



# **DIT EMERGENCY MANUAL**

## **BOLTON STREET CAMPUS**

**JANUARY 2013**

## **TABLE OF CONTECTS**

<b>Section 1:</b>	<b>Introduction</b> <ul style="list-style-type: none"><li>• <b>Purpose</b></li><li>• <b>Campus Information &amp; Support Arrangements</b><ul style="list-style-type: none"><li>- Demographics</li><li>- Special Hazards</li><li>- Emergency Contacts</li><li>- Health &amp; Safety Team</li><li>- First-Aid</li><li>- Fire &amp; Evacuation</li><li>- Information &amp; Training</li></ul></li></ul>
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<b>Section 2:</b>	<b>Roles and Responsibilities</b>
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<b>Section 3:</b>	<b>Categories of Emergencies</b>
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<b>Section 4:</b>	<b>Emergency Response Procedures</b>
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### **PART A: ALL OCCUPANTS**

(Staff, Students, Visitors, Contractors)

### **PART B: DESIGNATED INDIVIDUALS**

- A. INCIDENT CONTROLLER
- B. BUILDING MAINTENANCE MANAGER (BMM)
- C. BUILDING SERVICES SUPERVISOR (BSS)& PORTERS
- D. EVACUATION MARSHAL
- E. FIRST AIDERS
- F. TECHNICAL STAFF
- G. ACADEMIC STAFF
- H. CANTEEN STAFF
- I. LIBRARY STAFF
- J. STUDENTS UNION
- K. CONTRACTORS & SERVICE PROVIDERS
- L. EVENT ORGANISERS
- M. CAMPUS SAFETY TEAM (CST)
- N. LOCAL DIRECTOR(S) & SENIOR MANAGEMENT
- O. OCCUPATIONAL HEALTH OFFICERS
- P. HEALTH & SAFETY OFFICER
- Q. OUT OF HOURS (Security Company)

<b>Section 4:</b>	<b>Risk Assessment</b>
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### **Appendix:**

