

# Trinity College Library Dublin



University of Dublin

## EMERGENCY PROCEDURES

### In the event of fire:

- Notify Security Control Centre ext. **1999 / 1317**
- Sound nearest alarm
- Evacuate building closing doors behind you

**Do not use fire extinguishers  
unless you have been trained to do so**

### In the event of other emergencies:

- Notify Librarian's office ext. 1661/1924 (Office hours)
- Duty Librarian 1127 (outside office hours)
- Security Control Centre ext. **1999/ 1317** (outside office hours)

**State your identity, location and nature of emergency**

If feasible take appropriate action to halt crisis (e.g. stop flood by turning off water)

If necessary evacuate building closing doors behind you

**REMEMBER:** prompt action can prevent minor events becoming major disasters