

## **To be read to all attendees:**

### **Action in the event of and in response to Fire alarm activations (Instructions to the College Community)**

**Action in the event of Fire alarm activations / discovery of fire:**

#### **On hearing the Fire Alarm:**

- **LEAVE** the building using the nearest exit route, closing doors behind you,
- **REPORT** to the assembly point at the side of the rugby pitch in front of 194.

#### **Remember:**

**Check and familiarise yourself with the nearest exit(s) from your building, break glass units and the location of your Assembly Point.**

**Only use Fire Extinguishers if you have been trained to do so.**

**Do not take risks.**

**Do not return to the building for any reason, unless authorised**

**Do not use lifts.**

**Keep Exit Routes clear at all times**

**Keep your area clean, tidy and clutter free. Remove rubbish regularly and report any electrical faults to extn to TCD staff.**

#### **On discovery of fire:**

- **RAISE THE ALARM** - by breaking the nearest break glass unit or call point,
- **LEAVE** the building using the nearest exit route, closing doors behind you.
- **NOTIFY SECURITY CENTRE:** on 01-8961999,
- **REPORT** to your assembly point