- **Building Plans**
- **Emergency Floor Plans**
- **Assembly Point Maps**

# **SECTION 1**

## **INTRODUCTION**

## **PURPOSE**

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

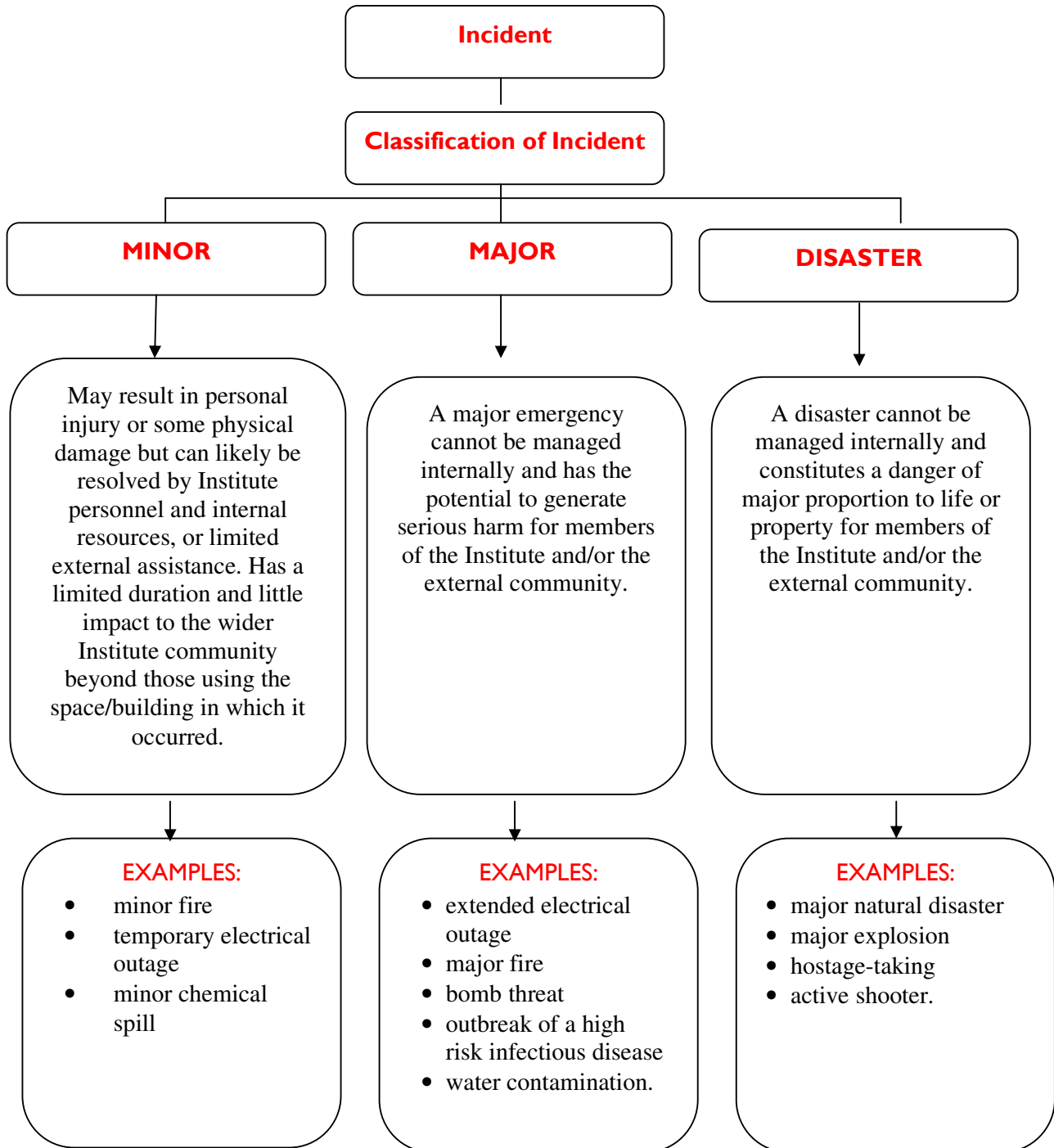
- Policies and procedures;
- Support arrangements;
- Roles and responsibilities;
- Campus risk assessment;
- Fire register.

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 who are on DIT premises at any time.

This manual will be reviewed on annual basis by the 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**

<b><u>EVENT</u></b>	<b><u>MINOR EMERGENCY</u></b>	<b><u>MAJOR EMERGENCY</u></b>	<b><u>DISASTER</u></b>
<b>Armed Person / Active Shooter</b>			An armed person on campus threatens to cause injury or death to themselves or others.
<b>Bomb Threat</b>	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.
<b>Building Structural Failure</b>	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.
<b>Computer / I.T. Failure</b>	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.
<b>Electrical Outage</b>	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.

<b><u>EVENT</u></b>	<b><u>MINOR EMERGENCY</u></b>	<b><u>MAJOR EMERGENCY</u></b>	<b><u>DISASTER</u></b>
<b>Equipment/ Infrastructure Failure</b>	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.
<b>Fatality due to workplace accident</b>			Fatality occurs to one or more people, with extensive response necessary and potential widespread public attention. External agencies are called in to investigate.
<b>Fire</b>	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.
<b>Gas Leak</b>	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.

<b><u>EVENT</u></b>	<b><u>MINOR EMERGENCY</u></b>	<b><u>MAJOR EMERGENCY</u></b>	<b><u>DISASTER</u></b>
<b>Hazardous Material Spill/Release</b>	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.
<b>Inclement Weather</b>	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.	
<b>Infectious Disease</b>	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.
<b>Natural Disaster</b>	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.



