	Standard Operating Procedure	OP: DCU/HSO/SOP/006
DCU		Rev : 04
		Approved by: PK
		Page : 1 of 6
		Revision date: 10/01/2024
	Emergency Evacuation	Review Date: 10/01/2027

1.0   Introduction

The purpose of this document is to set out the procedure and plan to be followed in the event of an emergency Dublin City University. Emergency evacuation procedures are designed to ensure the safety of people in buildings during emergencies by co-ordinating and controlling building evacuations until the appropriate emergency services arrive. An emergency can be defined at any event, natural or man-made which, by its occurrence, endangers the lives of DCU staff, students and visitors within the building and which requires an immediate response. Examples include fire, chemical release, gas release or bomb.

2.0   Scope

This Procedure applies to all units of the university, both academic and support, including the campus companies and research centres. These are all hereinafter collectively referred to as the 'university''.
The scope of the procedure includes:
- Responsibilities
- Fire Alarm System
- Emergency Procedure
- Evacuation Drill Frequency
- Reporting

3.0   Reference Documents

- Duties and Procedures Manual - DCU Security
- DCU Framework Safety Statement
- Fire Safety Management in DCU – Policy Document

4.0   Responsibilities

4.1   Management Responsibility
The persons responsible for the implementation and management of emergency evacuation procedures are those with appropriate management authority over the particular building and staff/students within the building. For these procedures the responsible person will be the Dean or School/Unit Head according to jurisdiction over each building.

4.2   Head of School/Unit/Research Centre/Campus Company responsibilities:
- To promote general fire safety within their building.
- To ensure that staff attend fire safety awareness training arranged by the Health and Safety

	Standard Operating Procedure	OP: DCU/HSO/SOP/006
		Rev : 04
		Approved by: PK
		Page : 2 of 6
		Revision date: 10/01/2024
	Emergency Evacuation	Review Date: 10/01/2027

- To ensure, in consultation with the Health and Safety Office and other Heads with staff located in the building, that a sufficient number of trained Fire Wardens is available within the building to respond to evacuation alarms.
- To ensure that all fire safety housekeeping inspections required under the DCU Building Fire Safety Register system are carried out (and the outcomes notified to the campus Fire Safety Officer)
- To receive reports of fire safety issues which may arise during the housekeeping inspections and to follow up with the appropriate parties (local area staff / Estates Office Helpdesk etc) to ensure resolution.
- To escalate issues which cannot be resolved at local level to Deans / Senior Managers.
- To ensure that the topic of occupational health and safety/fire safety is a standing agenda item on all School/Unit/Research Centre staff meeting agendas.

4.3   Fire Wardens responsibilities:
- Carrying out their duties in the event of an emergency as described in these procedures.
- Attending a debrief following any emergency evacuation drill.
- Reporting to the Head of School/Unit any observed fire or evacuation hazards or unsafe conditions.
- Attending Fire Warden Training.

4.4   Security Service responsibilities:
- Investigating fire alarm activations received in the control room.
- Assisting in the evacuation of the building and in securing the building until the fire services arrive.
- Recording details of all alarm activations (false alarms / genuine emergencies) and their probable cause.
- Giving the all clear to re-enter the building if it is found to be safe to do so after investigation by silencing the alarm.

4.5   DCU Estates responsibilities:
- The regular inspection and maintenance of all active and passive fire safety systems.
- Activating the fire alarm to enable a drill to be conducted.

4.6   Academic Staff / Laboratory Supervisors responsibilities:
- At the beginning of the Semester, informing assembled persons of the procedures to be adopted during any evacuation of the building including pointing out room exits, the location of escape stairwell and final exit points and assembly points.
- Instructing their students to evacuate immediately in the event of an alarm activation during lectures/labs.

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	Standard Operating Procedure	OP: DCU/HSO/SOP/006
DCU		Rev : 04
		Approved by: PK
		Page : 3 of 6
	Emergency Evacuation	Revision date: 10/01/2024
		Review Date: 10/01/2027

- Informing Fire Wardens / Security / Fire Brigade of any known missing persons.

4.7   Health and Safety Office responsibilities:
- The co-ordination, implementation and review of the University Fire Evacuation Procedure.
- Liaison with the emergency services to maintain emergency preparedness.
- Co-ordinating the training programme for Fire Wardens.
- Organising a Fire Warden 'Debrief' following scheduled drills.
- Maintaining a masterlist of Fire Wardens and scheduled evacuation drills.
- Working with the Disability Office to develop Personal Emergency Evacuation Plans (PEEP) for campus users with mobility or other issues that could hinder their safe evacuation.

4.8   Disability Service responsibilities:
- Notifying the H&S Office of students or staff who register with the Service who may, due to the nature of their disability, encounter difficulties in evacuating in accordance with the section below.
- Initiating and working with the H&S Office to develop PEEPs as appropriate.

