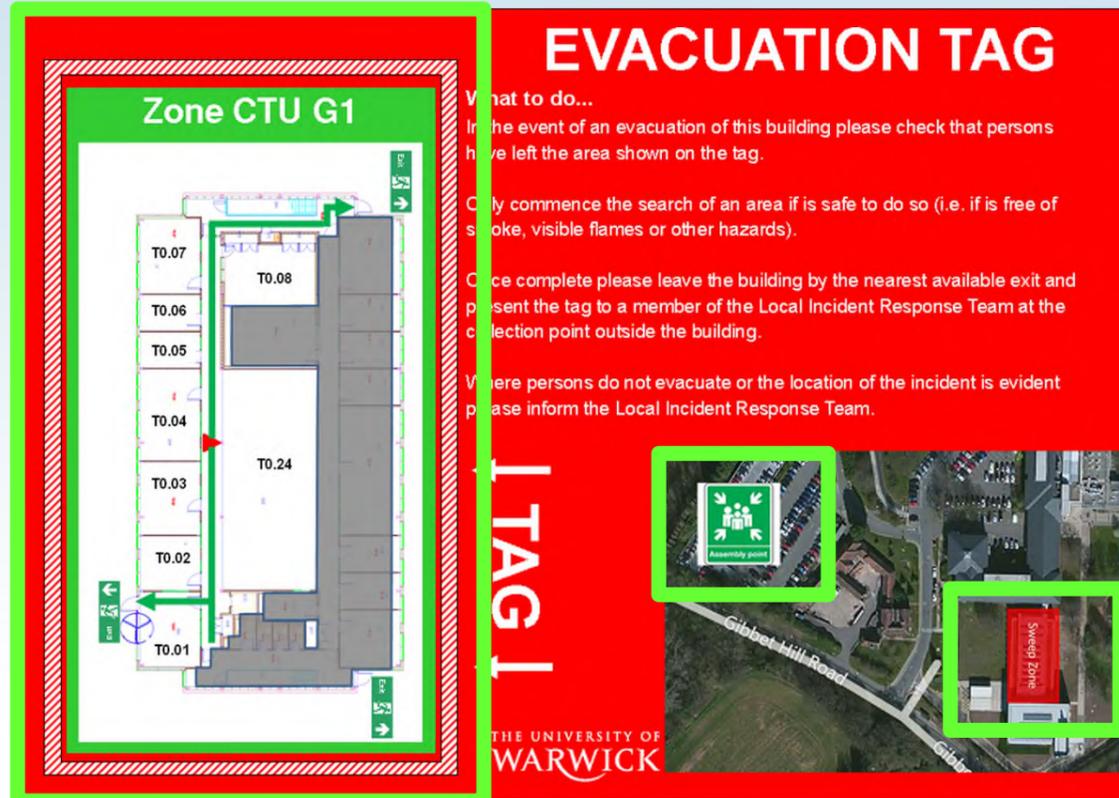


## The Evacuation Tag System

- The next six slides are reminder of how the evacuation tag system works to support the sweep of the building and how it should be operated by staff and post graduate students who are not LIRT members;
- It is not the intention to have LIRT members sweeping areas unless you have been specifically asked by your department to sweep a particular area.
- Upon activation of the fire alarm exit the building and take instruction from the LIRT Leader

# The Evacuation Tag System

- Each zoned area has a fixed back plate within it, featuring:
  1. The tag;
  2. The location of the assembly point;
  3. The approximate location of the sweep zone in the wider context of the site.



**Zone CTU G1**

The diagram shows a floor plan of Zone CTU G1 with rooms labeled T0.01 through T0.08 and T0.24. A green outline indicates the sweep zone, and a red outline indicates the assembly point. Arrows show the evacuation route.

**EVACUATION TAG**

**What to do...**

In the event of an evacuation of this building please check that persons have left the area shown on the tag.

Only commence the search of an area if it is safe to do so (i.e. if it is free of smoke, visible flames or other hazards).

Once complete please leave the building by the nearest available exit and present the tag to a member of the Local Incident Response Team at the collection point outside the building.

Where persons do not evacuate or the location of the incident is evident please inform the Local Incident Response Team.

