



DIT, AUNGIER STREET CAMPUS EMERGENCY MANUAL JUNE 2015

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SECTION 1

INTRODUCTION

PURPOSE

The purpose of this manual is to outline with regard to fire and other emergencies:

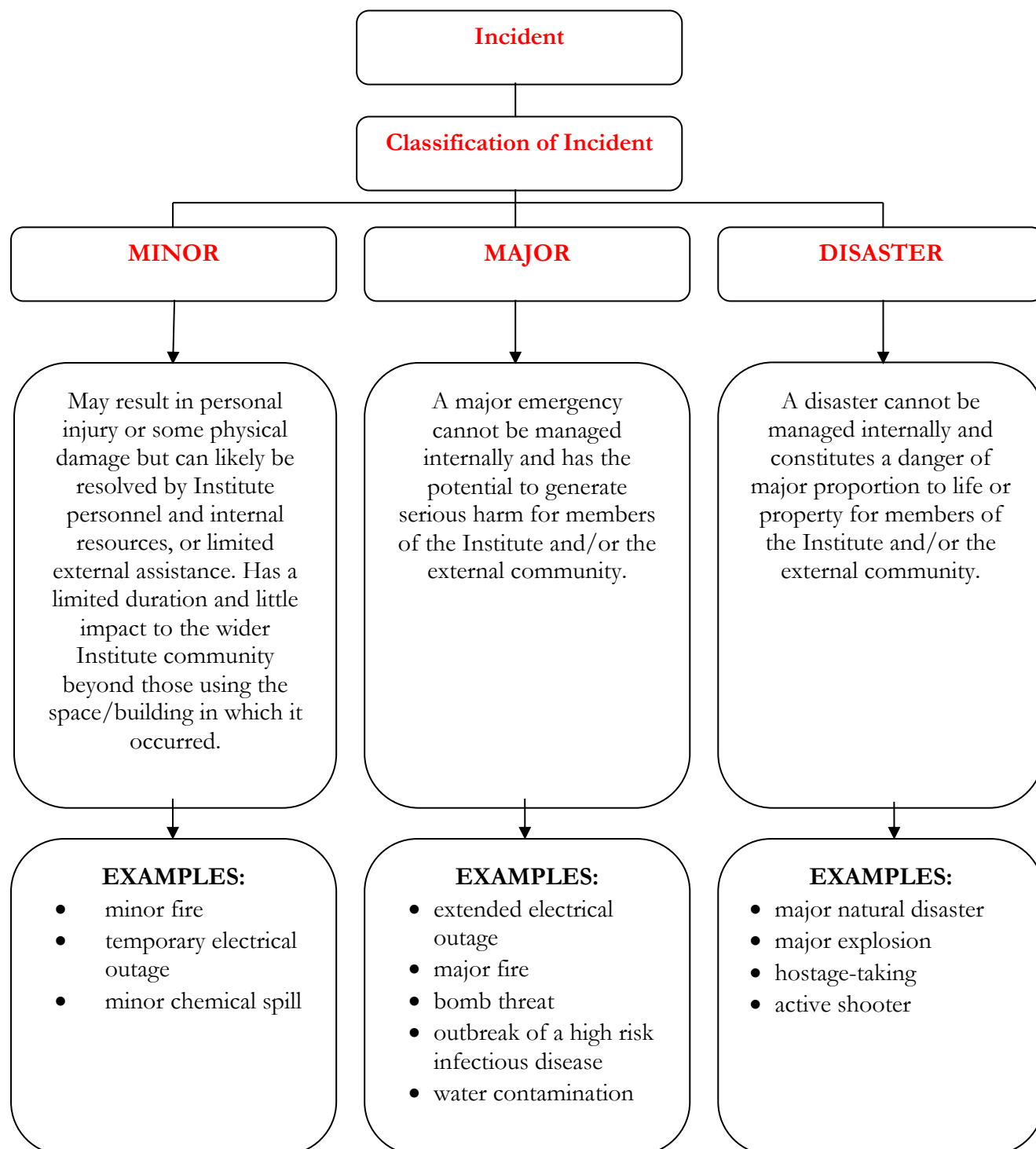
- Policies and procedures;
- Support arrangements;
- Roles and responsibilities;
- Campus risk assessment;
- Fire register.

The policy of DIT is to prevent fires and other emergency situations occurring, and to evacuate all persons to a place of safety as quickly as possible in the event of such occurrences. This manual applies to all staff, students, visitors, clients and contractors/service providers who are on DIT premises at any time.

This manual will be reviewed on annual basis by the Local Health & Safety Team. It will also be reviewed as appropriate following an emergency event.

CATEGORIES OF EMERGENCIES

To ensure consistency, three categories of emergency are provided below in accordance with the severity, potential impact and resource requirements of the emergency. These categories should be viewed as guidelines to assist officials of the Institute in determining the appropriate response(s):



Categories of Emergencies by Event Type

EVENT	MINOR EMERGENCY	MAJOR EMERGENCY	DISASTER
Armed Person / Active Shooter			An armed person on campus threatens to cause injury or death to themselves or others.
Bomb Threat	A bomb threat has been received or reported to a member of the Institute community.	A bomb or other explosive device has been discovered and disarmed on or near the campus.	A bomb or other explosive device has been detonated or ignited on or near the campus.
Building Structural Failure	No injuries. Causes temporary loss of use of an area, with impact on a small number.	May result in injuries and may decommission part of a building for an extended period.	May result in serious injuries, fatalities or physical damage. Requires extensive response and recovery efforts.
Computer / I.T. Failure	Results in a short term disruption of services which impact on daily operations but do not incur critical losses.	Results in a significant loss of material affecting many people in need of recovery assistance.	Major loss of data and systems technology with minimal means of restoration or recovery.
Electrical Outage	Facility use is temporarily lost with minimal impact on critical operations. A temporary disruption occurs without completely displacing services or people.	A critical facility or system is lost for an extended period of time, displacing students, departments or essential Institute operations. The disruption is major with significant ramifications.	Facility or system losses are widespread with the risk of serious immediate and long-term consequences. Remedies to the situation are not easily forthcoming because of its significant impacts.

EVENT	MINOR EMERGENCY	MAJOR EMERGENCY	DISASTER
Equipment/ Infrastructure Failure	Limited harm to persons or property with a temporary loss of service or use. Disruption can be remedied with moderate efforts.	Significant risk of harm to person or property or to Institute operations. Disruption is not easily remedied and requires extensive effort.	Serious and widespread harm to persons, property or Institute operations may occur. Long term and extensive remedial efforts are required.
Fatality due to workplace accident			Fatality occurs to one or more people, with extensive response necessary and potential widespread public attention. External agencies are called in to investigate.
Fire	Minimal risk or injury to persons. Minimal disruption of operations with limited loss of facilities or services. Normality is quickly restored after initial response.	Extensive risk or damage to people or property. Disrupts operation in an area requiring relocation of services or people. All or a large portion of a facility affected with a long term recovery period.	Several buildings are affected with injuries and/or fatalities resulting. Considerable planning is needed to accommodate displaced services, departments and people.
Gas Leak	Minimal risk or injury to persons. Minimal disruption of operations with limited loss of facilities or services. Normality is quickly restored after initial response.	Extensive risk or damage to people or property. Disrupts operation in an area requiring relocation of services or people. All or a large portion of a facility affected with a long term recovery period.	Several buildings are affected with injuries and/or fatalities resulting. Considerable planning is needed to accommodate displaced services, departments and people.

EVENT	MINOR EMERGENCY	MAJOR EMERGENCY	DISASTER
Hazardous Material Spill/Release	No injuries and a minor clean up is required. The disruption is minimal and temporary.	A major clean up is required. Injuries or exposure to infectious materials may or have occurred and services may be disrupted pending clean up / decontamination.	A major clean up is required. Injuries or fatalities may have occurred and the loss of services is ongoing and disruptive. External agencies are involved in the management and investigation of the event.
Inclement Weather	Severity of impending weather leads to closure of facilities and cancellation of non-essential operations.	Severity of weather leads to property and infrastructure damage. People stranded on campus.	
Infectious Disease	One or more infectious carriers are identified with a known and moderately dangerous contagious disease. Public health information and medical treatment are adequate to manage the event.	Known or unknown infectious carriers exist spreading a potentially highly contagious disease. Extensive tracing of source and contacts is required with an immediate need for containment. Disruptive impact on the Institute.	Infectious disease is spread easily and rapidly with serious consequences. Source or means of infection are unclear, as is the pattern of exposure. A major national public health crisis occurs which greatly disrupts Institute operations.
Natural Disaster	Minimal damage to persons or property occurs with a limited loss of facilities or services. Normal operations are quickly restored.	More extensive damage to people or property disrupts operations in an area requiring a relocation of services or residents. All or a large portion of a facility is affected with a long term recovery period.	Several buildings are affected or lost with injuries and/or fatalities resulting. Considerable planning is needed to accommodate displaced services, departments and people.

EVENT	MINOR EMERGENCY	MAJOR EMERGENCY	DISASTER
Protest/ Demonstration	Minimal harm to persons or property with only modest disruption to Institute operations. Concerns exist regarding media, personal security and potential escalation.	Property damage, personal injuries and a complete disruption of critical services and Institute operations occurs. High level security concerns and media relations problems exist.	
Sexual Assault	Occurs on campus and one person is involved. External agencies are called to investigate.	Occurs on campus and one or more people are involved. External agencies are called to investigate. Becomes public knowledge.	
Suicide	Of a student or staff member. Circumstances are unrelated to the Institute. Requires an Institute response to the secondary victims.	An event occurs on campus which is witnessed or staged to impact others and is related to aspects of the victim's Institute involvement.	
Theft	An item of significant historic or technical impact is stolen. External agencies are required to investigate.	An item of technical significance is stolen and may have an impact on the safety or security of others. Institute reputation is impacted. External agencies required to investigate.	
Violent Incident / Assault Murder	Of a student or staff member but in circumstances unrelated to the Institute.	Occurs on campus or at another location related to Institute operations. Others widely exposed to the event. The impact seriously affects a faculty or function due the witnessed loss of a student or colleague.	A public event occurs with several victims from the Institute community and which results in widespread disruption of Institute operations.

CAMPUS INFORMATION

Premises: Dublin Institute of Technology (DIT)

Addresses: DIT, Aungier Street, Dublin 2

DIT, Aungier Street (Phases I and II)

