



EMERGENCY RESPONSE PLAN

Emergency Procedures Instructions (for Heads of Building and Contact Persons)

In the event of an emergency in the university, the following procedures will be initiated.

Your building will be contacted by a university employee from an **EMERGENCY CONTROL OFFICE**. Your staff will be informed by telephone of the **EXACT & PRECISE** action required. If your staff cannot be contacted, Security Services will arrive in your building and act accordingly. The action required of your staff, will be either:

- a. Evacuate your building
- b. Search your building/Departmental area

EMERGENCY REQUIRING AN IMMEDIATE EVACUATION

The fire alarm in your building is to be raised immediately by your staff and all occupants evacuated to the assembly point.

EMERGENCY REQUIRING A SEARCH OF YOUR BUILDING

All staff within your building/Departmental area are to be contacted and asked to search their working areas.

- **If Nothing is Found:**
The emergency control office is to be informed.
- **If Anything Unaccountable is Found:**
The Security Control Centre is to be informed on extension 1999 and security services will:-
 - Visit the building to assess the situation (the most likely scenario) and
 - Take charge of the situation

In all cases, the emergency procedures instructions are supported by the Gardaí, Local Authority, and Fire & Rescue Services.

EMERGENCY CONTROL OFFICES

Security Control Centre is the overall control centre for implementation of the emergency procedures. In order to contact all relevant buildings during an emergency, Security Control Centre will ensure that 5 emergency control offices will come into existence and assist in emergency procedures. These emergency control offices will be responsible for a specific named group of buildings.

EMERGENCY CONTROL OFFICE	CODE	CONTACT EXTN	AREA OF COLLEGE COVERED
Estates and Facilities	A	2262 / 4705	West End of College



Accommodation	B	2612 / 2083	Residences & Catering facilities
Library	C	1652 / 1661	Library Buildings
Estates and Facilities	D	1216 / 1829	Pearse St, Westland Row, & DDH
Human Resources	E	1678 / 1775	East End of College

Function of the Emergency Control Offices

The emergency control offices will immediately contact each building for which they are responsible and begin either:

- **"A" Alert Procedure:** Immediate evacuation of the building(s) using the fire alarm
- **"B" Alert Procedure:** A search of the building(s) for suspect devices.

Time of operation

Each emergency control office will only operate during normal working hours. At lunchtime and outside normal working hours, Security Services will assume responsibility for all emergency procedures.

Emergency Control Office Staff Instructions

Step 1

- Receive instruction from Security Control Centre as to emergency classification "A or B" alert
- Refer to the emergency procedures buildings list attached, with contact names
- Contact each building on the list
- Instruct the person contacted by reading the text in Italics

"A" Alert: An immediate evacuation of the building by fire alarm

This alert condition will normally be handled by Front Gate Security. In the event that your control office is involved in the "A" alert procedure the text will read:

This is Joe Bloggs/College Security on ext xxxx/1999. There is an emergency in your area. Please evacuate the building by raising the fire alarm and then proceed to your assembly point at.....

"B" Alert: A search of the building(s) for suspect devices.

This is Joe Bloggs on ext xxxx. I have been instructed by University Security Services to inform you of an emergency in the university. Please arrange to search your building immediately. If anything suspicious is found ring Front Gate on extension 1999 who will take control. If nothing is found please ring me back on extension 1912.

Step 2

- Tick off all buildings contacted on the list. Inform Security Services on extension 1999 as soon as all buildings on your list are contacted.
- 15 minutes after Security Services have instructed you ring them back on extension 1999 to report progress as follows:



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

"A" Alert:

All buildings in Emergency Control Office area have been contacted and asked to evacuate.

"B" Alert:

- All buildings in Emergency Control Office area have been contacted and report all clear.
- Building.....has not responded to initial contact/all clear _

Step 3

Security Services will instruct Security Staff to check out buildings that have not been notified or where assistance has been requested

Step 4

Security Services will contact you again when the emergency has been dealt with. You are asked to contact each building once again to inform them of the "all clear"