**ASSEMBLY POINT**

**SWEEP ZONE**

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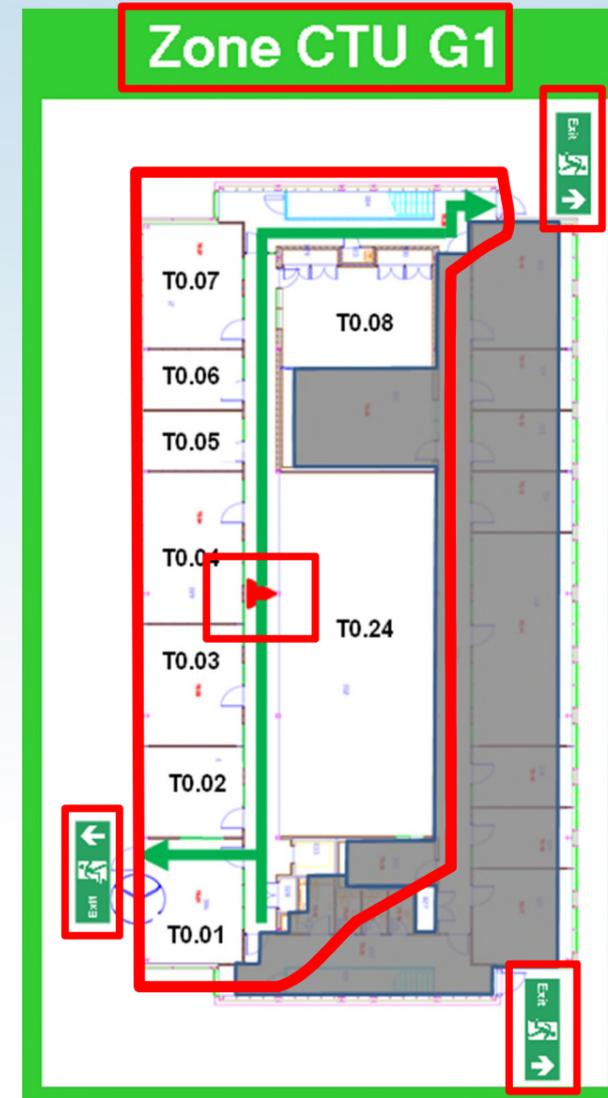
Gibbet Hill Road

The complex block contains a floor plan diagram for Zone CTU G1, a set of instructions for using the evacuation tag, and an aerial map of the site. The floor plan shows rooms T0.01 to T0.08 and T0.24, with a green outline indicating the sweep zone and a red outline indicating the assembly point. The instructions are written in white text on a red background. The aerial map shows the building's location on Gibbet Hill Road, with a green outline indicating the assembly point and a red outline indicating the sweep zone. The University of Warwick logo is visible at the bottom left of the map area.

# The Evacuation Tag System

The front:

- The tag shows the area it covers;
- Where the tag is located;
- Has a unique identifying reference;
- The emergency exits from that floor;
- Any staff member or post graduate student has the ability to sweep the zone identified on the tag;
- The individual with the tag then evacuates the building and presents the tag immediately to the Local Incident Response Team.



# The Evacuation Tag System

The rear:

- The tag lists the rooms covered;
- Basic guidance on sweeping
- The unique identifying reference;

**Zone CTU G1**

**HAZARD LOCATION / ZONE PARTIALLY  
EVACUATED**

**What to do...**

In the event of an evacuation of this building please check that persons have left the area shown on the reverse of the tag.

Only commence the search of an area if it is safe to do so (i.e. if it is free of smoke, visible flames or other hazards).

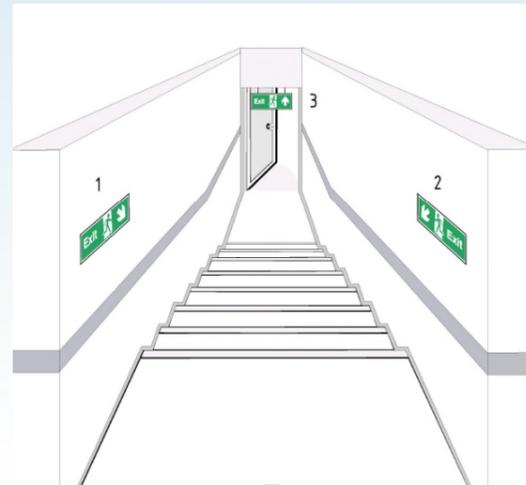
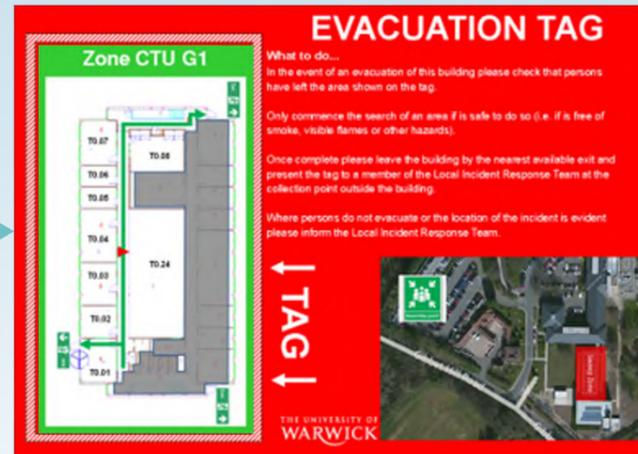
Once complete please leave the building by the nearest available exit and present the tag to a member of the Local Incident Response Team at the collection point outside the building.