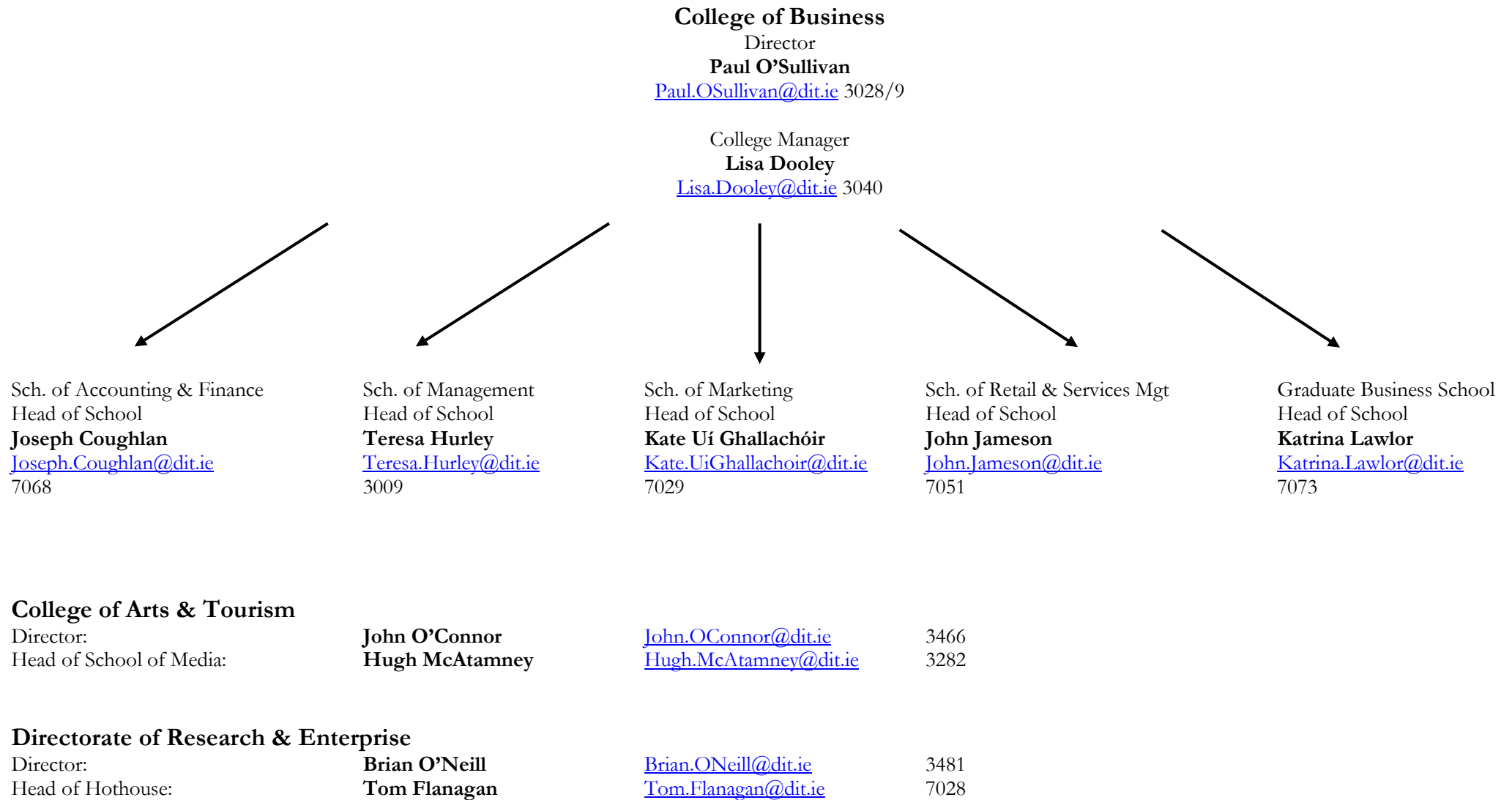
- This building incorporate reception areas, boiler/plant room, media rooms, computer rooms, canteens, staffroom, library, lecture theatres, classrooms, goods inward area, general offices and sanitary facilities.

The DIT Aungier Street campus has a population of approximately 5,000 students and 300 staff members.

DEMOGRAPHICS

	Aungier Street Main Building
Porters on Duty	Yes
Front Desk Extn.	01 402 3061 01 402 7004
Floor Area (m²)	22,000 m ²
Storeys	5
Year of Construction	Original building 1994 Extension in 2002
Lone working permitted	No
Nature of work: Third Level Education	College of Business <ul style="list-style-type: none"> • School of Accounting & Finance • School of Marketing • School of Management • School of Retail & Services Management • Graduate Business School College of Arts & Tourism <ul style="list-style-type: none"> • School of Media Directorate of Research & Enterprise <ul style="list-style-type: none"> • Hothouse

ORGANISATIONAL STRUCTURE



EMERGENCY & KEY CONTACTS

INTERNAL	Front Desk / Reception Area	Phase I (Aungier Street entrance)	01 402 3061	-
		Phase II (Bishop Street entrance)	01 402 7004	-
	Student Health Centre	Aungier Street: Nurse/Doctor	01 402 3051	-
		Linenhall: Nurse/Doctor	01 402 3614	-
	Estates Maintenance Manager	Colm Gillen	01 402 4646 087 225 0015	Colm.Gillen@dit.ie
	Estates Services Supervisor	Ciarán Stone	01 402 3277 087 667 5703	Jimmy.Kane@dit.ie
	DIT Estates Officer	Paul McDunphy	01 402 3362	Paul.Mcdunphy@dit.ie
	Occupational Health Officer	Yvonne McArdle	01 402 4127 087 9809135	Yvonne.Mcardle@dit.ie
	Health & Safety Officer	Edel Niland	01 402 4192 086 3891080	Edel.Niland@dit.ie
	Safety Representative	Mary Prendergast	01 402 3202	Mary.Prendergast@dit.ie
	Chaplain	Fionnuala Walsh	01 402 4568 086 875 4422	Fionnuala.Walsh@dit.ie
	Employee Assistance (VHI)	VHI Corporate Solutions	Freephone 1800 995 955	(24 hours / 7 days a week / 365 days a year)
EXTERNAL	Urgent Out-of-Hours GP/Doctor	DL-DOC	01 663 9869	-
	Local Hospital/A&E	St James Hospital	01 410 3000	-
		Rapid Injury Clinic Smithfield	01 657 9000	-
	Emergency Services	Fire Brigade/Ambulance/Gardaí	999 or 112	-
	Bord Gáis	Gas Leak / 24 hour Emergency	1850 20 50 50	-
	ESB	24 hour Electrical Emergency	1850 372 999	-
	Health & Safety Authority	Workplace Contact Unit	1890 289 389	-
	Gardaí	Kevin Street	01 666 9400	-

LOCAL HEALTH & SAFETY TEAM

The Terms of Reference for Local Health & Safety Teams are available on the DIT Health and Safety website (www.dit.ie/safework). A Local Health & Safety Team is in place for each college and is chaired by a Director. The purpose of the team is to ensure that relevant health and safety issues are coordinated and managed effectively and ensure that there is full compliance with relevant legislation. The Local Health & Safety Team reports to the Health & Safety Sub-Committee of the Senior Leadership Team.

College of Business

Buildings under Scope of Team: Aungier Street

Chair: Director of College of Business	Paul O'Sullivan
<i>Members</i>	
Secretariat	Lisa Dooley
School of Accounting & Finance	Joseph Coughlan
School of Management	Teresa Hurley
School of Marketing	Kate Uí Ghallachóir
School of Retail & Services Management	Joh Jameson
Graduate Business School	Katrina Lawlor
An Elected Safety Representative	Peter O'Brien
An Elected Student Representative	
Estates Office	Colm Gillen / Ciarán Stone
Occupational Health Officer	Yvonne McArdle

Please see DIT Health & Safety website for all other local Health & Safety Teams www.dit.ie/safework

SUPPORT ARRANGEMENTS: FIRE & EMERGENCIES

Escape Routes & Emergency Exits

Emergency exits are clearly identified and adequately illuminated. All escape routes and emergency exits must be maintained free from obstruction and available for use when the premises is occupied. Fire control doors must not be “wedged/ propped” open. If this occurs it allows the fire to spread between compartments and jeopardises the integrity of the escape route.

Signage & Notices

The Estates Office will ensure that an Emergency floor plan and fire action notice is displayed on each floor in a prominent position.

Emergency Floor plans will highlight the following:

- Staircase and escape routes
- Final Exits
- Firefighting equipment
- A point on the map indicating where you are, with designated words “you are here” and an X symbol

Fire Action notices will display the following:

- Instructions on discovering a fire
- Instructions on hearing the evacuation alarm

Floor Plans

These are available in the Appendices

Smoke-Free Policy

- Smoking is strictly prohibited within all DIT buildings. Please use the designated smoking areas provided and kindly dispose of your cigarette butts in a clean and safe manner.
- DIT’s Smoke-Free Policy is available on the health & safety website: www.dit.ie/safework

Evacuation Procedure

Please see Section 3: Part A

Fire Register

The Fire Register has been produced to keep records of various checks, tests and inspections that are required to be carried out. The Estates Maintenance Manager Colm Gillen will designate a porter to maintain the Fire Register. All data relating to inspection, testing and maintenance of fire protection systems and equipment will be recorded in the Fire Register.

The Register is kept at the front desk/reception for each building so as to be available for inspection by an authorised officer of the Fire Authority or Health and Safety Authority.

Evacuation Drills

Evacuation drills are held twice per semester, one during the daytime and one during the evening/night-time depending on the opening times and the population of the building. Drills during semesters September to December and January to May are announced to relevant staff members. Evacuation drills are organised by the local Health & Safety Team. Details of evacuation drills are recorded by the Estates Services Supervisor and Occupational Health Officer (where necessary).

Assembly Point(s)

Assembly points are decided upon by the DIT Health and Safety Sub-Committee in consultation with the local Health & Safety Team. An assembly point is a designated area of safety where people should assemble in the event of an emergency.

The Assembly points for DIT, Aungier Street are:

1. Whitefriar Street to Golden Lane
2. Bishop Street Lane to Kevin Street path

**Bishop Street Lane / Kevin
Street Flats**



Whitefriar Street to Golden Lane



Evacuation Marshals

Note: All staff shall act as Evacuation Marshals

Please see responsibilities of Evacuation Marshals

Evacuation for People with Disabilities

The emergency evacuation requirements for a person with a disability will be assessed by the Local Occupational Health Officer in consultation with the Disability Support Service. If appropriate, a Personal Emergency Egress Plan (PEEP) will be developed. The purpose of a PEEP is to identify any additional arrangements that may reasonably be made to enable their effective evacuation in an emergency. This specific plan will reflect the unique characteristics of the buildings that they need to visit and the persons own requirements. Staff and students are encouraged to contact their local Occupational Health Officer if they have a disability whether it is permanent or temporary.

Evacuation Evaluation

An evaluation of each evacuation will take place subsequent to the evacuation. The Occupational Health Officer will arrange the circulation of evaluation report forms to all staff for completion, where possible, and then compile an overall report on the effectiveness of the evacuation. An online facility is also available on the website (www.dit.ie/safework) for submission of feedback on evacuation drills by staff, students and visitors.

Staff Training and Information

All staff members must complete the Emergency Response Training (ERT) course every two years which outlines the procedures to be followed in various emergency situations. The Staff Training and Development Office will facilitate this training. All staff members must complete manual handling training every 3 years. Specific training will be made available to members of Emergency Response Teams and Evacuation Marshals. All staff working in kitchens, laboratories and workshops must complete mandatory emergency first-aid training. Further information on training can be found in the *Policy on Health & Safety Training for DIT Staff* which can be found in the appendices of the DIT Framework Safety Statement and on the website www.dit.ie/safework.

Information is available on the DIT Health & Safety website on www.dit.ie/safework.

Staff are informed by the following means (this list is not exhaustive):

- ✓ Desktop Emergency Response Flipcharts (distributed at ERT)
- ✓ Health & Safety notice boards
- ✓ Safety notice points
- ✓ Emergency First-aid Procedures and posters
- ✓ Safety booklets
- ✓ Safety wallet cards

FIRST-AID & AED ARRANGEMENTS

- First aid stations are identified by a white cross on a green background.
- A **First-Aid Kit** and an **Automated External Defibrillator (AED)** are located at:
 1. Phase I (Aungier Street Entrance)
 2. Phase II (Bishop Street Entrance)
- The designated first-aid room for the campus is Room 225, DIT, Kevin Street.
- Details of staff members trained in Occupational First aid and Defibrillator use are in the table below. Please see the most up to date listing on www.dit.ie/safework

Staff Trained in Occupational First-aid (3-day) including the Automated External Defibrillator (AED)

Surname	Name	Location & Room	Expiry of Training	Phone
Briody	Angela	Aungier Street Library	06.03.17	01 402 3068
Butler	Pamela	Aungier Street Student Health Centre	02.12.15	01 402 3051
Byrne	Adrienne	Aungier Street G-048	01.04.17	01 402 3020
Finn	Andrew	Aungier Street 2-062	07.06.15	01 402 7009
Luby	Alice	Aungier Street 5-057	06.03.17	01 402 7078
May	Peter	Aungier Street Seminar Room	01.04.17	087 928 1635
McClelland	Herbert	Aungier Street G-002	29.07.15	01 402 3042
O'Callaghan	Niamh	Aungier Street G-002	29.07.15	01 402 3042 087 298 5849
Shortt	Nicola	Aungier Street G-048	01.04.17	01 402 3025
Mulvey	Daphne	Aungier Street 5 th floor	06.03.17	01 402 7885

Staff Trained in Emergency First-aid (1-day)

Surname	Name	Location & Room	Expiry of Training	Phone
Byrne	Karen	Aungier Street Porter's Desk	07.04.17	085 738 7562
Campbell	Caitriona	Aungier Street Hothouse	31.05.15	4027179
Connolly	Daniel Kieran	Aungier Street 1-019	23.01.16	3245
Cuskelly	Patricia	Aungier Street 307	08.01.17	4575
Deegan	Gabrielle	Aungier Street 5 th floor	18.11.15	7871
Dooley	Lisa	Aungier Street 5-061	22.10.15	3040
Hanlon	Philomena	Aungier Street 2-028	23.01.16	3128
Jameson	John	Aungier Street 4-076	23.01.16	7051
Maguire	Paula	Aungier Street 3-063	23.01.16	7031
Mooney	Brian	Aungier Street Porter's Office	19.12.15	7004
Morales	Lucia	Aungier Street 3-023	23.01.16	3230
Morgan	Anne	Aungier Street 4-065	23.01.16	3165
O'Connell	E.Kevin	Aungier Street CLG-007	15.12.16	2807
Phipps	Mary	Aungier Street Library	27.06.15	3068
Prendergast	Mary	Aungier Street 3-020	23.01.16	3202
Scott	Susan	Aungier Street 4-077	22.10.15	7057
Smith	James	Aungier Street Porter's Office	19.12.15	3607
Somers	Lyn	Aungier Street 5-064	18.11.15	3023
Sweeney	Lorraine	Aungier Street 4-102	23.01.16	3138

Please see www.dit.ie/safework for an up to date listing

Emergency First-aid Procedure

First-aid and AED training is available to all DIT staff.

