



RCSI

Emergency Evacuation Procedure

Enhancing health and safety in RCSI

RCSI DEVELOPING HEALTHCARE LEADERS WHO MAKE A DIFFERENCE WORLDWIDE

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1 Introduction

The necessity to initiate a building evacuation may arise for a number of reasons related to general and site specific activities. **One of the main events which may lead to an evacuation is fire.** However other hazards which may require a partial or full evacuation of RCSI premises include large chemical spills, gas leaks and bomb threats.

Emergency plans and exercises to deal with potential emergencies in the workplace are legal requirements such as detailed in the Safety Health and Welfare at Work Act, 2005 and related legislation.

1.1 Scope and Purpose

This document applies to all RCSI buildings and areas which RCSI lease. Details and steps in this documents to be followed by all staff members during an emergency where a complete evacuation may be necessary. In addition specific duties are detailed for persons having responsibility for the safety of building occupants.

1.2 Responsibility

All persons on RCSI premises have a “Duty of Care” for their own safety, health and welfare. Once an order is given to evacuate or when the fire alarm system is activated, all persons must immediately leave the building they are in and proceed to the nearest assembly point.

Estate and Support Services staff / Building Manager must coordinate the emergency response and ensure all appropriate steps have been taken to ensure building occupants and premises are safe. The Estate and Support Services staff / Building Manager must coordinate with the emergency services and provide all necessary resources and assistance as required.

The senior Porter / Security Staff / Estates / Building Manger on duty are responsible for alerting key personnel and emergency services. In addition they must also ensure orderly evacuation from the premises.

2 Evacuation Procedure

2.1 Warning Systems

Evacuation instructions may be given locally by verbal command, or for an entire building through the fire warning system. A local evacuation may occur for example where a low risk chemical spill is contained in an area which can be safely cordoned off. A continuous bell, siren or voice evacuation command on a tannoy system indicates the Emergency Evacuation Plan has been activated and that all occupants must leave the premises immediately.

2.2 Evacuation Instructions

All persons must follow the evacuation instructions detailed in the local RCSI Fire Instruction Notices posted in each building as follows:

- Activate nearest **red break glass unit**,
- Inform personnel in your area there is an emergency,
- Call the in-house emergency number:

LOCATION	EMERGENCY NUMBER
121/122 St. Stephens Green	191 or 01 4022219
123 St. Stephens Green	191 or 01 4022219
No. 26 York St.	191 or 01 4022219
York House	191 or 01 4022219
Beaux Lane House	2706 or 01 402 2760 (7am – 7pm); 2219 / 01 4022219 (7pm – 7am)
Mercer Building	191 or 01 4022219
Textile House	191 or 01 4022219
2 Prouds Lane	191 or 01 4022219
Ardilaun Block B	191 or 01 4022219
Reservoir House, Sandymount	8679 or 01 402 8679
Smurfit Building, Beaumont	3700 or 01 809 3700 (7am–8pm); 8653 or 01 8528653 (8pm – 11pm); 2110 Beaumont Hospital Security (11pm – 7am)
Library, Beaumont	2110 Beaumont Security; 2999 (Emergency Only)

LOCATION	EMERGENCY NUMBER
GEM Building, Connolly Hospital	5438 / 5294 – Security (01- 6465438 / 5294 from outside line); 2222 – Cardiac Alert
Dardistown	999 / 112

- Only use firefighting equipment if it is safe & you are trained to do so,
- Evacuate building by nearest fire exit,
- Proceed to the nearest fire assembly point:

LOCATION	ASSEMBLY POINT
121/122 St. Stephens Green	Unitarian Church
123 St. Stephens Green	Opposite Swan Pub / Unitarian Church
No. 26 York St	Opposite Swan Pub / Unitarian Church
York House	Unitarian Church
Beaux Lane House	York St. / Outside Harry's Bar (7pm – 7am out of hours take refuge in 123 SSG)
Mercer Building	Outside Harry's Bar
Textile House	Outside Harry's Bar
2 Prouds Lane	Unitarian Church
Ardilaun Block B	Unitarian Church
Reservoir House, Sandyford	Footpath on Ballymoss Road
Smurfit Building, Beaumont	Car Park C in front of A&E Building
Library, Beaumont	Car Park 1
GEM Building, Connolly Hospital	Car Park in front of Building
Dardistown	Inside front gate

- Do not use lifts,
- Do not take risks,
- Obey the instructions of fire wardens,
- Know your escape route in advance. **Also be prepared to use an alternate exit in case your primary route is obstructed.** Pay attention to all alarms and public address system announcements.