Where persons do not evacuate or the location of the incident is evident please inform the Local Incident Response Team.

**Rooms to be Searched:**

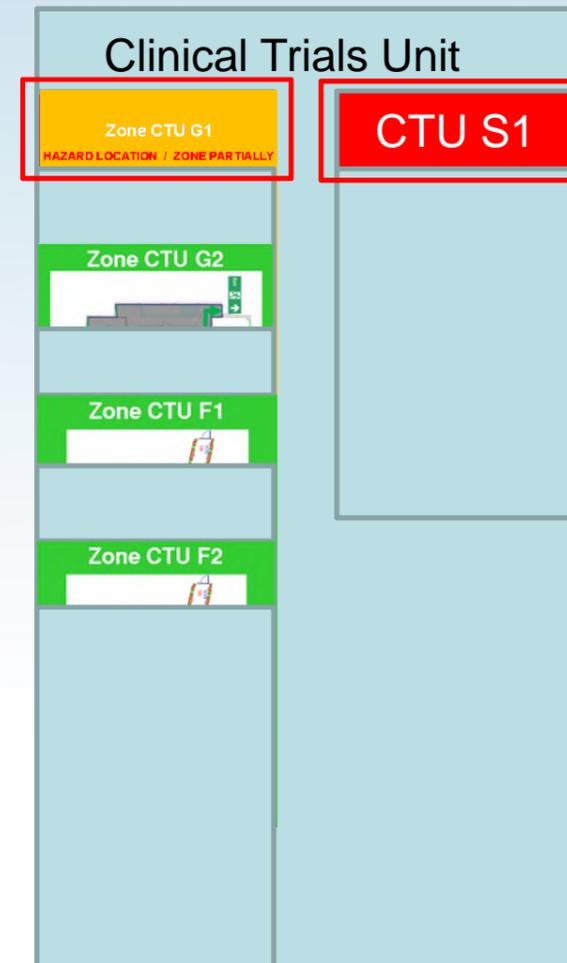
T0.01	T0.06
T0.02	T0.07
T0.03	T0.08
T0.04	T0.24
T0.05	T0.25

# How to use the Evacuation Tag System



## How to use the Evacuation Tag System

- Tags for areas which have been or attempted to have been swept are placed at a central collecting board to build a picture of the areas which have been successfully evacuated and those which may have not;
- The Sweeper should be prepared to give further information to the Local Incident Response Team when they present the tag:
  - Indications of any fire or hazards;
  - Rooms not searched;
  - People still in the building (including those in refuges).



## Safety if you are sweeping

- We are not wanting you to be a group of have ago heroes;
- This is a voluntary role and your actions are proportionate to this;
- Your own senses are generally better than any automated system at defining what is going on around you – use them.
  - If you see smoke/fire;
  - Smell smoke, or;
  - Hear fire?

Then abandon your sweep and exit the building.

If you have got the tag great, if not, do not worry. Please report anything of concern at the tag collection board.

- Locked doors? Work on the basis if it is locked it is empty



# LIRT Roles

The basis of the approach is to increase the flexibility of you as a resource.

Supporting the evacuation in specific areas, but in particular you will be expected to:

- Collect Tags;
- Get people to the assembly point;
- Direct traffic;
- Deter re-entry;
- Provide specialist advice i.e. local knowledge;

You should be prepared to do any of these roles if asked by the LIRT Leader. In time your roles may become more fixed.

# LIRT Roles

## Collecting tags:

- If you are first out collect the tag board from **Life Sciences Reception**;
- Set up the collection board in a prominent location for those exiting the affected building;
- Be far enough away such that you will not be affected by the incident 20m is a reasonable distance for most eventualities  
Don't set up in the line of any drifting smoke for example
- Be methodical in processing the tags:
  - Ask people presenting tags to hand them over in turn;
  - These people may have important information so you need the space to be able to process it.
- Be prepared to brief your LIRT Leader as to what the tag system has yielded. This should be a simple statement . E.g. XX people have reported the fire on the ground floor of the CTU

# LIRT Roles

## **Get people to the Assembly Point:**

- Sounds simple, but is probably our biggest failure in terms of our ability to successfully complete an evacuation.
- If you exit and you see the board is being set up then getting people to the assembly point is the next priority.
- Getting a small group there is easier than a crowd of 600+ so acting early is best. People will generally act like sheep and follow those ahead.
- If a crowd forms address small groups on the side of the crowd closest to where you want them to be.
- Get the smaller groups moving and the rest will follow.