1. Safeguard your own safety, then assess the nature of the incident:

Slight

- For straight-forward injuries that can be dealt with immediately:
 - ✓ Contact **First-aider**:
 - **Front Desk/Reception:** 01 402 3061 / 01 402 7004
 - **Local First-aider**
 - ✓ Contact **Occupational Health Officer** for advice:
 - **Yvonne McArdle (OHO)** (01) 402 4127 or 087 9809135
(Mon – Fri 9:00am – 5:00pm)

Worrying

- If the incident requires immediate medical attention:
 - ✓ Arrange transport for the staff/student to their **local GP** or **A&E Department**
 - Nearest A&E is **St. James Hospital – Tel: (01) 410 3000**
 - ✓ Sick / unwell / injured students can attend the **DIT Student Health Centre**
 - **Aungier Street – Tel: (01) 402 3051** (Mon – Fri 9.00am – 5.00pm)
 - ✓ For urgent out of hours GP service in the South Dublin area
 - **DL DOC – Tel: (01) 6639869** (Mon – Fri 6.00pm – 8.00am, Sat/Sun 24 hours)
 - ✓ If there is any doubt about the severity of the injury/illness
 - Contact **Emergency Services** on **112 or 999**
 - ✓ A friend / responsible person should accompany the casualty to hospital

Serious

- ✓ Contact **Emergency Services** immediately at **112 or 999**
 - ✓ Keep the person comfortable until the ambulance arrives
 - ✓ A friend / responsible person should accompany the casualty to hospital
2. If there is any doubt regarding the severity of an injury/illness, contact the emergency services: 112 or 999
 3. A first-aid kit, AED and incident report book are available at the front desk/reception.
 4. Once immediate first-aid treatment has been given, and an ambulance may not be necessary, but a visit to A&E / Doctor is advisable: send the injured person in a taxi accompanied by a friend/responsible person.
 5. First-aider shall ASAP inform the person's supervisor & OHO of the action taken.
 6. Complete Incident Report Form ASAP and forward to the Health & Safety Office.

WELFARE ARRANGEMENTS

Student Health Centre

The Student Health Centre is available to DIT students. It is open from 9:00 am – 5:00 pm Monday to Friday during term-time.

Aungier Street

Room 2051, DIT, Aungier Street

Contact: 01 402 3051

Linenhall

Linenhall Lodge, DIT, Bolton Street

Contact: 01 402 3051

Occupational Health

- At the recruitment stage all staff members are required to undergo a pre-employment medical. This is arranged by the Institute's Human Resources department.
- Health surveillance is made available to staff appropriate to occupational risks.
- A referral system is also in place with a designated independent occupational health physician so that expert advice may be sought where there is a concern about an individual's health and safety in relation to their work.
- Eye and eyesight tests are made available to all staff members at the National Optometry Centre (NOC) at DIT Kevin Street. For further information please see the "Policy on Provision of Eye & Eyesight Tests to PC/VDU Users" which is available on the website www.dit.ie/safework

Pregnancy

- Pregnant staff members and students should contact their local Occupational Health Officer for a confidential risk assessment in order to ensure the safety and wellbeing of both mother and child.

Occupational Health Referrals

- Where appropriate a staff member/student may be referred to Medmark. Medmark provide specialist occupational health and medical advice for employers and employees. Medmark also carry out Hepatitis B vaccinations and hearing tests for specialist areas of DIT.

Student Health Centre

The Student Health Centre is available to DIT students.

Location: Room 2051, DIT, Aungier Street

Contact: 01 402 3051

Times: 09:00 – 17:00 Monday to Friday during term-time

Staff Training and Information

The Institute's Policy on Health & Safety Training for Staff can be found in the appendices of the DIT Parent Health & Safety Statement and on the website www.dit.ie/safework. Health and safety training courses are scheduled on a regular basis and dates are advertised to all staff via email, the website and noticeboards. Training records for all staff of the Institute are held centrally by the Staff Training & Development Office.

Information is available on the DIT Health & Safety website on www.dit.ie/safework.

Safety Statements & Risk Assessment

- The Institute's Safety Statements are available on the website www.dit.ie/safework. Section 2 outlines the safety management structure and assignment of responsibilities within DIT.
- Hardcopies of the Safety Statement may also be available from the following:
 - Lisa Dooley, College Manager, College of Business, DIT, Aungier Street
- Risk assessments are detailed in each School Safety Statement Click [here](#) for School Safety Statements.

Communication of Information

Health and safety information is communicated to staff, students, contractors and visitors in a variety of ways:

- ✓ Desktop Emergency Response Flip charts
- ✓ Health & Safety notice boards
- ✓ Health & Safety Newsletters
- ✓ Signage:
 - Safety notice points
 - Emergency first-aid procedure signs
 - Emergency floor plans
 - Assembly point maps
 - Fire actions notices
- ✓ Emergency response posters
- ✓ Safety booklets
- ✓ Safety wallet cards
- ✓ Website www.dit.ie/safework

Student Work Placement & Field Trips

- Risk assessments are completed for field trips.
- Occupational Health Offers are available for work placement induction for students and also provide work placement factsheets for parties involved.
- Details of insurance cover are also provided.
- Online training will be made available to students on request from their tutor.

Student Training

- The Health & Safety Office offers student induction at the beginning of term or information for dissemination to students.
- The Health & Safety provide details of training providers to Colleges/functions where requested.

Work Permits

A hot work permit must be obtained by staff and contractors carrying out work which involves the use of electric arc welding, flame cutting, brazing, grinding or any equipment which produces heat or naked flames including the use of gas flames on roofs (this does not apply in approved workshops).

Hot work permits are issued by the Estates Maintenance Manager, Colm Gillen, prior to any work commencing. The area where the work is to be undertaken must be inspected by the person issuing the permit to ensure that it complies with the terms of the permit.

When the work involving the use of heat generating equipment has ceased, the area must be inspected to ascertain that no item of material is smouldering or on fire. A second inspection must be carried out 30 minutes later.

Please see [DIT Estates Office Contractor Safety Code](#)

Special Hazards

The breakdown of special hazards associated with academic schools and support functions within DIT, Aungier Street is detailed in the below table (per floor). Other information is also available from the relevant School/Function Safety Statement and associated risk assessments.

There are no chemicals, biological agents, gases, lasers, radioactive sources etc. used in normal activities. Please see Estates Office Safety Statement for hazards affecting the Estates Office.

SECTION 2

ROLES &

RESPONSIBILITIES

ALL STAFF & STUDENTS

It is the responsibility of each student and staff member to:

- Ensure that his/her acts or omissions do not create a fire or other hazard.
- Report any incident or situation they consider to be a fire hazard.
- Observe all policies and procedures in relation to fire safety.
- Follow evacuation procedures.
- Follow instructions from evacuation marshals or any figure of authority.
- Advise the Incident Controller of any difficulties.
- Contact their local Occupational Health Officer where they have a disability or medical condition that they affect their safety or that of others during an evacuation.

General Rule of Thumb:

- *All staff members should act as an evacuation marshal by sweep searching areas as they evacuate and directing people to the nearest escape routes.*
- *This is of particular importance during holiday periods, seminars etc, whereby the designated evacuation marshals may not be onsite.*

INCIDENT CONTROLLER

Colm Gillen (EMM) nominates an Incident Controller for DIT, Kevin Street. In the absence of the Incident Controller, and in the event of an emergency, the following porters have been nominated to act as Deputy:

- Any Porter from DIT, Kevin Street

It is the responsibility of the Incident Controller to:

- Carry out a preliminary investigation and assess the situation following an alarm activation.
- Liaise with the Emergency Services.
- Take control of the incident.
- Give instructions to designated personnel.
- Document a report on the incident and submit to the Local Health & Safety Team.

ESTATES MAINTENANCE MANAGER (EMM)

It is the responsibility of Colm Gillen (EMM) to:

- Ensure proper maintenance of all fire detection systems, fire alarm systems, fire suppression equipment, emergency lighting and ensure statutory signage is in place and effective.
- Ensure that the building is safe and escape routes are clear and not obstructed.
- Ensure that appropriate records of servicing and inspections are maintained and incorporated in the Fire Register.
- Assist the portering staff and Emergency Services in response to any emergency or alarm activation.
- Advise the Local Health & Safety Team on matters related to fire safety.

ESTATES SERVICES SUPERVISOR (ESS) & PORTERS

It is the responsibility of each ESS and Porter to:

- Ensure that the entire premises is inspected first thing in the morning as part of “open up” procedure and last thing at night as part of the “shut down” procedure.
- Oversee that fire control doors are not “wedged/propped” open and to oversee on a daily basis that escape routes are clear from obstruction and not used for storage.
- Carry out periodic checks as specified in the Fire Register and maintain records of same.
- Contact Emergency Services in the event of a fire or other emergency.
- Support and assist evacuation marshals.
- Act as Deputy Incident Controller where necessary in the event of an emergency.

EVACUATION MARSHALS

Evacuation marshals should not put themselves in any danger while undertaking their duties. Evacuation marshals are normally identifiable by means of a hi-vis vest.

