

Cregan Library

Fire Safety and Evacuation Procedures

Purpose: To ensure the safe and orderly evacuation of library users and library staff.

General Guidelines

1. If you see a fire, activate the fire alarm by breaking the nearest red Break Glass panel. Do not put yourself at risk.
 2. Whenever an alarm sounds, follow the evacuation procedure immediately. Never assume a drill is in progress.
 3. Staff should **not** enter any area where smoke or flames are visible. This includes those designated as Fire Wardens for the duration of an incident.
 4. Fire doors should never be obstructed or propped open.
 5. Never attempt to use lifts for evacuation purposes.
 6. Follow directions of designated Fire Wardens and assist disabled persons when necessary.
 7. Do not re-enter the library until informed to do so by Security/Fire Wardens.
 8. Only use a fire extinguisher if you feel competent to do so without endangering your own safety.
- Safe Evacuation is the primary concern.**

Evacuation Procedure

1. **When the alarm sounds, all available staff should assemble at the Issue Desk on the ground floor.**
2. Library staff should don high-visibility vests.
3. The staff member on duty at the Issue Desk will be designated **Fire Incident Co-ordinator** for the duration of the incident.
4. The Fire Incident Co-ordinator should ring Security on **7005999** and inform them that a fire alarm has sounded in the library and that the building is being evacuated. If a fire has been observed, the site and severity of the fire, if it can be assessed, should be reported.
5. The Fire Incident Co-ordinator should immediately assign staff to each floor of the library to evacuate patrons.

Assignment of staff will depend on availability of staff and on the time of day at which the incidence occurs. As a general rule two library staff should be assigned to each floor. When there is less staff available, the Fire Incident Co-ordinator will assign duties as best they can. **Each floor should be checked**, unless unsafe to do so.

All unassigned staff should evacuate the building immediately.

5.1 Ground Floor

Two staff members should sweep the ground floor instructing patrons to leave belongings and immediately evacuate the library by following the green fire exit signs to the nearest fire exit. Toilets and the Séamus Heaney Lecture Theatre should be checked.

5.2 First, Second and Third Floors

Two staff members should sweep each floor, with both taking opposite sides of the building. Patrons should be instructed to leave belongings and immediately evacuate the library by following the green fire exit signs to the nearest fire exit. Collaborative study rooms, computer labs, photocopy areas and toilets should be checked. The primary exits on these floors are the stair cores leading to the rear of the building.

Where a person refuses to leave the building, their name should be noted if possible, as well as the location. This should be reported to the Fire Incident Co-ordinator or during the debriefing session.

6. **All evacuated users, staff and staff assigned to evacuate the building should assemble at the nearest Assembly Point and await further instructions.** Staff assigned to evacuate the building should take control at Assembly Points.
 - Assembly Point 1 is at the rear of the Library
 - Assembly Point 2 is at the front of the Library

7. **Staff assigned to assist with the evacuation are not obliged to go into any area where they observe flames or smoke or otherwise feel at risk.** A verbal report should be made to the Fire Incident Co-ordinator that it was not possible to enter certain areas. This report should include details of any mobility-impaired persons waiting in the refuge areas. The Fire Incident Co-ordinator will report this to the emergency services.

Evacuation of Mobility Impaired Persons

Persons in wheelchairs or with mobility problems should be directed or escorted to the Refuge Areas on the core stairwell landings. The Refuge Areas are fireproof and persons should be informed that they are in a safe area and will be assisted out by the fire services when they arrive.

Assistance for Persons who are Deaf or Hard of Hearing

Alert the person(s) that an emergency exists using notes or hand gestures and assist or direct to fire exit.

Assistance for Persons who are Visually Impaired

Identify yourself. Describe the emergency and ask if help is needed and how it can be provided. Let the person take YOUR elbow and assist the person from the building describing obstacles/surroundings as you go.

Evacuation Incident Follow-up

Following an evacuation, whether live incident, false alarm or evacuation drill, all staff assigned to evacuate the building should meet with the Fire Incident Co-ordinator for a debriefing session. All issues noted should be reported and suggestions for improvement put forward. The Fire Incident Coordinator should forward a report of the incident to the Public Services & Outreach Associate Director, who in turn will send a report to the University Safety Officer. Feedback should be provided to all staff as to the effectiveness of the evacuation and the time taken to clear the building.