2.3 Mobility & Hearing Impaired Persons

All persons who require assistance in the event of an evacuation must make themselves known to the Estate and Support Services staff / Building Manager as soon as possible. The Estate and Support Services staff / Building Manager will need to know office and building location and will show the mobility impaired persons the location of the nearest assembly point. Carry out a [PEEP assessment](#) with your Line Manager / PI and forward to safety@rcsi.ie. The responsible person will check the assembly point and direct fire brigade personnel directly to effect an evacuation. For hearing impaired persons, liaise with your Line Manager and Health and Safety Office to setup an emergency response system. The following table details the evacuation assembly points for persons who cannot use stairs and need assistance:

BUILDING	REFUGE / ASSEMBLY POINT	RESPONSIBLE PERSON
121/122 St. Stephens Green	Main entrance lobby / Stairwell landings on each floor	Security
123 St. Stephens Green	Only the stairwell landings on each floor which are protected by fire doors*	Security/Porters
No. 26 York St	All stairwell landings. Refuge point on each. Press button to get Security's attention.	All Fire Wardens and Security
York House	Stairwell landings on each floor	Security
Beaux Lane House	Stairwell landing on each floor	Security / Fire Wardens
Mercer Building	Stairwell landings on each floor. Refuge point on each. Press button to get Security's attention.	Security
Textile House	Proceed to assembly point immediately	Fire Wardens

2 Prouds Lane	Proceed to assembly point immediately	Security
Ardilaun Block B	Stairwell landings on each floor	Security
Reservoir House, Sandyford	Stairwell landings on each floor	Security
Smurfit Building, Beaumont	Block 1 - Stairwell landing on each floor adjacent to main passenger lift or proceed through link bridge into hospital on the 1 st floor. Block 2 - Refuge call point on each floor on both stairwells. Press button to get Estates attention.	Estates Manager and Team
Library, Beaumont	Proceed to assembly point	Hospital Security
GEM Building, Connolly Hospital	Main entrance lobby / proceed to assembly point	Hospital Security
Dardistown	Proceed to assembly point	Event Organiser, Security or Others.

*** A stairwell with closed entry doors will provide a place of refuge for up to one hour.**

All other persons who require assistance to leave via stairs should request assistance from and make their needs known to colleagues in their vicinity when they commence employment. Evacuation chairs are available and training is provided to Porters, Security & Estates staff.

2.4 Persons with Specific Duties

2.4.1 Estates and Support Services Staff / Building Manager

The Estate and Support Services staff / Building Manager or their appointed deputies have overall command and control during an emergency evacuation and should oversee the emergency response.

All personnel involved in the Emergency Response must report to the Command Post where they may be requested to assist Porters and Security Staff or to carry out other duties and must be familiar with all aspects of this procedure. Staff in control of the building outside of normal office hours, assume the coordinating role of the Estate and Support Services staff / Building Manager.

The Estate and Support Services staff / Building Manager have the following responsibilities:

- To ensure the need for an emergency evacuation is assessed and conducted without delay,
- Once an emergency is notified to them, to proceed immediately to the designated Command Post as detailed in the following table:

Command Post location

LOCATION	*COMMAND POST LOCATION
121/122 St. Stephens Green	Building Reception Desk Ground Floor
123 St. Stephens Green	Porters Reception Desk Ground Floor (York St side)
York House	Building Reception Desk Ground Floor
No. 26 York St	Building Reception Desk Ground Floor Dispensary exit to courtyard
Beaux Lane House	Building Reception Desk Ground Floor
Mercer Building	Building Reception Desk adjacent to the Library Ground Floor
Textile House	Outside building
2 Prouds Lane	Outside building
Ardilaun Block B	Building Reception Desk Ground floor
Reservoir House, Sandyford	Building Reception Desk Ground floor
Smurfit Building, Beaumont	Building Reception Desk Ground floor
Library, Beaumont	N/A
GEM Building, Connolly Hospital	Outside building
Dardistown	Outside building

*Or the nearest area where incident command can safely takes place such as on the street outside if necessary.