It is the responsibility of each evacuation marshal to:

- Sweep search all rooms in their ***designated area**** to ensure that everyone is evacuated and directed to the nearest available exit
- Exit via the nearest available escape route, once the search is complete
- Assemble at a designated point, informing the Incident Controller of any casualties in their area or people in need of assistance with evacuation

****their normal work location or the area they are located in at the time of an alarm activation.***

CONTRACTORS, CATERING & OTHER SERVICE PROVIDERS

It is the responsibility of each contractor/service provider to:

- Ensure that his/her acts or omissions do not create a fire or other hazard
- Report any incident or situation they consider to be a fire hazard
- Observe all policies and procedures in relation to fire safety
- Follow evacuation procedures
- Follow instructions from evacuation marshals or any figure of authority
- Advise the Incident Controller of any concerns or difficulties

LOCAL HEALTH & SAFETY TEAM

The Local Health & Safety Team has a shared responsibility for the operational and structural safety of the Campus. The main functions of this team are to:

- Review and resolve common elements of operational and building safety issues
- Co-ordinate campus emergency response plans and first-aid arrangements
- Establish sub committees to deal with specific hazards identified in the campus
- Coordinate the response to an emergency event
- Liaise with relevant Institute personnel and services, and external authorities
- In the event of an emergency situation occurring on campus, the Local Health & Safety Team will immediately take on the role of Emergency Response Team (ERT)

EMERGENCY RESPONSE TEAM (ERT)

- The composition of the ERT will remain the same as the Local Health & Safety Team but will be expanded where necessary to include representatives from specialist areas on campus e.g. laboratories, workshops, kitchens.
- It will only be necessary for the ERT to meet in the event of a major emergency or disaster.
- Only in exceptional circumstances will the ERT be convened for a Minor Emergency.
- In the event of a major emergency or disaster, it will be necessary for the ERT to meet in a designated area. At least two venues should be identified as having the necessary space and communications requirements to facilitate the effective working of the ERT.
- If not already on campus, members of the ERT will be required to be in attendance as a matter of urgency. Each member of the ERT must identify and ensure that a suitable deputy reports in his/her place where necessary.
- The ERT will have the overall responsibility for co-ordinating the response to a major emergency or disaster.
- The ERT will be supported and assisted by the various departments and support functions.
- Members of the ERT will be assigned as being responsible for liaising with the following personnel:
 - i. President
 - ii. Director of Human Resources
 - iii. Director of Finance & Resources
 - iv. Director of Academic Affairs
 - v. Chief Information Systems Officer
 - vi. Estates Officer
 - vii. Property & Facilities Officer
 - viii. Health & Safety Officer
 - ix. Public Affairs Office
 - x. Campus Life Manager
 - xi. Students Union President
- The role and remit of the ERT will be subject to the parameters established by the external emergency services and authorities, who have overall statutory site control and authority to manage the Institute's response to a major emergency or disaster.

DIRECTOR(S)

Paul O'Sullivan, Director of the College of Business, chairs the College of Business Health & Safety Team and has responsibility in this capacity for fire safety within the campus.

It is the responsibility of Paul O'Sullivan, Director in conjunction with the Local Health & Safety Team to:

- Oversee the management of an evacuation and emergency programme including evacuation drills and appointment of evacuation marshals.
- Ensure that management liaise with the Staff Training and Development Office to confirm that all staff is effectively trained to perform their duties.

HEADS OF FUNCTION/SCHOOLS/DEPARTMENTS

All Heads of Function/Schools/Departments are responsible for fire safety within their respective areas. A full listing of all Heads of Function/Schools/Departments is available in Section 1.

It is the responsibility of each Head of Function/School/Department to:

- Appoint evacuation marshals within each area. In shared/common areas functions shall liaise to co-ordinate appointments. Sufficient marshals shall be appointed to allow for annual leave, evening courses, seminars etc.
- Ensure evacuation procedures within their areas are effective and communicated to all new staff and students.
- Ensure students and staff who do not comply with instructions to evacuate, are reported and appropriate action taken where necessary.
- Identify any potential fire hazard and assess the risk in relation to the specific tasks or tests taking place in their area.
- Ensure that all staff in their areas are made aware of this manual.
- Ensure that all staff in their areas are made aware of the requirements to report immediately any incident or hazard likely to lead to a fire or emergency.
- Facilitate and encourage evacuation marshals to perform their functions.
- Ensure that all staff in their areas are encouraged to dispose of all waste in line with best practice.
- Ensure that procedures are in place to allow for all visitors and sensitive risk groups* to be escorted to safety in the event of the evacuation alarm being activated.

*sensitive risk groups include pregnant employees, night and shift workers, young persons such as junior students, and people with disabilities.

SECTION 3

EMERGENCY RESPONSE PROCEDURES

EMERGENCY RESPONSE

This section outlines the standard procedures to be followed in the event of an emergency. The Emergency Response Team may authorize changes to the standard procedures as circumstances dictate. The four stages of emergency response are as follows:

1. Assessment

The emergency is assessed; initial response requirements are determined; key Institute personnel and the external emergency services (if required) are notified.

2. Activation

Key Institute personnel, external emergency services personnel and material resources are assembled.

3. Response

Responsibilities are clarified; response priorities are established; and the detailed strategy and plan of activities is developed and implemented.

4. Recovery

The emergency is concluded and Institute operations are returned to normal.

PART A: PROCEDURES FOR ALL OCCUPANTS
(Staff, Students, Visitors, Contractors)

PART B: PROCEDURES FOR DESIGNATED INDIVIDUALS

- A. INCIDENT CONTROLLER
- B. BUILDING MAINTENANCE MANAGER (EMM)
- C. ESTATES SERVICE SUPERVISOR (ESS) & PORTERS
- D. EVACUATION MARSHALS
- E. FIRST-AIDERS
- F. CANTEEN STAFF
- G. LIBRARY STAFF
- H. STUDENTS UNION
- I. EXAM INVIGILATORS
- J. CONTRACTORS & SERVICE PROVIDERS
- K. EVENT ORGANISERS
- L. EMERGENCY RESPONSE TEAM
- M. LOCAL DIRECTOR(S), SENIOR MANAGEMENT &
COLLEGE ADMINISTRATOR(S)
- N. OCCUPATIONAL HEALTH OFFICERS
- O. HEALTH & SAFETY OFFICER
- P. OUT OF HOURS: Security Company
- Q. SUPPORT SERVICES

PART A

**PROCEDURES
FOR
ALL OCCUPANTS**

CONTACTING **EMERGENCY SERVICES**

- Dial 112 or 999
- Ask for correct service (s)
- Give the following information:
 - Your name
 - Telephone number
 - Exact location (county, town, street, building, landmarks)
 - Type of incident
 - Number of casualties
 - Type of injuries
 - Any hazards

DON'T HANG UP THE PHONE UNTIL THE OPERATOR CLEARS THE LINE

- If dialling 112 or 999 from a DIT landline phone, remember to dial “0” first to get an outside line. The dial tone may differ from the usual tone.
- Get someone to inform the front desk (reception) of the situation.
- Designate a person to go to the front of the building to guide the emergency services to the scene.

FIRE & EVACUATION

The objective is to set out in a concise clear manner the role of staff in the event of an emergency.

It is essential that all staff be fully aware of the evacuation procedures for the area in which they work.

- 1. On suspecting a fire i.e. smelling or seeing smoke**
 - a. Do not investigate alone.
 - b. Alert Porters desk and wait for further instruction.
- 2. On discovering a fire:**
 - a. Activate the nearest alarm call point or break glass unit, after which
 - b. Contact the front desk or emergency services.
 - c. Fight the fire with the appropriate fire extinguisher.
 - d. Only attempt to extinguish a fire if it is safe to do so and if:
 - i. The fire is small (i.e. not greater than the size of an average waste paper basket)
 - ii. There is an exit to your back.
 - iii. You have the correct extinguisher and know how to use it.
- 3. On hearing an alarm activation or other warning:**
 - a. Shut down equipment (gas/electricity) if safe to do so and time permits.
 - b. Close windows and doors to confine smoke/fire.
 - c. Evacuate the building* immediately by the nearest available exit “sweep searching” areas as you go.
 - d. Form a single file on both sides of the corridor or stairway, leaving the centre passageway clear.
 - e. Do not delay or stop to collect personal belongings.
 - f. Do not use the lift.
 - g. If heavy smoke present, try to find another exit or crouch low to the floor.
 - h. Report to your Assembly Point.
 - i. Report details of any casualties or people needing assistance with evacuation to the Incident Controller.
 - j. Do not return to the building until instructed to do so by the Incident Controller.

* All visitors should be escorted to safety by the person they are visiting.

* Separate personal emergency egress plans (PEEP) have been prepared for people with disabilities.

* In addition to the above responsibilities for all staff, it is also the responsibility of academic staff to:

- Highlight the location of escape routes and emergency exits to students under their supervision.
- Evacuate and lead students to the designated assembly point.

This emergency evacuation procedure has been modified to manage the specific demands of an emergency during an examination. This information is circulated by the Examinations Office to Exam Invigilators. Please refer to Part 8 (H).

USE OF FIRE EXTINGUISHERS

The objective is to set out in a concise clear manner the purpose, type and use of fire extinguishers in the event of an emergency.

Fire extinguishers are located at strategic points throughout the building. Staff members are only expected to tackle a fire themselves where they have received training and it poses no threat to their personal safety to do so.

The location and maintenance of fire equipment will be recorded in the Fire Register.

TYPE 1: DRY POWDER (blue label)

- On fires involving either liquids in containers or spilled liquids, direct discharge horn towards the near edge of the fire.
- Use rapid sweeping motions to drive fire towards far edge until all flames are extinguished.

TYPE 2: CARBON DIOXIDE (CO₂) (Black Label)

- Switch off current if it is safe to do so.
- Direct jet or horn straight at the fire.
- Where equipment is enclosed, direct jet or horn into any opening.
- Use short bursts.

TYPE 3: WATER (Red Label)

- Direct jet at base of flames.
- Move across area of fire.
- Seek out any hot spots.

TYPE 4: FOAM (Cream Label)

- For fires involving solids, point the jet at the base of the flames and keep it moving across the area of the fire. Ensure that all areas of the fire are out.
- For fire involving liquids, do not aim the jet straight into the liquid. Where the liquid on fire is in a container, point the jet at the inside edge of the container or on a nearby surface above the burning liquid. Allow the foam to build up and flow across the liquid.

TYPE 5: WET CHEMICAL (Yellow Label)

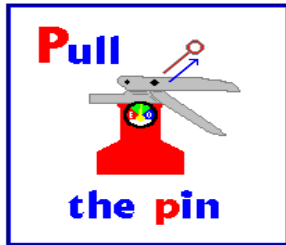
- Apply the wet chemical using the extended applicator in slow circular movements, which gives a gentle, yet highly effective application in a fine spray form to the burning fat/ oil until it changes into a soapy like substance.

FIRE BLANKET

- Fires involving both solids and liquids. Particularly good for small fires in clothing and for domestic or commercial chip and fat pan fires provided the blanket completely covers the fire.
- Place carefully over the fire and leave for approximately 30 minutes. Keep your hands shielded from the fire. Do not waft the fire towards you.

Using a Fire Extinguisher:

Remember the **PASS** method – Pull, Aim, Squeeze, Sweep.



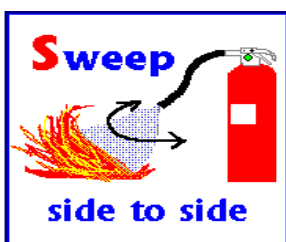
1. **PULL** THE PIN



2. **AIM** AT THE BASE OF THE FIRE











3. **SQUEEZE** THE HANDLE





4. **SWEEP** FROM SIDE TO SIDE

SELECTING THE CORRECT TYPE OF EXTINGUISHER TO USE

Class of Fire	Material Burning	Extinguisher Type
A	SOLIDS such as paper, wood, plastic	   Water POWDER Foam
B	Flammable LIQUIDS such as paraffin, petrol, & oil	   POWDER Foam CO₂
C	Flammable GASES such as propane and butane	 POWDER
D	METALS such as Magnesium and Aluminium	 POWDER (Specialist)

SELECTING THE CORRECT TYPE OF EXTINGUISHER TO USE (cont'd)

Class of Fire	Material Burning	Extinguisher Type
E	ELECTRICAL FIRES	 <p>CO₂ POWDER</p>
F	Cooking OIL & FAT	 <p>Wet Chemical Fire Blanket</p>

MEDICAL EMERGENCY

- Try to remain calm and safeguard your own safety.
- Call for help.
- Contact Emergency Services on **999 or 112**.
- If qualified in first-aid provide appropriate treatment in accordance with training received.
- Avoid moving the casualty unless they are in extreme and immediate danger.
- Send someone to alert the front desk and to direct Emergency Services personnel to the scene.
- Stay with the casualty until Emergency Services arrive.
- If possible seek a friend or colleague to accompany the casualty to hospital.
- Report incident to casualty's supervisor and ensure that an Incident Report Form is completed as soon as possible.

If Body Fluids present:

- Protective gloves and barrier device should be used (available in first-aid kit).
- Contaminated dressings or clothing should be contained in a yellow bag and treated as clinical waste.
- Bags containing clinical waste can be handed to the local Estates Service Supervisor or Occupational Health Officer for safe disposal.
- A bio-hazard kit should be used for spills and disposed of correctly as per manufacturer's instructions.

