

Woodlock Hall Library

Fire Safety and Evacuation Procedures

Woodlock Hall was refurbished and repurposed as a library and opened for use in November 2021. The library will be staffed at all times and accessed via valid student or staff card.

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. It is critical that all evacuees report to the Assembly Point, so they can be accounted for. All persons present in the building at the time of the alarm activation must be accounted for, staff and visitors alike. Once counted, they are no longer required to remain at the Assembly Point, however, under no circumstances must they return to the Building, until advised by the Security/Fire Wardens that it is safe to do so.
8. Do not re-enter the library until informed to do so by Security/Fire Wardens.
9. Only use a fire extinguisher if you feel competent to do so without endangering your own safety (see Background & Reference). **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.** If feasible, extinguish fire.
2. Library staff should don high-viz yellow vests.

3. A staff member on duty at the Issue Desk will be designated **Fire Incident Coordinator** for the duration of the incident. Assignment of staff will depend on availability of staff and on the time of day at which the incidence occurs.
4. The Fire Incident Coordinator should ring Security on 700 **5999** 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, note the site and severity of the fire if it can be assessed and report it. The fire department services can otherwise be contacted at **112**, or otherwise **999**.
5. The Fire Incident Coordinator should immediately assign staff to each area of the library to evacuate patrons. **Each floor/area should be checked**, unless unsafe to do so. Sweep the library moving all persons towards exits. Provide assistance to disabled patrons if required. All unassigned staff should evacuate the building immediately.

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. Move all attendees towards the fire assembly points (carpark in front of senior house). Check the refuge point on the 1st floor stairwell. Once outside, report immediately to the assembly point, and submit your count to the chief fire warden.
7. Stand at doors if necessary to prevent re-entry. When the bells stop sounding you may permit re-entry.
8. **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.

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 Coordinator 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.

Queries and Concerns

Fire wardens should meet periodically to discuss possible problems and to put forward suggestions for improvement. If you have any onsite queries or concerns (eg. obstructed fire exits, faulty equipment), notify Paula Hawkins at paula.hawkins@dcu.ie or T: 01 700 7034.

NOTE: All library evacuation procedures and information in this section has been provided by Paula Kierans from the DCU Health and Safety Office recommendations as of 2 December 2021. Further additions have been made as of 21 April 2022 from a Fire Warden training course conducted on 30 March 2022. These details have been compiled by Alana Mahon O'Neill, who can be contacted at alana.mahononeill@dcu.ie. This information may be reassessed at a future date.

Further Fire Safety Information for Woodlock Hall

Fire Alarms

There are three fire alarms in the library:

- One on left-hand side of main entrance door
- One on ground floor leading out into stairwell emergency exit
- One on second floor (up stairs) leading out into stairwell emergency exit

There are two fire alarms near the library:

- One outside main door on right hand side
- One on stairwell at back of library, left hand-side of door leading out into corridor

Fire Extinguishers

Woodlock Hall has 4 fire extinguishers:

- One foam-based extinguisher by main entrance
- One CO₂ -based extinguisher by main entrance
- One foam-based extinguisher under arch of stairwell
- One CO₂ -based extinguisher under arch of stairwell

Additional fire extinguishers:

- One foam-based extinguisher upon stairwell mid-way on long corridor
- One CO₂ -based extinguisher upon stairwell mid-way on long corridor

Exits

Woodlock Hall has 4 no. exits:

- 2 no. exit doors are located at ground floor level on the south wall opening into the new protected stairwell and lift area to final exit. Advisable exit for wheelchair users.
- 1 no. storey exit is located at 2nd floor level into the lift lobby and stairwell on the south wall. This door discharges into the new protected stairwell and the final exit is reached via the associated stairs.
- 1 no. exit door is located at the main entrance to the library level to the north of the hall. This single door to the north exits into the historic stair hall which is itself a protected stair. From the stair hall there are two large historic double doors which lead onto the long corridor and final exit. In the event of fire alarm activation do not use the Lift.
- The location of the escape doors and the location of related access staircases mean that escape is possible in two directions from ground and 1st gallery level. Escape is possible in one direction from 2nd gallery level.

Provision of Protected Lobbies to Escape Stairways

There is one Protected Lobby located at the south east corner of the Reading Room leading to adjacent Escape Stairway.

Emergency door release

Green alarm on right hand side of door by main entrance.

Green alarm on right hand side of door on ground floor emergency exit into stairwell at back of library.

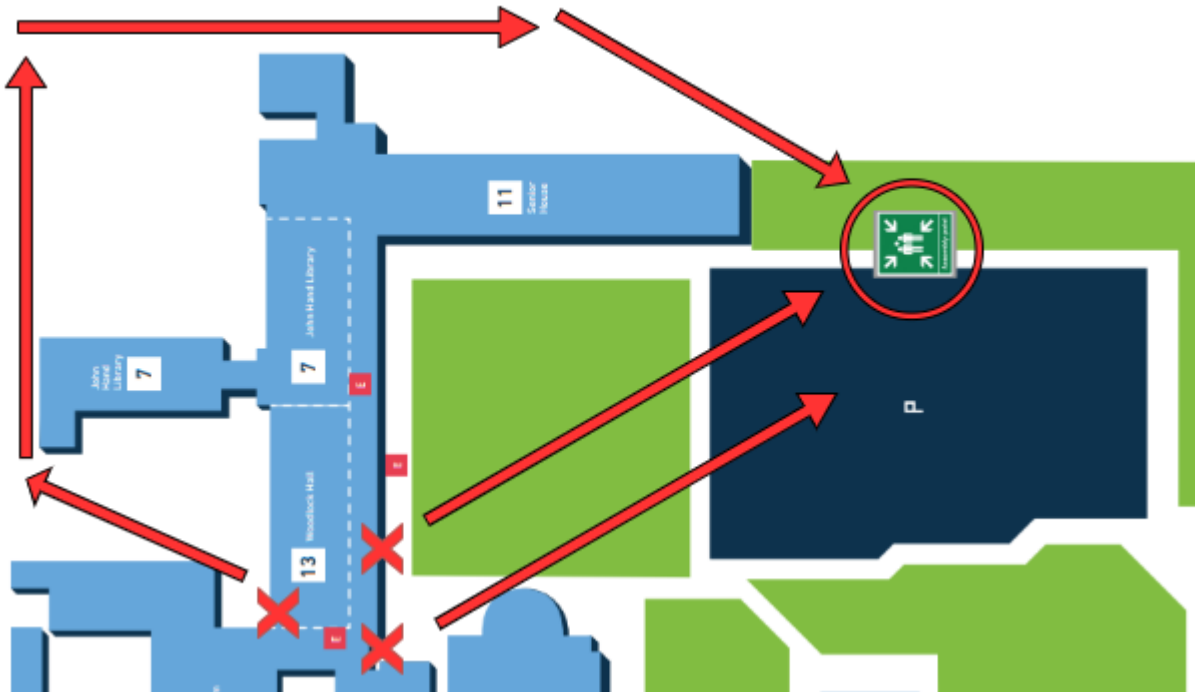
Fire Safety Systems

1. Turnstyles will drop open
2. All access control on doors will drop open
3. Lift goes to ground
4. Call point in stairwell
5. Doors will reset when panel is reset

Fire Assembly Points

All Hallows Campus: Car Parks

Emergency exits onto stairwell at back of library will lead into a patch of grass at back of building - follow directions to main assembly point at large car park between Senior House and Chapel. There is an additional assembly point in the car park by Purcell House.



Once outside, report immediately to the assembly point, and submit your count to the chief fire warden.