• The same basic emergency procedures apply to all campus buildings.
• During an evacuation, follow steps 1 to 4.
• Locate evacuation equipment in Trinity College buildings and local contact number.
• Buildings with evacuation lifts (i.e. lifts that can operate during an evacuation) have a green 'Emergency evacuation lift' sign *
• Assembly points vary – refer to 'Fire Action' notices at entrance to each building.
• College 24 hour emergency 01 896 1999 - Safety Office 01 8961912.
• Disability Service Mobile 086 344 2322 (for use during Arts Building evacuation).
• Disability Service (2054 Arts Building) 01 896 3111.

1. Evacuate or move to refuge
   • Fire alarm sounds – where possible follow evacuation plan.
   • Otherwise call for assistance or move to safe refuge area.
   • Trained Chair operator plus assistants (as needed) proceed to the safe refuge are.

2. Assess & prepare
   • By use of communications assess situation and respond accordingly.
   • First choice, stay where you are, ready to evacuate if needed.

3. Respond & move
   • If threatened - move horizontally to another refuge area if safe to do so. Use Evacuation Lift if available *

4. Evacuate
   • If still threatened – evacuate vertically and out of the building
   • If threatened or uncertain at any point evacuate out of the building

Trained evacuation chair contacts:

Notes on transferring to evacuation chair:

* A green 'Emergency evacuation lift' sign indicates the lift in the building is protected from the effects of a fire and may be operated during an emergency.
### Buildings in Trinity College with Evac Chair locations and contact numbers

A Stairmate Major is located on the 4th Floor of the Arts Building beside 4066, and the 3rd floor stairwell of the Sports Centre.  
A Stairmate Standard is located on the 4th floor of 7/9 South Leinster Street in the lift lobby.

<table>
<thead>
<tr>
<th>Building</th>
<th>Floor/Location</th>
<th>Contact Number</th>
<th>Building</th>
<th>Floor/Location</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts Building*</td>
<td>4th floor near stairwell D</td>
<td>01 896 1157</td>
<td>Lloyd*</td>
<td>2nd floor north stairwell</td>
<td>01 896 8498</td>
</tr>
<tr>
<td>Aras An Phiarsaigh</td>
<td>3rd floor at room 3.34</td>
<td>01 896 2707</td>
<td>Long Room Hub*</td>
<td>3rd floor front stairwell</td>
<td>01 896 3174</td>
</tr>
<tr>
<td>Berkeley Library</td>
<td>2nd floor near main stairwell</td>
<td>01 896 1127</td>
<td>Old Library</td>
<td>1st floor at Henry Jones Room</td>
<td>01 896 2309</td>
</tr>
<tr>
<td>Biosciences*</td>
<td>3rd floor stairwell</td>
<td>01 896 3999</td>
<td>200 Pearse Street</td>
<td>Entrance corridor at security desk</td>
<td>01 896 1999 Emergency only</td>
</tr>
<tr>
<td>College Green</td>
<td>4th floor between 3rd &amp; stairwell</td>
<td>01 896 3522</td>
<td>School of Nursing</td>
<td>2nd floor at room 2.47a</td>
<td>01 896 3891</td>
</tr>
<tr>
<td>Dining Hall</td>
<td>Atrium 1st floor beside lift</td>
<td>01 896 1779</td>
<td>SNIAM*</td>
<td>2nd floor main stairs</td>
<td></td>
</tr>
<tr>
<td>Goldsmith Hall</td>
<td>1st floor front stairs</td>
<td>01 896 2729</td>
<td>Sports Centre*</td>
<td>2nd floor stairwell</td>
<td>01 896 1812</td>
</tr>
<tr>
<td>Hamilton Building</td>
<td>1st floor beside attendant desk</td>
<td>01 896 2372</td>
<td>7/9 St Leinster St.</td>
<td>2nd floor stairwell</td>
<td>01 896 4335</td>
</tr>
</tbody>
</table>

* A green emergency evacuation lift sign indicates the lift in the building is protected from the effects of a fire and may be operated during an emergency.