- To ensure the emergency services have been summoned,
- To consider pedestrian safety due to vehicular traffic and request traffic control from Gardaí if necessary,
- To shut down key services and take other appropriate steps to minimise the impact of any emergency;
- To direct Porters, Security, Estate & Support Services personnel to assist in the evacuation and direction of building occupants to safe exit points;
- To secure the building from re-entry by unauthorised persons;
- To liaise with the emergency services and provide all necessary information as requested;
- To provide information to Staff at the assembly points in a prolonged emergency;
- To issue the stand down to Staff when the emergency services have instructed the building is safe to return to.

2.4.2 Porters, Maintenance and Estates Office Staff– 123 ST. STEPHENS GREEN ONLY

Once Porters, Estate & Support Services Offices Staff and Maintenance Staff report to the Porters desk in 123; on the desk take **ONE** of each of the following equipment:

- Cards 1-9 (**ONLY Head Or Deputy Porter To Take Card 1**)
- Hi-Visibility Vest
- Gramophone – (**CARD 1 & 3 ONLY**)
- Radios-Channel 1 (if you have your own, switch to channel 1)

Once you obtain your equipment, proceed to your Evacuation Point to help staff, students and others evacuate to the correct assembly point location:

CARD NO.	LOCATION	RESPONSIBILITY
1	York St. Exit	Direct to Opposite Swan Pub or Unitarian Church
2	St. Stephens Green Exit	Direct to Unitarian Church
3	Opposite Swan Pub	Maintain Crowd Control
4	Unitarian Church	Maintain Crowd Control
5	Anatomy Gate / Glovers Alley Gate / Chemistry Lab Gate	Direct to Unitarian Church
6	Clinton Walkway (Car Park Side)	Direct to Opposite Swan Pub
7	Music Room door	Direct to Opposite Swan Pub
8	Link Corridor from Hotel	Direct to Opposite Swan Pub
9	York St. Exit	Help on duty Porter to direct to assembly points

2.4.3 Porters, Maintenance and Estates Office Staff NO. 26 YORK ST. ONLY

Once Porters, Maintenance and Estates Staff report to the Security desk in No. 26; on the desk take **ONE** of each of the following equipment:

- Cards 1-9
- Hi-Visibility Vest
- Radios-Channel 1 (if you have your own, switch to channel 1)

Once you obtain your equipment, proceed to your Evacuation Point to help staff, students and others evacuate to the correct assembly point location:

CARD NO.	LOCATION	RESPONSIBILITY
1	York St Exit	Direct to Opposite Swan Pub
2	Prouds Lane Exit	Direct to Unitarian Church
3	Opposite Swan Pub	Maintain Crowd Control
4	Unitarian Church	Maintain Crowd Control

5	Bike Rack Exit	Open the ground floor emergency exit door in stair core and then direct to Unitarian Church (via ramp and Ardilaun courtyard)
6	Dispensary Exit	Direct to Unitarian Church (via ramp and Ardilaun courtyard)
7	Ardilaun Courtyard	Direct to Unitarian Church
8	Top of Prouds Lane	Direct to Unitarian Church
9	York St Exit	Help with directing to Opposite Swan Pub or Unitarian Church (move people away from No. 26 and 123 buildings)

2.4.4 Security Staff

Security Staff must follow the instructions of the Estate and Support Services staff / Building Manager or appointed deputy and may activate evacuation plan as per their checklist prior to the Estate and Support Services staff / Building Manager taking control.