VIOLENT ATTACK INVOLVING WEAPONS

Violent incidents including but not limited to acts of terrorism and assault may occur with little or no warning.

If you are in the building when such an incident occurs and you cannot get out safely you should attempt to safeguard your own safety by taking the following actions:

- Secure immediate area.
- Lock and barricade doors.
- Close windows.
- Turn off lights and close blinds.
- Turn off any radios and sound equipment.
- Do not stand by doors and windows.
- Stay out of sight and take adequate cover.
- Silence mobile phones.

What to Report to the Gardaí:

- Your exact location.
- Number of people at your location.
- If known:
 - Number of persons injured and types of injuries.
 - Number of suspects, their location, weapons being used, suspects identity if known and if any explosions have taken place.

Un-securing an area:

- Consider risks before un-securing rooms.
- Only allow verified members of emergency services into the secure area.
- Do not allow any person enter unless they have appropriate identification.
- Remember, the assailant may not stop until they are engaged by the Gardaí.
- Attempts to rescue people should only be accomplished without endangering yourself and persons inside the secure area.
- If doubt exists as to the location of the assailant, the room should be kept secure.

The response from the Gardaí Sióchána will generally be as follows:

- Engagement of the assailant
- Evacuation of occupants
- Facilitation of medical care and interviews
- Investigation

Staff and students can greatly enhance the safety of all and be of assistance to the Gardaí Sióchána by cooperating with instructions given by authorities. All communications regarding the incident should be directed to the Public Affairs Office.

BOMB THREAT

- A Bomb Threat may come to the attention of the receiver in various manners, for example:
 - Telephone call
 - Voicemail message
 - Letter/post
 - Fax
 - Email
 - Discovery of a suspect object or package

Phone Threat

- Try to remain calm and take details such as time and information from telephone display, caller's exact words, and background sounds and noises.
- Try to obtain information on the location of the device.
- Ask the caller to repeat details.
- Try to keep the caller on the phone as long as possible.
- Do not erase message if left on voicemail.

Written Threat

- Handle the item or package as little as possible.
- Do not open or touch suspicious objects or packages.
- If the threat is received by email, do not reply, delete or forward the email.

For all threats:

1. Immediately notify the DIT Estates Office.
2. Remain calm and await further instruction from DIT who will decide if evacuation is necessary.
3. Do not discuss the situation with the media or outsiders.
4. All enquiries should be directed to the DIT Office of Public Affairs.

INTRUDER / CRIMINAL ACTIVITY

In the event of an unarmed intruder or suspected criminal activity:

- Try to remain calm and attempt to remove yourself from danger.
- If you can safely leave the area then do so.
- If you cannot escape call for help or dial 999/112.
- **Do not** pursue or attempt to detain suspects.
- Report incident to the Estates Services Supervisor/Porter on Duty.
- Where necessary, report to Gardaí and seek medical treatment for shock/other injuries.

VIOLENT PROTEST

DIT respects the right of peaceful protest carried out in a lawful manner, and the right of peaceful free assembly and/or speech.

It should be noted that the majority of protests are peaceful and non-violent.

A protest should not be disrupted unless one or more of the following conditions exists:

- Disruption of the normal operations of the Institute.
- Obstruction of access to Institute facilities.
- Threat of physical harm to persons or damage to Institute facilities.
- Unauthorised entry into or occupation of any Institute room, building or area of the campus, including such entry or occupation at any unauthorised time.
- Unauthorised or improper use of any Institute property, equipment or facilities.

General Guidelines

- If a staff member or student detects that a protest is about to occur/has occurred at an Institute building, he/she should immediately report all available information to any member of Senior Management.
- It is important at the outset to determine the objectives of the protestors, and to establish what they propose to do. It is also important to engage in dialogue with those protesting, in a tactful manner to ensure that the situation is not further exacerbated.
- Operational decisions should be taken by Senior Management to work around the protest, where this is feasible.
- Where there may be a direct impact on students and staff, it is essential that meaningful communications are quickly implemented, so that they are made aware in a timely manner of this fact.
- Where the protest is of such a nature that it is significantly impinging on the normal operations of the Institute, the President of the Institute and the Public Affairs Office should immediately be notified.
- Where necessary the assistance of the Garda Síochána will be sought to remove any protestors who are preventing the conduct of lawful business or who are acting in an unlawful manner.
- All incidents of this type should be the subject of a de-briefing session.
- It is also essential that the response to these types of situations is communicated to, and understood by all concerned, and regularly tested to ensure a high degree of competency.

Depending on the nature of the protest, the appropriate procedures listed below should be followed:

Peaceful, Non-Obstructive Protest

- Generally peaceful protests should not be interrupted. Protestors should not be obstructed or provoked and efforts should be made to conduct Institute business as normally as possible.
- If protestors are asked to leave but refuse to leave by regular closing time, arrangements will be made to monitor the situation out of hours. Determination may be made to treat the violation of regular closing hours as a disruptive protest.

Non-Violent, Disruptive Protest

In the event that a protest blocks access to Institute facilities or interferes with the operation of the Institute:

- The protestors should be asked to leave or to discontinue the disruptive activities.
- If the protestors persist in disruptive activity, staff should take all reasonable actions to limit disruption and to work around the protest where possible.

Violent, Disruptive Protest

In the event that a violent protest in which injury to persons or property occurs or appears imminent, the following will occur:

- If possible, an attempt should be made to communicate with the protestors to convince them to desist from engaging in violent activities in order to avoid further escalation of possible violent confrontation.
- The Gardaí Síochána should also be notified.

INFECTIOUS DISEASES

Examples of serious infectious diseases (this list is not exhaustive):

- Meningitis
- Tuberculosis (TB)
- Pandemic Influenza

Early diagnosis and treatment is vital

- Staff members should attend their local G.P. or A&E Department.
- Students can attend the DIT Student Health Centre.
- Once a diagnosis is confirmed, the doctor is obliged to notify the Public Health Department (Health Service Executive) of certain communicable diseases.
- The Public Health Department will advise DIT on any measures to be taken.
- **Do not make announcements to staff/students until confirmation of diagnosis and further instructions have been received from the Public Health Department of the HSE.**

FOOD POISONING

Report suspected cases to:

- Manager of canteen/catering company concerned.
- Local Environmental Health Dept. in Dublin City Council (01) 222 3739
- Seek early medical attention.

WATER CONTAMINATION

Report suspected cases to:

- Local Estates Maintenance Manager (EMM)
- Local Environmental Health Dept. in Dublin City Council (01) 222 3739
- Follow any public health notices.
- Do not consume water or use for food preparation.
- Seek medical advice (if necessary).

ELECTRICITY

If a person has been electrocuted:

- Assess the situation. Ensure your own safety.
- Contact 112/999.
- **Do not approach the casualty until the power supply has been isolated!**
- If not possible and it is safe to do so, stand on a dry insulated surface (e.g. rubber mat or heavy book) and use a dry NON-METAL object to move casualty from danger.
- If safe to do so, check casualty for response and administer first-aid while awaiting emergency services.
- Alert Estates Maintenance Manager and/or the Porter on duty, who will secure area and contact electrician/ESB.
- **ESB EMERGENCY NUMBER 1850 372 999**

GAS LEAK

If you smell gas:

- Do not smoke / light match.
- Do not turn electrical switches on or off.
- Turn gas off at meter.
- Open doors and windows to ventilate area.

If the gas odour persists or if in doubt:

- Raise the alarm by activating the break glass unit.
- Inform Estates Service Supervisor (ESS) or Porter in charge.
- For unported buildings contact **Bord Gáis 1850 20 50 50**
- Evacuate the building and go to the Assembly point.
- Await instruction from Incident Controller / Bord Gáis or Emergency Services Personnel.

FLOODING

A flood may be caused by a defect within the water supply system or from heavy rainfall. Floods caused by the domestic water system would not normally endanger people but can cause extensive damage to the building and equipment. Floods caused by overflow of rivers and streams are dangerous and may require the evacuation of buildings.

Action in the event of a flood:

- Contact the Estates Maintenance Manager or Porter on duty so that water can be shut off at the mains.
- Where possible, protect any DIT property from damage using available resources.
- Evacuate to a place of safety.

The incident controller will make decisions regarding control and access to buildings and areas affected by floods, and issuing the “all clear” for safe re-entry and continued occupancy. In extreme cases of flooding it may be necessary to request assistance from Dublin County Council or Dublin Fire Brigade. In such cases the Local Health & Safety Team will help co-ordinate the response.

BIOLOGICAL AGENTS

This may be a spill or release of a biological agent inside an Institute building or to the environment. Simple spills may be managed by staff members who are familiar with spill protocols in their department. Major spills may require the evacuation of the building. Depending on the nature and extent of the incident, assistance may be brought in from other public support agencies or specialized contractors.

Simple Spill

Does not spread rapidly
Does not endanger people
Does not endanger the environment

Major Spill

Spreads rapidly
Presents an inhalation hazard
Endangers people or environment

Simple Spill

- Wipe up spill with disinfectant-soaked paper towel.
- Clean surface with suitable disinfectant.
- Wear gloves and other appropriate Personal Protective Equipment (PPE).

Major Spill or Emergency

- Evacuate area and close door.
- Remove contaminated clothing.
- Wash all exposed skin.
- Place warning sign on door.
- Secure area.
- Contact Emergency Services (999 or 112).
- Notify Head of School.
- Complete Incident Report form.
- Allow aerosols to settle for 30 minutes before re-entering.
- Gather suitable cleaning supplies and PPE before re-entering area.

CHEMICAL AGENTS

This may be a spill or release of a chemical agent inside an Institute building or to the environment. Simple spills may be managed by staff members who are familiar with spill protocols in their department. Major spills may require the evacuation of the building. Depending on the nature and extent of the incident, assistance may be brought in from other public support agencies or specialized contractors.

Simple Spill

Does not spread rapidly
Does not endanger people
Does not endanger the environment

Major Spill

Spreads rapidly
Presents an inhalation hazard
Endangers people or environment

Simple Spills

- Cleaned up by person causing spill.

Major Spill of more than 1 metre in diameter or 1 litre in volume

- Use appropriate spill kit.
- Use appropriate Personal Protective Equipment.
- Refer to spill procedure in the Chemical Risk Assessment for the Department.

Response to Chemical Contamination of Individual

- Scene Safety! Alert people in area of danger.
- Remove injured person from area of exposure (ONLY IF SAFE).
- Otherwise, wait for emergency personnel to arrive – dial 999 or 112.
- Do not touch the person until they are decontaminated unless you can safely protect yourself against exposure with personal protective equipment.

Decontamination (EYES):

- Flush with copious amounts of water for at least 20 minutes. Use eyewash station/tap water or sterile eye wash from the first-aid kit.

Decontamination (SKIN/BODY):

- Remove contaminated clothing and flush area with copious amounts of water via emergency shower / tap water for at least 20 minutes.
- After decontamination, keep individual warm until arrival of emergency services.
- Ensure the label and the safety data sheet (SDS) for the chemical and any other critical information is ready for emergency services personnel.

