



EMERGENCY RESPONSE PROCEDURE MANUAL



EMERGENCY EVACUATION PLAN

Safety and security can only be achieved with the full co-operation of all staff and clients.

If an evacuation alarm sounds, please adhere to staff directions and move quickly and quietly in the direction of the emergency exits. The KCC has an Emergency Evacuation Plan that enables the successful evacuation of visitors and staff in the case of a fire or any other emergency situation. All KCC Staff will assist in the evacuation process. It is important for all occupants entering the venue be aware of the Emergency.

Evacuation Plan: -

The KCC has two alarms, which can be heard throughout the venue if a fire alarm is activated or if there is a pending emergency: -

- 1.0 The first Alarm will sound in the Security Control Room (buzzer on panel and in room) is the Alert Alarm - Single Knock and makes a Beep, Beep, Beep sound and Alarm will need to be acknowledged within 30 seconds, if not, system will go into Double Knock and Evacuation Scenario would take place is followed by the KCC Chief Fire Warden instructing that the situation is being investigated and to stand by for further instructions. On hearing this alarm all trained fire wardens will stand by and await further instructions.
- 2.0 If the alarm was acknowledged within 30 seconds, a further delay of 4 minutes given to hotel fire team to investigate and arrive on the scene. If the 4 minutes' elapse without response, Evacuation Scenario is initiated. If all clear, then system will be reset from control room.
- 3.0 If fire is confirmed, then manually pressing the call point in the control room will initiate the Evacuation Scenario; Pressing of a manual call point will immediately initiate Evacuation Scenario.
- 4.0 All other staff members and occupants will continue on with their Normal Duties.
- 5.0 If the Evacuation Alarm sounds making a Whoop – Whoop –Whoop sound this is the signal for the wardens to evacuate the area via the fire stairs. Lifts are not to be used.
- 6.0 You will then be guided to move quietly and calmly to the assembly points.
- 7.0 In case of Fire Alarm detection by a single device (except manual call point), the following takes place.
- 8.0 Evacuation scenario to take place per zone and includes activating the following:
 - Alarm (buzzer), Flasher
 - Evacuation message after 1 minute
 - Lifts will be grounded
 - LPG gas main solenoid valve will be closed

- All AHU's and fresh air fans will be shut down
- All smoke extract fans will start
- Parking extract fans will go to full speed mode
- Parking jet fans will be initiated
- BGM & AV System will be muted
- All lighting that is controlled by dimming system will be fully activated
- Access Control System to de-activate selected doors (fire doors etc.)