<b><u>EVENT</u></b>	<b><u>MINOR EMERGENCY</u></b>	<b><u>MAJOR EMERGENCY</u></b>	<b><u>DISASTER</u></b>
<b>Protest/ Demonstration</b>	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.	
<b>Sexual Assault</b>	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.	
<b>Suicide</b>	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.	
<b>Theft</b>	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.	
<b>Violent Incident / Assault Murder</b>	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 AND SUPPORT ARRANGEMENTS**

### **DEMOGRAPHICS**

The Bolton St. Campus at DIT has a population of approximately 3,000 students and 300 staff members, and consists of the main college building and 7 satellite buildings as outlined below:

<b>Building</b>	<b>Address</b>	<b>Floor Area (m2)</b>	<b>Storeys</b>	<b>Porter on Duty</b>	<b>Approved for Lone/ Out of Hours Working</b>	<b>History / Year of Construction</b>
Bolton St. main	Bolton Street Dublin 1	23, 625	4	Yes	No	Original building 1913. Extensions in 1934, 1961 and 1987.
E-Block	DIT car-park Bolton St. Dublin 1	1372	2	No	Yes	Converted from a sweet factory to its present use in 1970.
Linenhall	Henrietta Place Dublin 1	9501	5	Yes	No	Original building was a warehouse. Purchased by DIT in 1960.
Health Centre Linenhall Lodge	Henrietta Place Dublin 1	133	2	No	No	Originally the gate lodge to Linenhall. Converted to current use in 1998.
Lurgan Street	Henrietta Place Dublin 1	390	3	No	No	Held under lease since 1998.
81 Capel Street	Capel Street Dublin 1	164	2	No	No	Georgian townhouse purchased by DIT in 1998.
Beresford Street	Beresford St. Dublin 7	TBC	2	Yes	No	Purchased by DIT in 1978. Converted from a machine repair shop to its current use.
Aviation Technology Centre	Dublin Airport Business Park Cloghran, Co. Dublin	TBC	2	No	No	Light industrial aeronautical unit constructed in 1999.

The breakdown of academic schools and support functions within the Bolton St. Campus and any special hazards is as follows:

<b>SCHOOLS</b>	<b>SPECIAL HAZARDS (e.g. Chemicals, Gases, Biological Agents, Other Hazardous Substances or Work Processes)</b>
Civil & Building Services Engineering	<i>TBC by School</i>
Mechanical & Transport Engineering	<i>TBC by School</i>
Manufacturing & Design Engineering	<i>TBC by School</i>
Spatial Planning	<i>TBC by School</i>
Architecture	<i>TBC by School</i>
Construction	<i>TBC by School</i>
Real Estate & Construction Economics	<i>TBC by School</i>
Printing & Digital Media	<i>TBC by Department</i>

<b>FUNCTIONS</b>	<b>SPECIAL HAZARDS (e.g. Chemicals, Gases, Biological Agents, Other Hazardous Substances or Work Processes)</b>
Research	<i>TBC by Research functions</i>
Library	<i>TBC by Library</i>
Student Union / DITSU	<i>TBC by Student Union</i>
Canteen	<i>TBC by Aramark</i>
Building Maintenance (including Goods Inwards)	<i>TBC by Building Maintenance Manager and Building Services Supervisor</i>
Information Services	<i>TBC by I.S.</i>
Health Centre	<i>TBC by Practice Manager</i>
Sports Office	<i>TBC by Sports Officers</i>