PART B

PROCEDURES FOR DESIGNATED INDIVIDUALS

FIRE & EVACUATION

(A) INCIDENT CONTROLLER

Objectives:

To outline actions taken by the Incident Controller in the event of an Alarm Activation

Duties:

In the event of the evacuation alarm activation:

- Take charge of the incident scene.
- Monitor and assess the situation in order to decide on a partial or full evacuation of the entire building if required
- Ensure that the Emergency Services has been called if required
- Liaise with emergency service personnel on arrival
- Liaise with the relevant estates maintenance personnel and relevant senior management
- Give the all clear for safe return to the building
- Take note of any members of staff or students who do not react to the Alarm and report to the relevant senior management
- Prepare a report on the incident and submit it to the Health & Safety Office
- Record details in the fire register

EMERGENCY EVENTS

(B) ESTATES MAINTENANCE MANAGER **(EMM)**

Objectives:

To outline actions to be taken by the EMM in event of an emergency

Duties:

- Attend the scene (if possible) in order to assess the emergency
- Verify that Emergency Services have been notified where appropriate
- Mobilise the necessary resources to deal with the emergency
- Notify the appropriate individuals and departments of the emergency
- Direct the acquisition of emergency equipment, tools and materials as needed
- Where necessary, provide personnel and equipment to:
 - Perform shutdown procedures
 - Ensure hazardous area control
 - Extend a security perimeter/barricade around the site
 - Assess property damage and structural integrity
 - Arrange site clean-up and debris removal
 - Coordinate emergency and minor building repairs
 - Restore electrical, plumbing, heating, water and other building services
- Where necessary, coordinate relocation of services to an alternative location
- Prepare plans, specifications and cost estimates for building remodeling

EMERGENCY EVENTS

(C) ESTATES SERVICE SUPERVISOR (ESS) & PORTERS

Objectives:

To outline key actions carried out by the ESS and Porters in the event of an alarm activation

Duties:

On activation of the evacuation alarm:

- Check the fire alarm panel and identify the area of activation.
- Carry out search and evaluation of the activation area
- Silence alarm sounders after 30 seconds (leave alarm system active)

False Alarm:

- If no obvious problem found give provisional all-clear
- Continue search and give all clear
- Reset alarm
- Where shutters are present, prevent them dropping

Actual Fire/ Emergency:

- Evaluate the situation.
- If alarm has been silenced, then re-activate the alarm sounder.
- Call emergency services.
- Attempt to fight fire if trained and safe to do so.
- Assist evacuation marshals in “sweeping/searching” the building.
- Assist persons with disabilities to safety in accordance with personal emergency egress plans (PEEPs).
- Evacuate and report to assembly point.
- Switch off sounders and reset alarm when the all clear is given.

FIRE & EVACUATION

(D) EVACUATION MARSHALS

Objectives:

The objective is to outline the role of the Evacuation Marshal during an evacuation.

Duties:

- Oversee the evacuation in area of responsibility.
- If possible collect your high visibility jacket from the designated point.
- Direct all staff, students and visitors to the nearest available exit.
- If safe to do so, sweep search all rooms in your *designated area** to ensure that everyone is evacuated and directed to the nearest available exit.
- Re-route staff, students and visitors to alternative escape routes if necessary.
- On evacuation report to the Incident Controller/ deputy incident controller and inform him/ he of the following
 - a. Has the area been fully evacuated
 - b. any casualties in your area
 - c. people in need of assistance with evacuation
 - d. persons refusing to evacuate
- Assemble at a designated point.

** Your normal work location or the area you are located in at the time of an alarm activation.*

FIRE & EVACUATION

(E) FIRST-AIDERS

Objectives:

The objective is to set out in a concise clear manner, the role of First-Aiders in the event of an emergency.

Duties:

On discovering an emergency situation:

- Collect your nearest First-Aid kit and defibrillator.
- Report to the Incident Controller for details of any casualties requiring assistance.
- Provide first-aid treatment in accordance with your training whilst awaiting the arrival of the emergency services.
- Report to your Assembly Point as per the general evacuation procedure.

FIRE & EVACUATION

(F) CANTEEN STAFF

Objectives:

The objective is to set out in a concise clear manner, the role of catering service providers in the event of an emergency.

Duties:

On suspecting or discovering a fire:

- Do not investigate alone.
- Activate the nearest alarm call point or break glass unit, after which contact the front desk or emergency services.
- Instruct customers and staff to leave the area.
- Isolate all gas and electrical equipment using the emergency cut off switches. Ensure shutters (if present) are dropped.
- Fight the fire with the appropriate fire extinguisher.
- Only attempt to extinguish a fire if it is safe to do so and if:
 - i. The fire is small (i.e. not greater than the size of an average waste paper basket)
 - ii. There is an exit to your back.
 - iii. You have the correct extinguisher and know how to use it.
- Evacuate and report to Assembly Point. LINK picture or state perhaps. I will get their own procedure and we can check if they are in line

On hearing an alarm activation or other warning:

- Instruct customers and staff to leave the area.
- Shut down equipment (gas/electricity) if safe to do so and time permits.
- Ensure shutters (if present) are dropped.
- Close windows and doors to confine smoke/fire.
- Evacuate the building* immediately by the nearest available exit “sweep searching” areas as you go.
- Form a single file on both sides of the corridor or stairway, leaving the centre passageway clear.
- Do not delay or stop to collect personal belongings.
- Do not use the lift.
- If heavy smoke present, try to find another exit or crouch low to the floor.
- Report to your Assembly Point.
- Report details of any casualties or people needing assistance with evacuation to the Incident Controller.
- Do not return to the building until instructed to do so by the Incident Controller.

* Separate personal emergency egress plans (PEEP) have been prepared for people with disabilities.

FIRE & EVACUATION

(G) LIBRARY STAFF

Objectives:

To outline actions taken by Library Staff in the event of an Alarm Activation.

Duties:

On hearing an alarm activation or other warning:

- Instruct students and staff to leave the library.
- Shut down equipment if safe to do so and time permits.
- Close windows and doors to confine smoke/fire.
- “Sweep search” the library and evacuate the building* immediately by the nearest available exit.
- If required, assist any individuals to evacuate the area.
- Form a single file on both sides of the corridor or stairway, leaving the centre passageway clear.
- Do not delay or stop to collect personal belongings.
- Do not use the lift.
- If heavy smoke present, try to find another exit or crouch low to the floor.
- Report to your Assembly Point.
- Confirm to the Incident Controller that the library has been cleared and report details of any casualties or people needing assistance with evacuation to the Incident Controller.
- Do not return to the building until instructed to do so by the Incident Controller.

* Separate personal emergency egress plans (PEEP) have been prepared for people with disabilities.

FIRE & EVACUATION

(H) STUDENTS UNION

Objectives:

To outline actions taken by the Students Union in the event of an Alarm Activation.

Duties:

On hearing an alarm activation or other warning:

- Instruct students and staff to leave the Student Union area (offices and common areas).
- Shut down equipment if safe to do so and time permits.
- Close windows and doors to confine smoke/fire.
- “Sweep search” the Student Union area and evacuate the building* immediately by the nearest available exit.
- If required, assist any individuals to evacuate the area.
- Form a single file on both sides of the corridor or stairway, leaving the centre passageway clear.
- Do not delay or stop to collect personal belongings.
- Do not use the lift.
- If heavy smoke present, try to find another exit or crouch low to the floor.
- Report to your Assembly Point (Bishop Street to Kevin Street Path / Whitefriar Street to Golden Lane)
- Confirm to the Incident Controller that the Student Union area has been cleared and report details of any casualties or people needing assistance with evacuation to the Incident Controller.
- Do not return to the building until instructed to do so by the Incident Controller.

* Separate personal emergency egress plans (PEEP) have been prepared for people with disabilities.

FIRE & EVACUATION

(I) EXAM INVIGILATORS

Objectives:

To outline actions taken by the Exam Invigilators in the event of an Alarm Activation during an examination.

Duties:

In the event of fire, or other serious cause the safety of the students and the Institute's staff shall be the primary concern and the Invigilator(s) shall evacuate the examination centre in an orderly manner and without delay.

On hearing an alarm activation or other evacuation warning:

- Instruct students to evacuate the examination centre quietly, leaving all examination material behind.
- Advise students that they remain subject to examination rules during the evacuation period.
- If required, assist any individuals to evacuate the area.
- Form a single file on both sides of the corridor or stairway, leaving the centre passageway clear.
- Do not use the lift.
- If heavy smoke present, try to find another exit or crouch low to the floor.
- Direct students to the Assembly Point (Bishop Street to Kevin Street Path / Whitefriar Street to Golden Lane) and remain there with them until instructed that it is safe to return to the examination centre.
- Confirm to the Incident Controller that the examination centre has been cleared and report to him/her details of any casualties or people needing assistance with evacuation.
- Do not return to the building until instructed to do so by the Incident Controller.

* Separate personal emergency egress plans (PEEP) have been prepared for people with disabilities.

Procedure for Examination Invigilators:

- In some circumstances the examination may be declared void and shall be rescheduled.
- Consult with the Examinations Officer and/or the appropriate authorities so that a decision can be reached as to whether the examination should be resumed or be abandoned.
- If it is possible to resume the examination, instruct students to endorse their individual scripts with the words 'Examination Interrupted' indicating the time of interruption and the time of resumption.
- Allow students compensatory time equivalent to the period of interruption (i.e. from the time the alarm sounded to the resumption of the examination).
- Inform students of the revised finishing time of the examination.
- Detail the nature and duration of the interruption, and the course programme affected, together with details of the compensatory time allowed in your report to the Examinations Officer.
- The Examination Officer should ensure that a full report of the circumstances of the interruption, including its nature, cause, duration and the length of compensatory time, is provided to the academic registrar and the chairperson of the appropriate examination board.
- In the event of an examination having to be abandoned due to the evacuation, students may be required to sit the examination again at a date and time that may be outside the originally communicated formal examination period. The examination paper may, depending on the circumstances, be a different paper. If a student is unable to attend the rescheduled examination, the situation is communicated to and mediated by the Academic Registrar.

FIRE & EVACUATION

(J) CONTRACTORS & SERVICE PROVIDERS

Objectives:

The objective is to set out in a concise clear manner, the role of Contractors and Service Providers in the event of an emergency.

Duties:

On suspecting or discovering a fire:

- Do not investigate alone.
- Activate the nearest alarm call point or break glass unit, after which contact the front desk or emergency services.
- Instruct fellow contractors to leave the area.
- Clear immediate area of all obstructions where necessary.
- Isolate all services (gas/electricity etc.) and equipment.
- Fight the fire with the appropriate fire extinguisher.
- Only attempt to extinguish a fire if it is safe to do so and if:
 - i. The fire is small (i.e. not greater than the size of an average waste paper basket).
 - ii. There is an exit to your back.
 - iii. You have the correct extinguisher and know how to use it.
- Evacuate and report to Assembly Point Bishop Street to Kevin Street Path / Whitefriar Street to Golden Lane.

On hearing an alarm activation or other warning:

- Instruct fellow contractors to leave the area.
- Clear immediate area of all obstructions where necessary.
- Isolate all services (gas/electricity etc.) and equipment.
- Close windows and doors to confine smoke/fire.
- Evacuate the building* immediately by the nearest available exit “sweep searching” areas as you go.
- Form a single file on both sides of the corridor or stairway, leaving the centre passageway clear.
- Do not delay or stop to collect personal belongings.
- Do not use the lift.
- If heavy smoke present, try to find another exit or crouch low to the floor.
- Report to your Assembly Point.
- Report details of any casualties or people needing assistance with evacuation to the Incident Controller.
- Do not return to the building until instructed to do so by the Incident Controller.

FIRE & EVACUATION

(K) EVENT ORGANISERS

Objectives:

To outline actions taken by Event Organisers in the event of an Alarm Activation.

Duties:

On commencement of the event:

- Make an evacuation announcement to attendees with regard to emergency exits and assembly point, and outline briefly the procedures to be followed in the event of an emergency.

On hearing an alarm activation or other warning:

- Clear the immediate area of any obstructions
- Instruct event attendees to leave the area.
- Shut down equipment if safe to do so and time permits.
- Close windows and doors to confine smoke/fire.
- “Sweep search” the event area and evacuate the building* immediately by the nearest available exit.
- If required, assist any individuals to evacuate the area.
- Form a single file on both sides of the corridor or stairway, leaving the centre passageway clear.
- Do not delay or stop to collect personal belongings.
- Do not use the lift.
- If heavy smoke present, try to find another exit or crouch low to the floor.
- Report to your Assembly Point (Bishop Street to Kevin Street Path / Whitefriar Street to Golden Lane).
- Confirm to the Incident Controller that the event area has been cleared and report details of any casualties or people needing assistance with evacuation to the Incident Controller.
- Do not return to the building until instructed to do so by the Incident Controller.