Feel free to take the initiative to do this without instruction from the LIRT Leader as the sooner this under way the easier it will be

# LIRT Roles

## Managing the traffic:

- A significant concern around evacuation currently.
- Control and limit vehicle movements as far as possible.

Does this mean stop them all together?

Simply trying to prevent drivers progressing through a stream of evacuating people or hazard unchecked.

- Balance control of flow to/from Gibbet Hill to:
  - Facilitate access/egress where safe to do so e.g. an incident in the BSU/E-Block would necessarily mean movement from Car Park 1A should be stopped.
- Engage with drivers and explain what is happening if you are asking them to wait for a period of time.
- Remember motorists and pedestrians have still got to exercise basic road safety practice



# LIRT Roles

## Managing the traffic cont...

- Most demanding situation will be for evacuations of MCBB, CTU, and Medical Teaching Building;
  - Manage traffic from Gibbet Hill Road and from both car parks 1 and 1A
- SLS and MSB evacuations will require management of traffic approaching car park 1. Traffic for car park 1A should not be affected;
- BSU, D-Block, E-Block, MRC and glass houses will require management of traffic approaching car park 1 and the service road between these buildings and SLS/MSB



# LIRT Roles

## Preventing re-entry

- Having gone to the trouble of evacuating the building we want to instigate measures to stop that good work being undone.
- You may be asked to take up positions at key access points around the perimeter of the building to direct people away from an incident.
- Be polite, but give firm and direct instructions:
  - Ask where it is they are trying to get to?
  - Suggest an alternative way via an unaffected route, or;
  - Suggest they go to the assembly point.
  - What if they barge past you? No obligation to physically stop them, make sure you alert a Security Services Officer or a LIRT Leader.
- Remember if the fire alarm is silenced this doesn't mean the building is re-opening at that precise moment.



# LIRT Roles

## Providing specialist advice

- If you have technical knowledge/expertise about the area where you believe or know the incident to be then remain in the vicinity of the Tag collection point = you are available to the LIRT Leader or Security Services
- Don't go beyond your technical capability or level of responsibility



## Liaising with Security Services

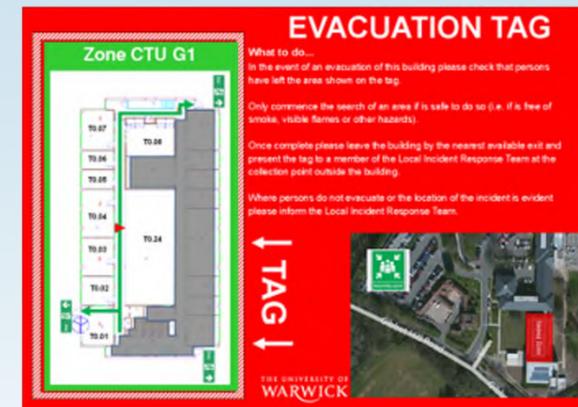
- They will be looking to liaise with the LIRT to receive any information you may have ahead of investigating the cause;
- They will investigate the cause;
- Make sure you get confirmation that when the fire alarm has been re-set that the panel is operational prior to getting people back in the building



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## Outside core hours

- Operate the system as instructed above;
- Go with your tag to the responding Security Services response vehicle;
- Remember the primary task of the responding Security Officers is to investigate the cause of the alarm. This is could take a number of minutes;
- This is a dynamic situation, so be prepared to follow their instruction;
- They will only use your tag if it is found to be a confirmed incident.



**Security Services emergency number:  
(024765) 22222**  
**Store this Number in your mobile phone**

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## LIRT Leader

The Leader has oversight of the coordination of the immediate response to the incident.

- Overseeing the tag collection and assembly of people at the assembly point;
- If resources allow allocate people to manage traffic and prevent re-entry;
- Identified as they have the ability to be able to make operational decisions in relation to the department.

LIRT are expected to follow their instruction, but also feel able to raise concerns with them or offer potential solutions



## Summary

- Respond when the fire alarm sounds continuously;
- Sweep a specific area if you have been tasked with that (only a small number have);
- Make sure the board is being set up;
- Feel free to take initiative over directing people to the assembly point;
- Manage traffic through the site;
- Interact with the LIRT Leader.

# Thank you

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