## EMERGENCY CONTACTS

DIT Porter's Desk	Bolton St.	(01) 402 3607
	E-Block	(01) 402 3724
	Linenhall	(01) 402 4000
	Beresford St.	(01) 872 7157
DIT Building Maintenance Manager	Mr. Richard Smyth	(01) 402 3646 086 383 1428
DIT Building Services Supervisor	Mr. Joe O'Brien	(01) 402 3793 086 1953854
DIT Buildings Officer	Mr. Paul McDunphy	(01) 402 8010
Out-of-Hours Security	RMS Security	(01) 860 2851
DIT Student Health Centre	Nurse/Doctor	(01) 402 3614
DIT Occupational Health Officer	Ms. Rosie Cannon	087 9809194
DIT Health & Safety Officer	Ms. Edel Niland	087 2065537
DIT Student Counselling Service	Counsellor	(01) 402 3352 086 0850543
DIT Employee Assistance Officer	<i>TBC</i>	<i>TBC</i>
DIT Chaplain	Fr. Alan Hilliard	(01) 402 3639
Urgent Out-of-Hours GP/Doctor	D-DOC	1850 22 44 77
Hospital/A&E	Mater Hospital	(01) 803 2000
	Rapid Injury Clinic Smithfield	(01) 657 9000
An Garda Síochána	Store Street	(01) 666 8000
Emergency Services	Fire Brigade/Ambulance/Gardai	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
Environmental Protection Agency	Environmental Queries Unit	1890 33 559 9

## **HEALTH & SAFETY TEAM**

A Health & Safety Team is in place for each College/Support Function within the Institute. Each Health & Safety Team is chaired by a Director and reports to the Health & Safety Sub-Committee of the Senior Leadership Team. The purpose of the Health & Safety Team is to ensure that health and safety issues are coordinated and managed effectively, and to ensure that there is full compliance with relevant legislation. The composition of the Health & Safety Team for the College of Engineering & Built Environment is as follows:

<b>Chairperson (Director &amp; Dean)</b>	Dr. Mike Murphy
<b>College Manager</b>	Ms. June Phelan
<b>Buildings Maintenance Manager</b>	Mr. Richard Smyth
<b>Buildings Service Supervisor</b>	Mr. Joe O'Brien
<b>Occupational Health Officer</b>	Ms. Rosie Cannon
<b>Elected Staff Representative</b>	TBC
<b>Elected Student Representative</b>	Mr. Willie O'Meara
<b>Dublin School of Architecture</b>	Ms. Orna Hanly
<b>School of Civil &amp; Building Services Engineering including DEL</b>	Ms. Anna Reid
<b>School of Construction</b>	Mr. Peter Murphy
<b>School of Electrical Engineering Systems</b>	Mr. Brian McNally
<b>School of Electronics &amp; Communications Engineering including CNRI, PRC, AHFRC</b>	Mr. Derek Gilmor
<b>School of Manufacturing &amp; Design Engineering including CER</b>	Mr. Paul McSweeney
<b>School of Mechanical &amp; Transport Engineering</b>	Mr. Peter Kenny
<b>School of Real Estate &amp; Construction Economics</b>	Mr. Tom Dunne
<b>School of Spatial Planning</b>	Mr. Chris Reid
<b>Department of Print &amp; Digital Media (Ad hoc member)</b>	Mr. John Darcy
<b>Information Services (Ad hoc member)</b>	Mr. Ian Campbell
<b>Library (Ad hoc member)</b>	Ms. Roisin Guilfoyle

The full Terms of Reference for the Health & Safety Team is available on the DIT Health and Safety website ([www.dit.ie/safework](http://www.dit.ie/safework)).

## **FIRST-AID**

- A First-Aid Kit and an Automated External Defibrillator (AED) are available from each porter's desk.
- First-Aid kits are also available in every workshop, laboratory and kitchen.
- The designated first-aid room for the campus is the Occupational Health Office, located in the Health Centre in Linenhall.
- Details of staff members trained in Occupational First-Aid and in the use of AEDs are outlined below.

### **Location of AEDS:**

- ***Bolton Street***
  - Porter's Desk, Kings Inn St. Entrance.
- ***Beresford Street***
  - Porter's Desk.
- ***Linenhall***
  - Porter's Desk.
  - Gym Office (Basement).
  - Student Health Centre.

