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1.0 Purpose

The purpose of this document is to set out the procedure to be followed in the event of a fire alarm activation in Dublin City University. This procedure is designed to ensure the safety of people in buildings during fire by co-ordinating and controlling building evacuations until the appropriate emergency services arrive.

2.0 Scope

This procedure all to Fire Alarm activations in the following campuses:

- Glasnevin Campus
- All Hallows Campus
- St Patricks Campus
- DCU Sports Complex

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.

The Head of School/Unit/Research Centre/Campus Company is responsible for:

1. To promote general fire safety within their building.
2. To ensure that staff attend fire safety awareness training arranged by the Health and Safety Officer / Fire Safety Officer.
3. To ensure, in consultation with the Fire Safety Officer 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.
4. 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)
5. 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.
6. To escalate issues which cannot be resolved at local level to Deans / Senior Managers.



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7. 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.

4.2 Fire Wardens are responsible for

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

4.3 Security Service is responsible for

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

4.4 DCU Estates is responsible for


- 1 The regular inspection and maintenance of all active and passive fire safety systems.
- 2 Activating the fire alarm to enable a drill to be conducted

4.5 Academic Staff / Laboratory Supervisors are responsible for

1. 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
2. Instructing their students to evacuate immediately in the event of an alarm activation during lectures/labs
3. Informing Fire Wardens / Security / Fire Brigade of any known missing persons

4.6 The Health and Safety Office is responsible for

1. The co-ordination, implementation and review of the University Fire Evacuation Procedure
2. Liaison with the emergency services to maintain emergency preparedness
3. Co-ordinating the training programme for Fire Wardens
4. Maintaining a masterlist of Fire Wardens and scheduled evacuation drills
5. Organising a Fire Warden 'Debrief' following scheduled drills
6. 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.

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4.7 The Disability Service is responsible for

1. 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 5.2 below
2. Initiating and working with the H&S Office to develop PEEPs as appropriate

4.8 Staff / Students with Mobility or other Difficulties which may hinder their Safe Evacuation are responsible for;

1. Registering with the Disability Service
2. Cooperating with the Disability and H&S Services in the development of a PEEP
3. Making their PEEP known to Fire Wardens/ Security in the Event of an Evacuation

5.0 Fire Alarm System

Fire alarm systems are provided throughout all campuses for the safety of all building occupants. The primary obligation of all occupants is to evacuate if the alarm is raised. Additional obligations will apply to certain staff. This will depend on location and will be communicated directly to the staff concerned.

6.0 Emergency Procedure

6.1 Any person discovering a fire shall

1. Activate the nearest Fire Alarm Break Glass Unit **IMMEDIATELY**
2. 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)
3. Call Security Emergency No. 5999 From nearest Safe Area
4. Provide Details to Security of exact location and extent of fire

6.2 On hearing the Fire Alarm Building Occupants shall

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

6.3 On hearing the Fire Alarm Fire Wardens shall

1. Don high visibility 'Fire Warden' vests
2. Enter all accessible rooms on their floor and instruct occupants to evacuate the building, closing all doors whilst progressing through the floor
3. Direct building occupants to their nearest emergency escape routes



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4. Proceed to the Fire Assembly Point when the floor has been evacuated
5. Take control at the assembly point and ensure that no one re-enters the building until the 'all clear' has been given by Security / Fire Brigade and the emergency stood down
6. 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

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

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 (<http://www.dcu.ie/safety/emergencies.shtml>)

Revision	Revision History
1.0	Revised, updated and document controlled. Document formatted and section 8.0 added