* Separate personal emergency egress plans (PEEP) have been prepared for people with disabilities.

EMERGENCY EVENTS

(L) EMERGENCY RESPONSE TEAM (ERT)

Objectives:

To outline actions to be taken by the ERT in event of an emergency.

Duties:

The Emergency Response Team shall:

- Oversee the coordination of resources in accordance with established priorities at the scene of the incident.
- Activate and call upon support staff as deemed necessary and appropriate to deal with the emergency.
- Ensure that staffing is adequate to provide an effective emergency response and that opportunities for relief are sufficient.
- Restrict services and access on the campus where necessary.
- Coordinate equipment, supplies and services at the emergency site and relocation site as needed.
- Liaise with and provide regular briefings to relevant Institute personnel and departments.
- Request reports from each relevant area detailing the operational and financial aspects of their area's involvement in the emergency, including recommendations for future emergency response arrangements.
- Carry out a debriefing in order to review the incident and the effectiveness of the response process.

EMERGENCY EVENTS

(M) LOCAL DIRECTOR(S), SENIOR MANAGEMENT & COLLEGE ADMINISTRATORS

Objectives:

To outline actions to be taken by the Local Directors, Senior Management & College Administrator in event of an emergency.

Duties:

The Local Director(s), Senior Management and College Administrator shall:

- Ensure that normal workflow is maintained to the extent possible.
- Consult with colleagues and other Institute departments with regard to the suspension of lectures, office closures and relocation of services where necessary.
- Where necessary, authorise alternative activities and schedules for staff members and students.
- Liaise with the Director of Finance and Resources regarding resources to deal with the emergency.
- Where necessary, liaise with the Office of the Institute Secretary regarding insurance.
- Direct the protection of sensitive personnel and student files.

EMERGENCY EVENTS

(N) OCCUPATIONAL HEALTH OFFICERS

Objectives:

To outline actions to be taken by the Occupational Health Officers in event of an emergency.

Duties:

The Occupational Health Officers shall:

- Attend the scene, provided it is safe to do so.
- Contact the Health & Safety Officer and follow any directions given.
- Liaise with EMM, Estates Office, Local Health & Safety Team, Incident Controller and other relevant parties.
- Provide guidance and direction for responding and monitoring the emergency.
- Gather information on the emergency e.g. photographs, incident report etc.
- Where required, report the incident to the Health & Safety Authority (HSA).

EMERGENCY EVENTS

(O) HEALTH & SAFETY OFFICER

Objectives:

To outline actions to be taken by the Health & Safety Officer in event of an emergency.

Duties:

The Health & Safety Officer shall:

- Attend the scene, provided it is safe to do so.
- Provide guidance and direction for responding and monitoring the emergency.
- Liaise with external agents where necessary.

FIRE & EVACUATION

(P) OUT OF HOURS SECURITY MONITORING COMPANY

Objectives:

To outline actions to be taken in event of an alarm activation out of hours.

Duties:

Security Company and key holder.

This section is under review and will be revised

EMERGENCY EVENTS

(Q) SUPPORT SERVICES

In the event of certain emergencies it may be necessary to deploy the full support services of the Institute. Staff members and students adversely affected by an emergency will be made aware of the availability of the Institute's support services and will be encouraged to utilise such resources. Outlined below is the range of support services that may be called upon in the event of an emergency. This list is not exhaustive.

Counselling Services / Employee Assistance Programme

- To provide interpersonal counseling to students and staff members.

Chaplaincy Service

- To provide spiritual support and counseling to students and staff members.

Catering Services

- To co-ordinate dining services for students, staff and emergency workers.

Student Health Service

- To provide medical supplies, and to assist in providing first-aid services and medical treatment to those with injuries.

INTERNAL COMMUNICATION PLAN

Objectives:

To outline communication roll-out event of an emergency situation.

First Responder:

As soon as practical during (or after) any emergency event contact the front desk.

Porter/Incident Controller:

As soon as practical during (or after) any emergency event contact the Estates Maintenance Manager (EMM).

Estates Maintenance Manager:

As soon as practical during (or after) any emergency event contact the Estates Officer, local Occupational Health Officer and local Director.

Director:

As soon as practical during (or after) any emergency event contact the President, Human Resources Director, and the Public Affairs office.

Occupational Health Officer:

As soon as practical during (or after) any event contact the Health & Safety Officer.

Public Affairs Office:

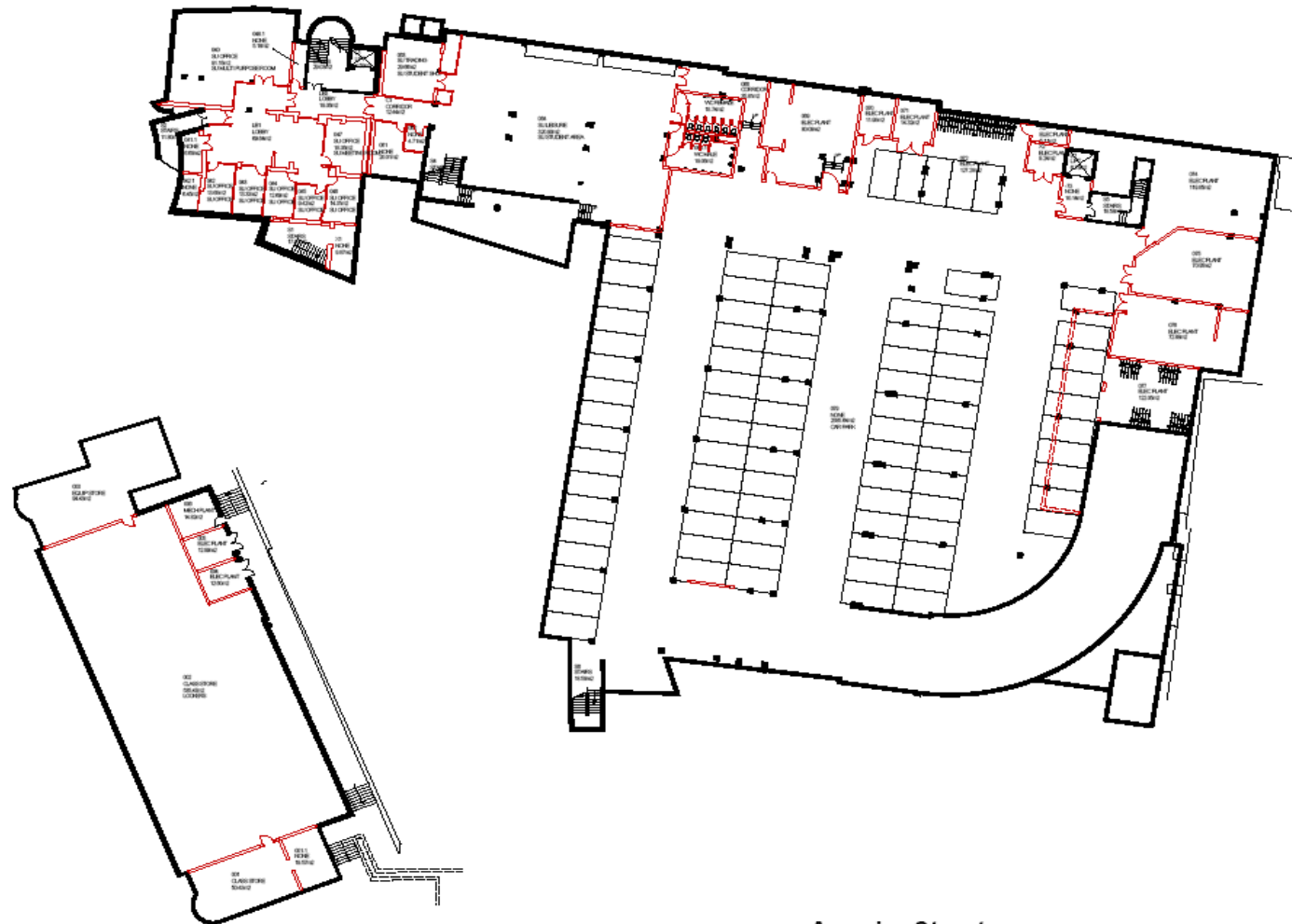
The Public Affairs Office will play an essential role in informing the Institute community and the wider public about the emergency event and its potential impact. The Public Affairs Office will act as the authorised spokesperson for the Institute. All internal and external communications will be directed to the Public Affairs Office by the Emergency Response Team.

Information Services:

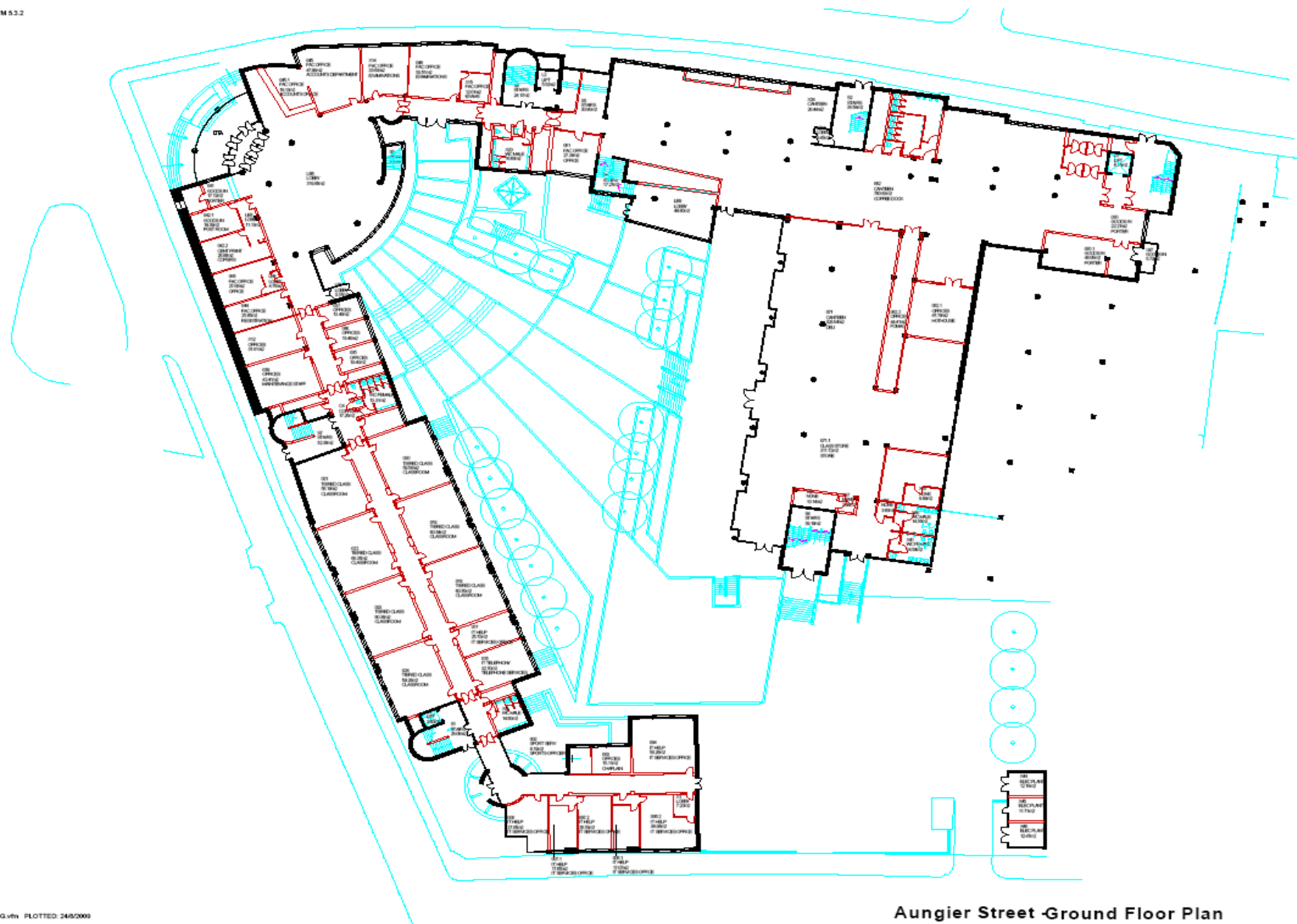
In the event that regular telecommunications on campus are not available, the Information Services department will provide the necessary support.