### **Staff Trained in Occupational First-Aid and AED:**

<b>Name</b>	<b>Telephone Extension</b>	<b>Location</b>	<b>Training Expiry</b>
Rosie Cannon	3615	Health Centre Linenhall	01/06/2012
Alan Chenuaux	3735	Bolton St.	16/05/2012
Stephen McCabe	3661	Accounts Office Bolton St.	21/02/2012
Thomas McCormick	3982	Linenhall	03/03/2013
Aileen Mullane	3690	Room 441 Bolton St.	08/12/2012
Jonathan Murphy	3963	Office No. 3, Capel St.	09/03/2013
Anthony O'Connor	3809	Room 118 Bolton St.	21/02/2012
Alan O'Donnell	2934	Linenhall	19/01/2012
Peter O'Farrell	3645	Room 292 Bolton St.	08/12/2012
Derek Ritchie	3694	Room 191 & 495 Bolton St.	19/01/2012

### **Staff Trained in AED ONLY:**

<b>Name</b>	<b>Telephone</b>	<b>Location</b>	<b>Training Expiry</b>
Oonagh Birchall	3933	Room 359 Bolton St.	21/03/2012
Gerardine English	3681	Library Bolton St.	21/03/2012
Colm Gerety	3752	Room 201 Bolton St.	05/07/2012
Paul Kelly		Linenhall	13/12/2012

## **FIRE & EVACUATION**

### ***SIGNAGE***

The Buildings Office will ensure that Emergency Floor Plans and Fire Action Notices are displayed on each floor in a prominent position.

Emergency Floor Plans are available in the appendices and highlight the following:

- Staircase and escape routes.
- Final Exits.
- Fire fighting 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.
- Designated escape routes and assembly point.

### ***ASSEMBLY POINTS***

The assembly point is a designated area of safety where people should assemble in the event of an emergency. Assembly points are decided upon by the DIT Health and Safety Committee in consultation with the local Campus Safety Team. Maps highlighting the location of the assembly points are available in the appendix. The assembly points for the Bolton St. Campus are as follows:

<b>BUILDING</b>	<b>ASSEMBLY POINT</b>
Bolton St.	1. St. Saviour's Church, Dominick Street <i>(if exiting onto Kings Inn Street)</i>  2. Cineworld Cinema, Parnell Street <i>(if exiting onto Bolton Street or Loftus Lane)</i>
E-Block	Cineworld Cinema, Parnell Street
81 Capel Street	Cineworld Cinema, Parnell Street
Aviation Technology Centre	Car-park
Linenhall	Henrietta Street
Student Health Centre	Henrietta Street
Lurgan Street	Henrietta Street
Beresford Street	Stirrup Lane

#### ***ESCAPE ROUTES AND 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.

#### ***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 Building Maintenance Manager Richard Smyth 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 porter's 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***

An evacuation drill is held each semester, one during the day-time and one during the evening / night-time. Drills during term-time are announced to relevant staff members. Drills held outside of term-time are unannounced. The Occupational Health Officer in cooperation with the Campus Safety Team organises the evacuation drills.

***EVACUATION EVALUATIONS***

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, 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](http://www.dit.ie/safework)) for submission of feedback by staff, students and visitors.

***EVACUATION FOR PEOPLE WITH DISABILITIES***

The emergency evacuation requirements for a person with a disability will be assessed by the local Occupational Health Officer Rosie Cannon 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 Rosie Cannon if they have a disability.

## **INFORMATION & TRAINING**

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. All staff members working in workshops, laboratories and kitchens must also complete a one day Emergency First-Aid course every two years. The Staff Training and Development Office will facilitate this training. Specific training will be made available to members of Safety Committees, Campus Emergency Response Teams, and Evacuation Marshals. 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 Parent Health & Safety Statement and on the website [www.dit.ie/safework](http://www.dit.ie/safework).