4.9   Staff / Students with Mobility or other difficulties that may hinder their Safe Evacuation responsibilities:
- Registering with the Disability Service.
- Cooperating with the Disability and H&S Services in the development of a PEEP.
- Making their PEEP known to Fire Wardens/ Security in the Event of an Evacuation.

5.0   Fire Alarm System

The Fire alarm in most DCU Buildings operates on a single or 'double knock' system. In a double knock system, where a single detector activates, a pre-alert signal is received in the Control Room. Security Staff are then dispatched to investigate the cause of the pre-alert. Where smoke / fire is discovered, the building fire alarm is activated. NOTE: The building fire alarm is automatically activated where more than one detector is activated or where a Break Glass Unit is activated. In a single knock system, activation of a single detector activates the building fire alarm.

6.0   Emergency Procedure

6.1   Any person discovering a fire shall:
- Activate the nearest Fire Alarm Break Glass Unit **IMMEDIATELY**
- Extinguish the fire if it is safe to do so (No more than 1 extinguisher to be operated – if fire
- has not been extinguished evacuate immediately)
- Call Security Emergency No. 5999 From nearest Safe Area

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Dublin City University

- Provide Details to Security of exact location and extent of fire

6.2   On hearing the Fire Alarm Building Occupants shall:

- Evacuate the building immediately via the **NEAREST AVAILABLE FIRE EXIT**
- Comply with all directions given by Fire Wardens
- Where possible assist less able bodied persons / visitors to evacuate to safety
- Proceed to the Fire Assembly Point for the building
- Remain outside the building until the all clear is given

6.3   On hearing the Fire Alarm Fire Wardens shall:

- Don high visibility 'Fire Warden' vests
- Enter all accessible rooms on their floor and instruct occupants to evacuate the building, closing all doors whilst progressing through the floor
- Direct building occupants to their nearest emergency escape routes
- Proceed to the Fire Assembly Point when the floor has been evacuated
- Take control at the assembly point and allow building re-entry only when the sounders have stopped ringing.
- Attend the post evacuation debrief and report any particular difficulties encountered during the evacuation

6.4   On being notified of Fire Alarm Activation Security Staff shall:

- Investigate the location of the Fire Alarm activation
- Request the control room to call out the fire brigade in the event of a fire.
- Assist the Fire Wardens in Evacuating the building
- Liaise with the building Fire Wardens to ascertain if any persons are unaccounted for and assist in passing that information to the Fire Brigade
- In consultation with the Fire Wardens give the all clear and stand down the emergency

6.5   Glasnevin Campus Fire Refuges without Emergency Voice Communications Systems

- All teaching buildings on Glasnevin Campus have refuge signage on stairwell landings.
- The signage is for people who cannot self evacuate.
- The signage tells them their exact location i.e. Henry Grattan Building, Stairwell 1, Floor 1.
- A book of maps with all buildings and stairwell numbers is in the control room and in the security supervisors room.
- A map is located on the wall at the main fire panel in all teaching buildings.
- When a person rings the control room to notify security that they are in a refuge during a fire alarm activation, take note of their exact location and the number they called from.

	Standard Operating Procedure	OP: DCU/HSO/SOP/006
		Rev : 04
		Approved by: PK
		Page : 5 of 6
	Emergency Evacuation	Revision date: 10/01/2024
		Review Date: 10/01/2027

- The person taking the call in the Control Room should reassure them that the building is being checked for fire and if it will be necessary to evacuate them, the security team will assist.
- The person in the control room should inform the security officer responding to the alarm that there is a person in a refuge point and inform them of the exact location.
- If the building is safe and after the bells have been silenced, the security officer should go to the refuge and inform the person that it was a false alarm and they may leave the refuge.
- If there is a fire, if it is safe to do so (sufficient people to assist with evacuation and person does not have a condition that prevents them being moved easily) and the person consents, initiate emergency evacuation procedures.
- If it is not safe to evacuate the person, notify emergency services to their exact location.

7.0   Evacuation Drill Frequency

Each Building shall conduct at least one evacuation drill per year. In teaching areas at least one drill should be carried out where students are present. It is recommended that such drills be carried out during the first weeks of Semester 1 each year.

8.0   Reporting

All fire alarm activations (single and double knock) should be reported, in a timely manner to the DCU Health and Safety Office for further investigation via the Online Incident/Near Miss reporting function on the DCU Website.

9.0   Contact

CG 10 Health and Safety Office
Henry Grattan Building
Glasnevin
Email: safety@dcu.ie

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10.0   History

Revision No:	Date:	Purpose of Revision:
01	February 2018	New SOP
02	April 2021	Minor Amendments and Reissue
03	October 2021	Change in strategy- Fire Wardens to allow re-entry when alarm is silencing by security personnel.
04	January 2024	New Glasnevin teaching buildings non-EVC refuge procedure added.