

Dublin City University

Emergency Evacuation Policy & Procedure

1.0 Purpose

The purpose of this document is to set out the procedure and plan to be followed in the event of an emergency in 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 Reference Documents

Duties and Procedures Manual - DCU Security
DCU Safety Statement

3.0 Responsibilities

3.1 Management Responsibility

The persons responsible for the implementation and management of emergency evacuation procedures are those with appropriate management authority over the 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 School/Unit Head is responsible for

1. The appointment of sufficient Fire Wardens for each floor
2. Ensuring that resources are available to all Wardens to fulfil their role
3. Ensuring that the Fire Wardens' recommendations are implemented
4. Ensuring the effective implementation and management of the emergency evacuation procedures in buildings under his/her control

3.2 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. Conducting regular fire and evacuation safety inspections
5. Attending Fire Warden Training at least biannually

3.3 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

3.4 Maintenance Supervisor is responsible for

- 1 The regular inspection and maintenance of all fire alarms
- 2 Activating the fire alarm to enable a drill to be conducted

3.5 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

3.6 The Health and Safety Office is responsible for

1. The co-ordination, implementation and review of the University Emergency 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.

3.7 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

3.8 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

4.0 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 a detector head is deemed to be faulty, the head is taken out of commission (for investigation by Maintenance Dept) and the panel reset. 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.

5.0 Emergency Procedure

5.1 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

5.2 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

5.3 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
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

5.4 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
4. Liase with the building Fire Wardens to ascertain if any persons are unaccounted for and assist in passing that information to the Fire Brigade
5. In consultation with the Fire Wardens give the all clear and stand down the emergency

6.0 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.