



# Personal Emergency Evacuation Procedure

- The same basic emergency procedures apply to all campus buildings.
- During an evacuation, **follow steps 1 to 4.** →
- See location of evacuation equipment located in Trinity College buildings and local contact number below.
- 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 (Printing House Square) **01 896 311**



**SafeZone**

**A Free Safety App**

- This Trinity App increases the security and safety of students and staff while in a Trinity location.
- It provides immediate access to Trinity resources to provide assistance in cases of emergencies or when an alert is raised.
- [More info](#)
- [SafeZone website](#)



**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 area.

**2**

## Assess and prepare

- By use of communications assess situation and respond accordingly.
- First choice, stay where you are, ready to evacuate if needed.

**3**

## Respond and 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

# 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.

	<b>Arts Building*</b>	4th floor near stairwell D	01 896 1157 		<b>Lloyd*</b>	2nd floor north stairwell	01 896 8498 
	<b>Aras An Phiarsaigh</b>	2nd floor, room 2.09	01 896 2707		<b>Long Room Hub*</b>	3rd floor front stairwell	01 896 3174 
	<b>Berkeley Library</b>	2nd floor near main stairwell	01 896 1127		<b>Old Library</b>	1st floor at Henry Jones Room	01 896 2309
	<b>Biosciences*</b>	3rd floor stairwell	01 896 3999 		<b>200 Pearse Street</b>	Entrance corridor at security desk	01 896 1999 Emergency only
	<b>College Green</b>	4th floor between 3rd & stairwell	01 896 3522		<b>School of Nursing</b>	2nd floor at room 2.47a	01 896 3891
	<b>Dining Hall</b>	Atrium 1st floor beside lift	01 896 1779		<b>SNIAM*</b>	2nd floor main stairs	
	<b>Goldsmith Hall</b>	1st floor front stairs	01 896 2729		<b>Sports Centre*</b>	2nd floor stairwell	01 896 1812 
	<b>Hamilton Building</b>	1st floor beside attendant desk	01 896 2372		<b>7/9 St Leinster St.</b>	2nd floor stairwell	01 896 4335



\* 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.