- Following initial alarm sounding, proceed in a pair to the zone where the emergency is indicated **only if safe to do so** to assess the incident and report by radio the status of the incident. Immediate assistance should then be provided to personnel in the area,
- Activate the alarm panel if requested or where information indicates a full building evacuation is necessary, without delay,
- Phone the emergency services,
- Open the main doors to allow free flow of occupants,
- Check the mobility impaired persons assembly points and notify the Estate and Support Services staff / Building Manager / Fire Services,
- Direct building occupants to safe exit points and maintain crowd control by directing personnel to alternate exit routes and to the assembly points,
- Restrict unauthorised access or re-entry into the building,
- Pass on all necessary information to the Command Post such as persons trapped, extent of fire etc. (See Emergency Radio Procedure).

2.4.5 Fire Wardens

The following duties apply to all Staff but in an emergency situation Fire Wardens will assist in ensuring their Department/Area is clear of all personnel:

Day to Day Duties:

- Assist in identifying and reporting local fire hazards in your immediate work area e.g. build-up of waste; defective electrics etc.,
- Assist in keeping escape routes in your work area clear of obstructions,
- Be familiar with firefighting equipment and only use if trained to do so,
- Familiarise new Staff with escape routes & evacuation procedures.

Fire Warden Duties:

- On sounding of a continuous bell/siren or voice command alarm, put on your hi-visibility vest and assist in building evacuation by clearing designated areas in your department to the nearest emergency exit,
- Instruct personnel not to use lifts,
- Close all doors on the way out,
- Once your area is swept, report to the Command Post (see Section 2.4.1 above) on the way out of the building on whether all rooms were checked by referring to your "area code" (see fire warden list on Health & Safety Notice Boards for your area code),
- If outside the building or area do not return to assist evacuation,
- Do not put yourself at risk,
- All Staff must only return to the building when the all clear has been given.

2.5 Emergencies Outside of Normal Working Hours

Outside of normal working hours when Porters and/or Security Staff are the only supervisory staff present, the Porter or Security personnel in charge must assume the role of the Estate and Support Services staff / Building Manager during an emergency. In addition, as limited fire wardens may be present, Porters and Security Staff must check in particular, areas where evening lectures, conferences or dinners are taking place or where staff are known to be working who haven't signed out of the Late Working Register (located at reception desk in building or in Security Control Room- 123 only).

LOCATION	OUT OF HOURS RESPONSE
121/122 St. Stephens Green	Security personnel in charge
123 St. Stephens Green	Security personnel in charge
No. 26 York St	Security personnel in charge
York House	Security personnel in charge
Beaux Lane House	Patrol security personnel in charge
Mercer Building	Security personnel in charge / Patrol
Textile House	Building Management in charge
2 Prouds Lane	Security personnel in charge
Ardilaun Block B	Security personnel in charge
Reservoir House, Sandyford	No out of hours work / Monitoring Company
Smurfit Building, Beaumont	Security personnel in charge until 11pm Monday – Friday. Beaumont Hospital Security Staff will respond between hours of 11pm – 7am and on weekends & bank holidays.
Library, Beaumont	Beaumont Hospital Security Staff respond to the building when fire alarms are activated
GEM Building, Connolly Hospital	Connolly Hospital Security Staff respond to the building when fire alarms are activated
Dardistown	Monitoring Station / Security Patrol

2.6 Radio Procedure

The normal Security working channel (Channel 1) becomes the emergency channel for all radios during an emergency. The Command Post should have a minimum of 2 radios so that alternate channels can be operated.

The following radio procedure and call signs should be used during an emergency:

- Switch handset to Security channel 1.
- Perform radio check as follows: "Command Post this is (Call sign) listening Channel 1 over.
- Minimise unnecessary comms to prevent battery depletion and to leave the Channel clear for priority messages.
- Keep messages short.
- Channel 2 can also be used as a secondary channel so that additional operations can be conducted. For example the Head Porter can request his Staff to go to Channel 2 if he needs to speak to them without interfering with comms on Channel 1 however it is recommended that all persons remain on Channel 1.
- In the event of an important message transmit the following: "Command Post this is (Call sign), priority message, over". All other stations should cease transmission and message can be transmitted.

Note: Beaumont Smurfit Building do not use radios. Each of the Estates team have Dect phones to contact each other regarding the emergency evacuation. Beaumont Hospital Security also have the numbers for the RCSI Dect phones to contact the Estates team.

3 Appendices