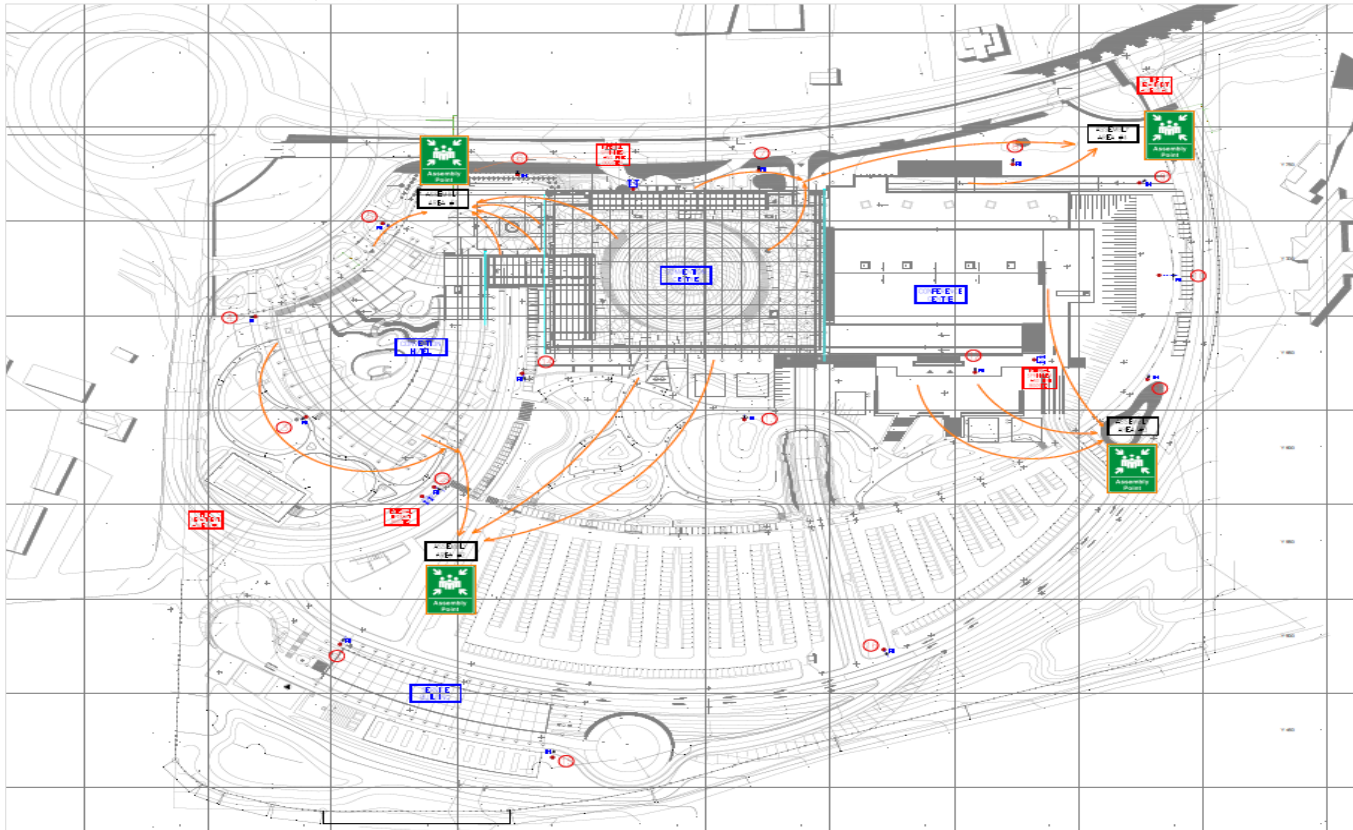
FIRE WARDENS/MARSHALL

- Follow sequence of Fire Alarm to Voice over Activation
- Minimum two fire marshals per floor
- Each to start at lift lobby and travel left and right through hotel corridor and ensure evacuation of all occupants to dedicated stairs #1 to stairs #5 – As per fire plan
- Each room to be opened to ensure all occupants have vacated
- Assist guests in corridors to escape dedicated escape stairs
- 5 x Ground Marshals at escape doors (Exit doors from each Stair) to guide guests to Assembly point as per Fire Plan
- Complete evacuation report and file for record purposes.
- Evacuation Fire Marshals are independent to Fire Fighting Personnel / Medical Personnel
- Dedicated Fire Fighting Personnel to fight and extinguish fires as per Radisson training
- Dedicated Fire Evacuation Marshals as per Radisson training and as detailed above
- Dedicated Medical Team to assist with Casualties as per Radisson training.

ASSEMBLY / MUSTER POINT

There are 4 assembly/muster points in case of an emergency and these are located. Please leave all main doors clear for emergency personnel.

- Assembly Point 1 – Hotel VIP Parking
- Assembly Point 2 – Coach Parking
- Assembly Point 3 – Outdoor Carpark
- Assembly Point 4 – Service Entrance



EMERGENCY CALL FIRE AWARENESS

It is illegal to do any of the following:

- 1.0 Block or congest emergency exits
- 2.0 Block the access route to an emergency exit
- 3.0 Obscure or cover emergency exit signs
- 4.0 Store equipment or any other item in fire stairs or exits
- 5.0 Chock open fire or smoke doors or any doors leading to fire exits

EMERGENCY EXITS

Please take the time when entering the venue to familiarize yourself with the emergency exits and their locations.

REPORTING INCIDENTS

Report all incidents or near misses to the Floor Manager or Security, in doing so this allows for the rectification of hazards and a safer environment in which to work.

