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| **Note:** This document may be updated before the revision date. These updates will be notified to staff and posted on the RCSI Staff Portal. | | | | | | |

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# Introduction

The necessity to initiate a building evacuation may arise for several 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.

## Scope and Purpose

This document applies to all RCSI buildings and areas which RCSI lease. Details and steps in this document are 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.

## 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 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 must coordinate with the emergency services and provide all necessary resources and assistance as required.

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

# Evacuation Procedure

## 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.

## 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 |
| 2 Prouds Lane | 191 or 01 4022219 |
| Ardilaun Block B | 191 or 01 4022219 |
| Reservoir House, Sandyford | 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) |
| GEM Building, Connolly Hospital | 5438 / 5294  – Security (01- 6465438 / 5294 from outside line);  2222 – Cardiac Alert |

* 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 |
| 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 |

* 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.

## 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 as soon as possible. The Estate and Support Services staff 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](http://staff.rcsi.ie/administration-and-support/estate-services/health-and-safety/policies-procedures-and-forms) with your Line Manager / PI and forward to [safety@rcsi.ie](mailto:safety@rcsi.ie). The responsible person will check the assembly point and direct fire brigade personnel directly to affect 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 floor. Press the button to get Security’s attention. | Security |
| 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 | **ERC I -** Stairwell landing on each floor adjacent to main passenger lift or proceed through link bridge into hospital on the 1st floor.  **Block II -** 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 |

**\* 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 and Estates staff.

## Persons with Specific Duties

### Estates and Support Services Staff

The Estate and Support Services staff 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 (RCSI Security Teams), assume the coordinating role of the Estate and Support Services staff.

The Estate and Support Services staff 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 |
| 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 |

\*Or the nearest area where incident command can safely take 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.

### 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 / Chemistry Lab Gate | Direct to Unitarian Church |
| 6 | Clinton Walkway (Car Park Side) | Direct to Opposite Swan Pub |
| 7 | Music Room door & Goods in gate | Direct to Opposite Swan Pub |
| 8 | Link Corridor into car park; Stand at exit on York St. door left of car park entrance. | Direct to Opposite Swan Pub |
| 9 | York St. Exit | Help on duty Porter to direct to assembly points |
| 10 | Double doors on York St. | Direct o Unitarian Church |

### 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) |

### Security Staff

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

### Fire Wardens

The following duties apply to all Staff but in an emergency 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 all clear has been given.

## 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 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 |
| 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 |

## 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.