Information on emergency procedures is communicated to staff, students, contractors and visitors in a variety of means, including:

- Emergency Response desktop flip-charts
- Health & Safety Notice-Boards
- Health & Safety Newsletters
- Signage
  - Safety Notice-Point signs
  - Emergency First-Aid Procedure signs
  - Emergency Floor Plans
  - Assembly Point Maps
  - Fire Action Notices
- Emergency Response Posters
- Safety Booklets
- Safety Wallet Cards
- Website [www.dit.ie/safework](http://www.dit.ie/safework)

# **SECTION 2**

## **ROLES &**

## **RESPONSIBILITIES**

## **DIRECTOR(S)**

Dr. Mike Murphy, Director of the College of Engineering and the Built Environment, chairs the Health & Safety Team and has responsibility in this capacity for fire safety and emergency preparedness within the campus.

It is the responsibility of Dr. Mike Murphy in conjunction with the 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 members are 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 the appendices.

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.*

## **INCIDENT CONTROLLER**

Mr. Joe O' Brien (Building Services Supervisor) is the Incident Controller for Bolton St. Campus. In the absence of the Incident Controller, and in the event of an emergency, the porter on duty will act as Deputy Incident Controller.

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 it to the Health & Safety Team.

## **EVACUATION MARSHALS**

Evacuation marshals should not put themselves in any danger while undertaking their duties.

Evacuation marshals are normally identifiable by means of a high-visibility vest. A full listing of nominated evacuation marshals is available in the appendices.

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.*

## **PORTERS**

It is the responsibility of each 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.

## **BUILDING MAINTENANCE MANAGER (BMM)**

It is the responsibility of Mr. Richard Smyth (BMM) 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 Health & Safety Team on matters related to fire safety.

### **HEALTH & SAFETY TEAM**

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

- Review and resolve common elements of operational and building safety issues.
- Co-ordinate 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 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 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 CERT 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-coordinating 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. Buildings 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.

## **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.*

## **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.

# **SECTION 3**

# **EMERGENCY RESPONSE**

# **PROCEDURES**



## **EMERGENCY RESPONSE**

This section outlines the standard procedures to be followed in the event of an emergency. The Campus 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.

## **PROCEDURES**

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

**PART B:      DESIGNATED INDIVIDUALS**

- A. INCIDENT CONTROLLER**
- B. BUILDING MAINTENANCE MANAGER (BMM)**
- C. BUILDING SERVICES SUPERVISOR (BSS)& PORTERS**
- D. EVACUATION MARSHAL**
- E. FIRST AIDERS**
- F. TECHNICAL STAFF**
- G. ACADEMIC STAFF**
- H. CANTEEN STAFF**
- I. LIBRARY STAFF**
- J. STUDENTS UNION**
- K. CONTRACTORS & SERVICE PROVIDERS**
- L. EVENT ORGANISERS**
- M. CAMPUS SAFETY TEAM (CST)**
- N. LOCAL DIRECTOR(S) & SENIOR MANAGEMENT**
- O. OCCUPATIONAL HEALTH OFFICERS**
- P. HEALTH & SAFETY OFFICER**
- Q. OUT OF HOURS: SECURITY MONITORING**

**PART A**

**ACTIONS 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 dialing 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 porter’s 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.
- b. Contact the porter's 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.

# **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)**

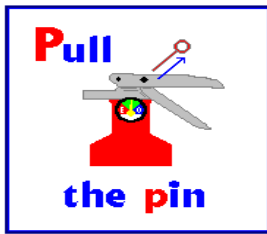
- Apply the wet chemical using the extended applicator in slow circular movements, which gives a gentle, yet highly effective application in a fine spray form to the burning fat/ oil until it changes into a soapy like substance.