FIRE DETECTION ZONING

For each zone, evacuation scenario operates independently. Each of the buildings are separate zones:

Within the Hotel: -

- The basement and ground floor operate as a zone, and
 - The rest of the guest room floors operate as a zone
- Within the Convention Centre – Main Building: -
- The basement is a zone, and
 - The ground and upper floors are a zone
- Within the Convention Centre Extension Building: -
- The zoning is the same as within the CC

FIRE PROTECTION AND FIRE FIGHTING SYSTEMS

Fire Division CH to CC

- 24m Natural Fire Division

CH / CC / EB

- 30min Fire Divisions per Floor
- 30min Fire Divisions per Guest Room
- 2hr Rated Fire Doors

Fire Stopping

- All Vertical Service Shafts

• Duct Fire Dampers through Fire Walls	
Fire Equipment External	<ul style="list-style-type: none"> • 16 x External Fire Hydrants on 150mm Ring Main • Pump Supply at 8 Bar from Pressure Pump and Auxiliary Water Storage Tanks • External Booster Connection
Internal	<ul style="list-style-type: none"> • Fire Hydrants (1 per 1000m²) • 30m Hose Reels (1 per 500m²) • Portable Fire Extinguishers (1 per 200m²) • DCP & CO² • Ansul Protection to Kitchen Hoods • FM 200 Gas Suppression to Sensitive Areas
Fire Hydrants	<ul style="list-style-type: none"> • 45mm Bayonet Coupling from FHR – 50mm Supply
Water Supply	<ul style="list-style-type: none"> • Internal Main Ring • Supply from Fire Pumps and Water Storage Facility
Sprinkler Installation Design & Specifications	

<p>Sprinklers Installed</p> <p>Water Supply</p>	<ul style="list-style-type: none"> • Design Checked to ASIB and NFPA Standards • CH (All Levels) • CC (All Levels) • EB (All Levels) • Internal Main Ring • Supply from Fire Pumps and Water Storage Facility
<p>Smoke Detection & Evacuation Alarms</p> <p>Smoke Detection</p> <p>Evacuation Alarms</p>	<ul style="list-style-type: none"> • Design to NFPA Standards • Addressable System • Ceiling Mounted Detection Units • Audible and Strobe Lights • Smoke Detection Installed: <ul style="list-style-type: none"> - CH (all levels) - CC (all levels) - EB (all levels) • Automatic Linked to Smoke Detection System • Red Break Glass – Manual Activation

WORKING WITH KCC

All events held at the venue are subject to the KCC standard Terms and Conditions. This document may provide further detail, but the Terms and Conditions prevail above all else.

ALCOHOL AND DRUGS

All persons working on the event must ensure that they are not, by the consumption of alcohol, a drug or fatigued, in such a state as to endanger their own health and safety at work or the health and safety of any other person at work.

ANIMALS

Animals are not permitted access to the KCC with the exception of guide dogs for the physically challenged or with prior consent of KCC management. At management's discretion, animals may be permitted access for the following reasons:

- For use in displays taking place at the;
- Where the main focus of an event is animal-related.

Any events on the KCC premises involving any type of animal requires timeous prior notification and approval by the KCC as well as written approval from the Animal Welfare Society and/or SPCA. The event Client will take full responsibility for any and all loss, injury or damages which may occur to persons, animals or the venue resulting from the decision to allow animal access to the KCC. Full details regarding the logistics of transportation to, in and from the venue must be disclosed to the KCC at least one week prior to the event.

SMOKING POLICY

All indoor spaces, and all outdoor spaces within a 20 meters' perimeter of the KCC, are NON-SMOKING. For the purpose of this regulation, the KCC does not consider the loading bays and truck routes to be outdoor spaces. Designated smoking area is available for this purpose and electronic cigarettes and vaporizers are subject to the same regulation by the KCC.

WEAPONS

Unless otherwise approved by the Rwanda National Police in writing, with a copy issued to the KCC, the carriage or display of weapons at the KCC by The Client, their employees, contractors, sub-contractors, agents and exhibitors is strictly prohibited.