



## Evacuation Marshal Policy

### 1. Context

Trinity College Dublin, the University of Dublin (hereafter referred to as Trinity), operates within a framework of safety measures aimed at protecting staff, students, and visitors, in a blended working environment. The role of the Evacuation Marshal is integral to this, ensuring efficient evacuation during emergency situations. This policy supports Trinity's commitment to safety without creating unnecessary additional administrative or operational burdens.

### 2. Purpose

The purpose of this policy is to define the role and responsibilities of an Evacuation Marshal.

The Evacuation Marshall is a senior person in an area when the fire alarm sounds – i.e. a lecturer in a theatre with students, a senior manager in an open plan office, a post doc in a laboratory with PhD students, a PI in an office off their lab, in the absence of a fire warden.

This policy outlines their duties, clarifying that this is distinct from the role of a Fire Warden, and requires no formal training beyond awareness of emergency procedures.

### 3. Benefits

The designation of Evacuation Marshals offers several advantages in a blended working environment. Unlike Fire Wardens, Evacuation Marshals require only basic awareness of their role as the person who is in control over a space at a given time, they do not perform additional tasks such as regular fire safety audits or equipment checks. The nature of this role ensures flexibility, allowing for adequate coverage as staff attendance varies. It also encourages greater participation and ensures focused, efficient evacuation procedures during emergencies.

### 4. Scope

This policy applies to all individuals designated as Evacuation Marshals across all buildings, rooms and spaces within Trinity. The Evacuation Marshal is only responsible for the safe egress of persons within their controlled spaces. The policy does not cover Fire Wardens or individuals involved in regular fire safety audits or inspections.

### 5. Principles

- Safety First: The primary objective is the safe evacuation of all persons from the vicinity.
- Clarity of Role: Evacuation Marshals are not fire wardens and are not responsible for fire safety audits.
- No Additional Training required: Evacuation Marshals are only required to be aware of their responsibilities during an emergency evacuation.
- Non-Intervention: Evacuation Marshals are not expected to confront fire hazards or manage firefighting equipment or place themselves at any risk during an emergency. Evacuation Marshals shall only direct persons in their area to a safe means of escape.



## 6. Definitions

**Evacuation Marshal:** An individual assigned to ensure as far as reasonably practicable that all persons in their area, are evacuated from that space to a place of safety during emergencies.

**Fire Warden:** A trained individual responsible for managing fire safety, including conducting audits and ensuring compliance with safety standards.

## 7. Policy

Evacuation Marshals will:

- Ensure that all persons in their designated vicinity or room are safely evacuated during an emergency, in the event that Fire wardens are not available during an evacuation;
- Not need to perform fire safety audits or be responsible for any regular fire safety checks;
- Not require additional fire safety training but must be aware of basic evacuation procedures exit routes refuge areas and assembly points and inform all persons of same;
- Need to report to the Fire Warden or other relevant emergency personnel if individuals are unable or unwilling to evacuate. They are not to place themselves at risk should a person refuse to leave during an emergency.
- Participate in emergency drills as required and when in attendance in college to familiarise themselves with evacuation procedures and routes.

## 8. Responsibility and Implementation

The responsibility for ensuring Evacuation Marshals are aware of their obligations lies with the relevant Head of School or Head of Unit. Evacuation Marshals must be briefed on their role and responsibilities upon notification.

## 9. Related Documents

Trinity College Dublin University Fire Safety Guidance Document Rev.2.0.

Trinity University Fire Safety Policy Document.

Trinity College Dublin Framework Safety Statement Rev. 5.0.

## 10. Document/version Control for New Policies

This section outlines the date on which the policy was approved and by what Committee i.e. Council or Board, and the academic year during which the policy will be next due for review (no longer than three years following approval of the policy).

Approved by: Board

Date policy approved: 26 March 2025

Date of next review: 2027/2028

Officer responsible for review: Head of Safety



## **Document Control for Revised Policies**

- 10.1 Date of initial approval: 26 March 2025
- 10.2 Date revised policy approved: N/A
- 10.3 Date policy effective from: 26 March 2025
- 10.4 Date of next review: Academic Year 2027/2028