## **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 – **P**ull, **A**im, **S**queeze, **S**weep.



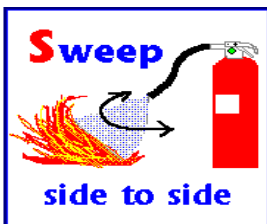
1. **PULL** THE PIN



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
<b>A</b>	<b>SOLIDS</b> such as paper, wood, plastic	 <b>Water      POWDER      Foam</b>
<b>B</b>	Flammable <b>LIQUIDS</b> such as paraffin, petrol, & oil	 <b>POWDER      Foam      CO<sub>2</sub></b>
<b>C</b>	Flammable <b>GASES</b> such as propane and butane	 <b>POWDER</b>
<b>D</b>	<b>METALS</b> such as Magnesium and Aluminium	 <b>POWDER (Specialist)</b>

<b>Class of Fire</b>	<b>Material Burning</b>	<b>Extinguisher Type</b>
<b>E</b>	<b>ELECTRICAL FIRES</b>	 <p><b>CO<sub>2</sub>    POWDER</b></p>
<b>F</b>	<b>Cooking OIL &amp; FAT</b>	 <p><b>Wet Chemical    Fire Blanket</b></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 porter's 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 Building Services 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 can not 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 Siochana 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 Siochana 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 Buildings 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 Buildings 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 Siochana 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 Building Maintenance Manager (BMM)
- 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 Buildings Maintenance Manager and/or the Porter on duty, who will secure area and contact electrician/ESB.
- **ESB EMERGENCY NUMBER 1850 372 999**

# **GAS LEAK**

## **In the event you smell gas:**

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

## **If gas odour persists or if there are signs of explosion:**

- Raise the alarm by activating the break glass unit.
- Inform Building Services Supervisor (BSS) 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 Building 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 Campus 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 meter 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 material safety data sheet (MSDS) for the chemical and any other critical information is ready for emergency services personnel.

## **PART B**

# **ACTIONS FOR** **DESIGNATED** **INDIVIDUALS**

# **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 buildings 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.

# **BUILDING MAINTENANCE MANAGER (BMM)**

## **Objectives:**

To outline actions to be taken by the BMM 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.



# **BUILDING SERVICES SUPERVISOR (BSS)** **& PORTERS**

## **Objectives:**

To outline key actions carried out by the BSS 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.

# 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.*

# **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 porter's 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.

### **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.

# **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.

# **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.
- 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.

# **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 porter's 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.

### **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.

# **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.
- 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.

# **CAMPUS EMERGENCY RESPONSE TEAM (CERT)**

## **Objectives:**

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

## **Duties:**

### **The Campus 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.



# **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 Property & Facilities Office regarding insurance.
- Direct the protection of sensitive personnel and student files.

# **OCCUPATIONAL HEALTH OFFICER**

## **Objectives:**

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

## **Duties:**

### **The Occupational Health Officer shall:**

- Attend the scene, provided it is safe to do so.
- Contact the Health & Safety Officer and follow any directions given.
- Liaise with BMM, Buildings Office, Campus 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).

# **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.

# **OUT OF HOURS:** **SECURITY MONITORING COMPANY /** **DIT KEY-HOLDER**

**Objectives:**

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

**Duties:**

Security Company and DIT key-holder.

*This section to be completed by the Buildings Office*

## **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 porter's desk.

### **Porter/Incident Controller:**

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

### **Building Maintenance Manager:**

As soon as practical during (or after) any emergency event contact the Building 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 Campus 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.