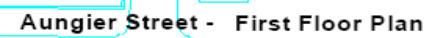
APPENDICES:
Floor Plans Aungier Street

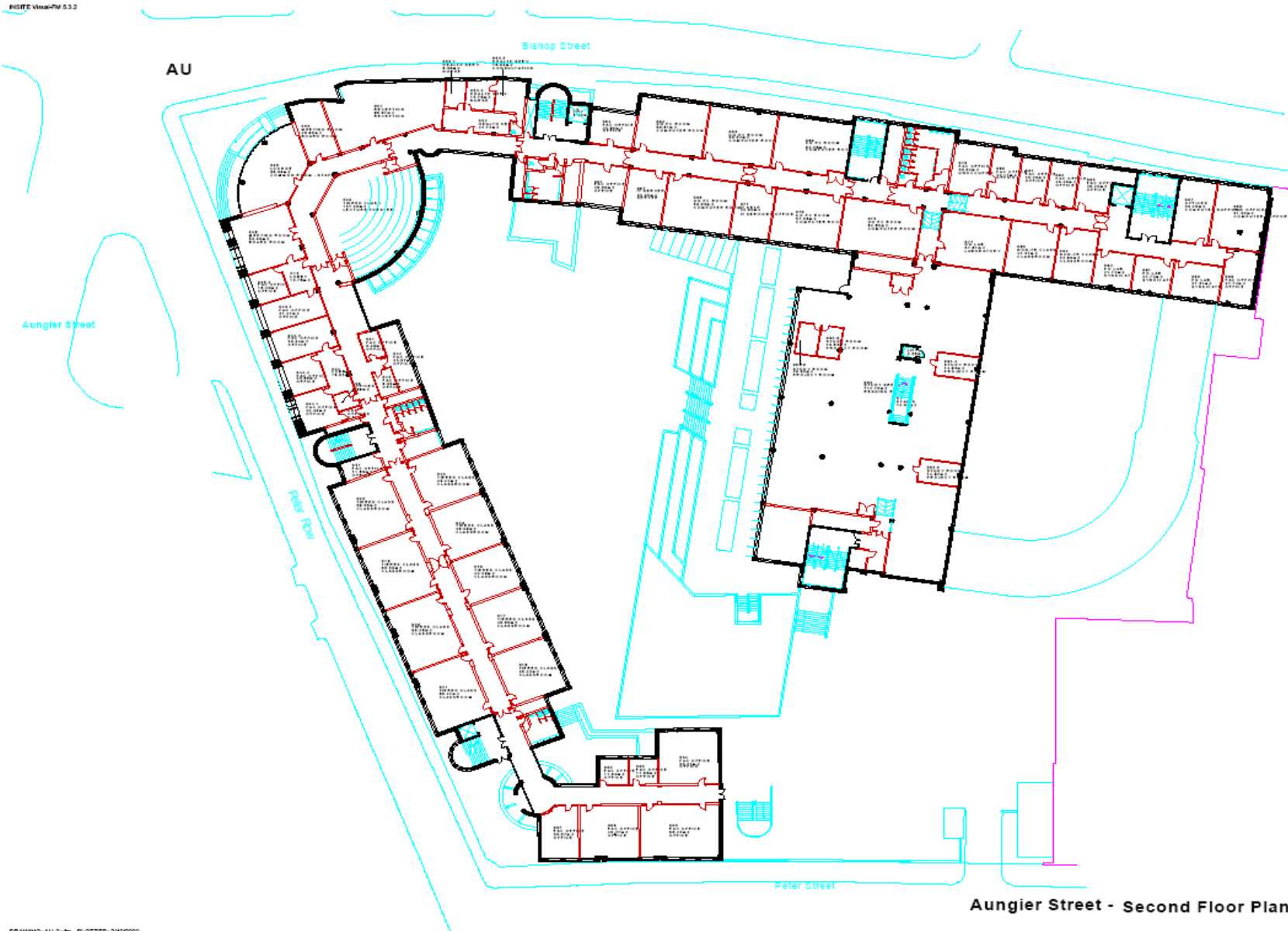
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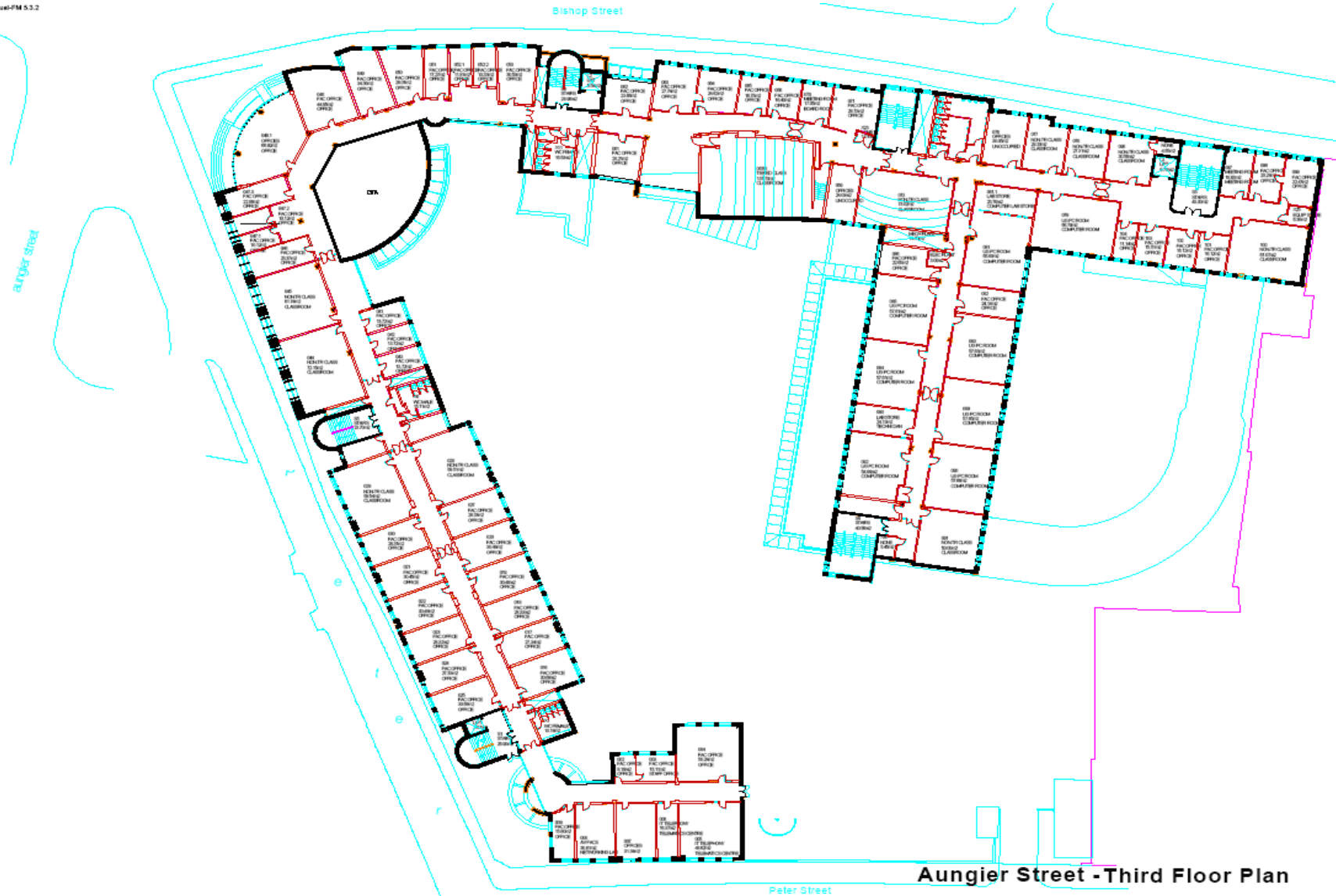


Aungier Street -
Basement Floor Plan







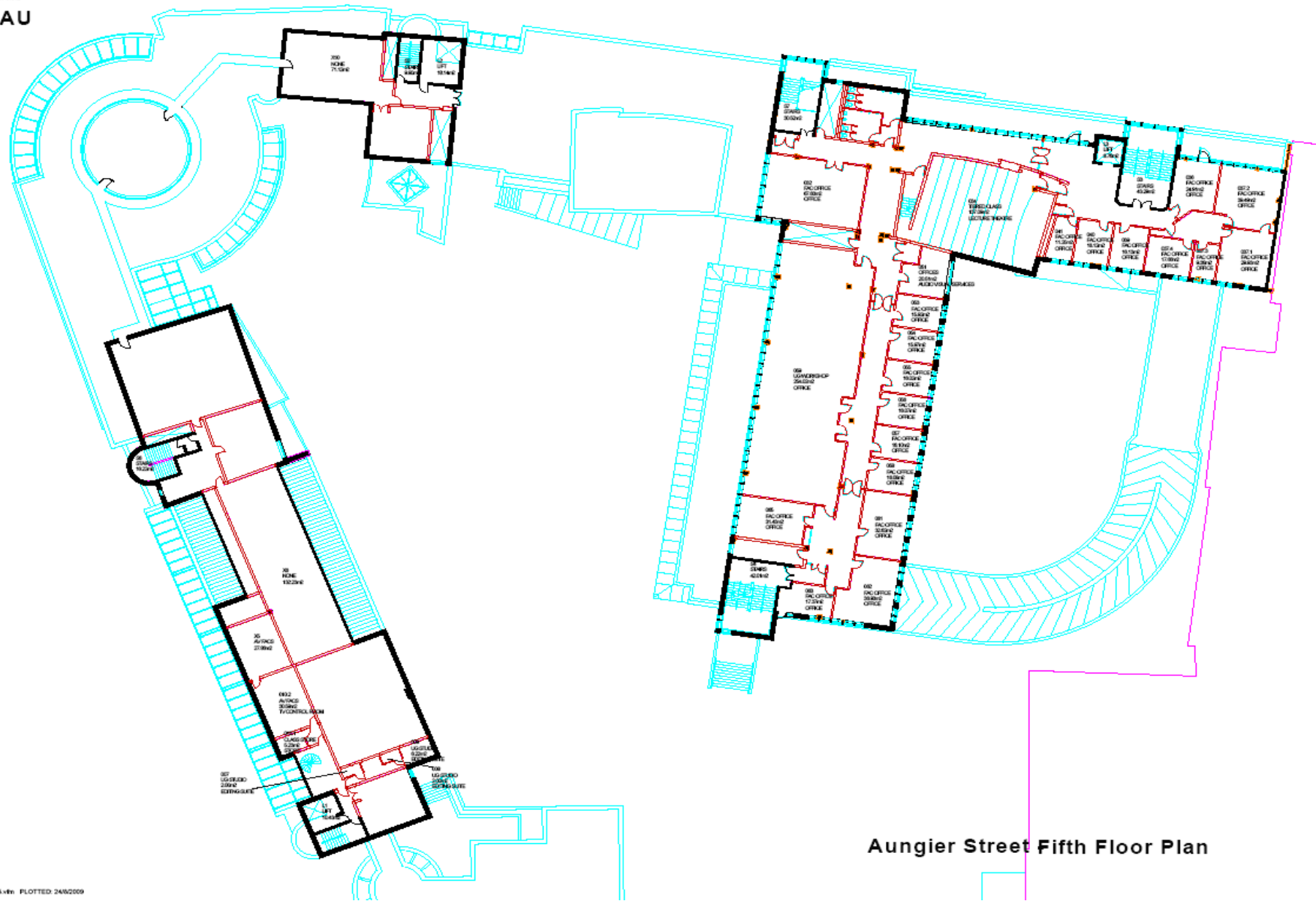


Aungmye Street - Third Floor Plan

AU



NOTE Visual-FM 5.3.2
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Aungier Street Fifth Floor Plan