# **SECTION 4**

## **RISK ASSESSMENT**

# APPENDIX

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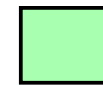
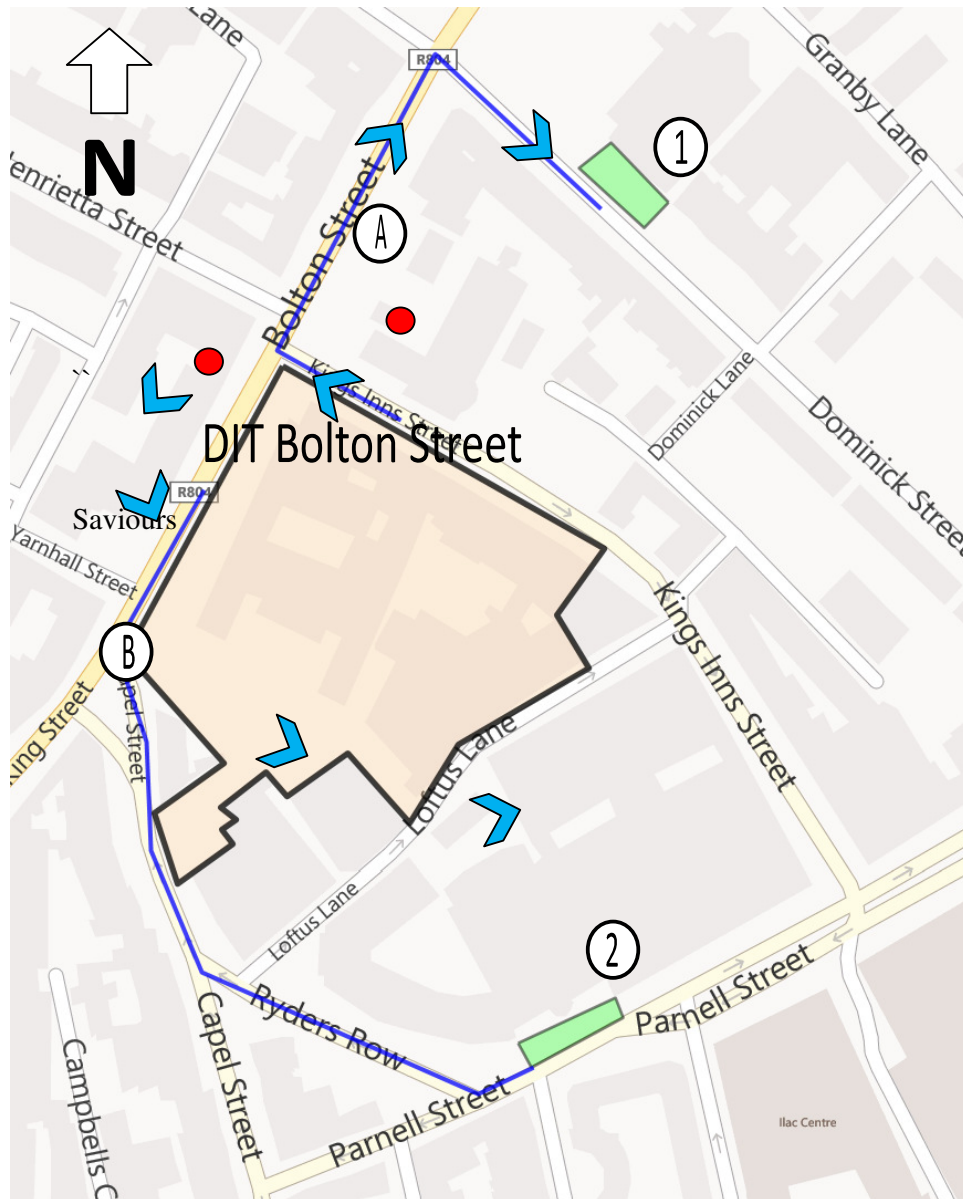
- **Building Plans**
- **Emergency Floor Plans**
- **Assembly Point Maps**



# Assembly Point Maps



## Bolton Street Campus (Incl. E-Block)



### ASSEMBLY POINTS

- 1 – St. Saviour's Church, Dominick Street
- 2 – Cineworld Cinema, Parnell Street



### EVACUATION ROUTES

A. Route from Kings Inn St. Entrance to St.

Church, Dominick Street.

B. Route from Bolton Street to Cineworld Cinema,  
Parnell Street.



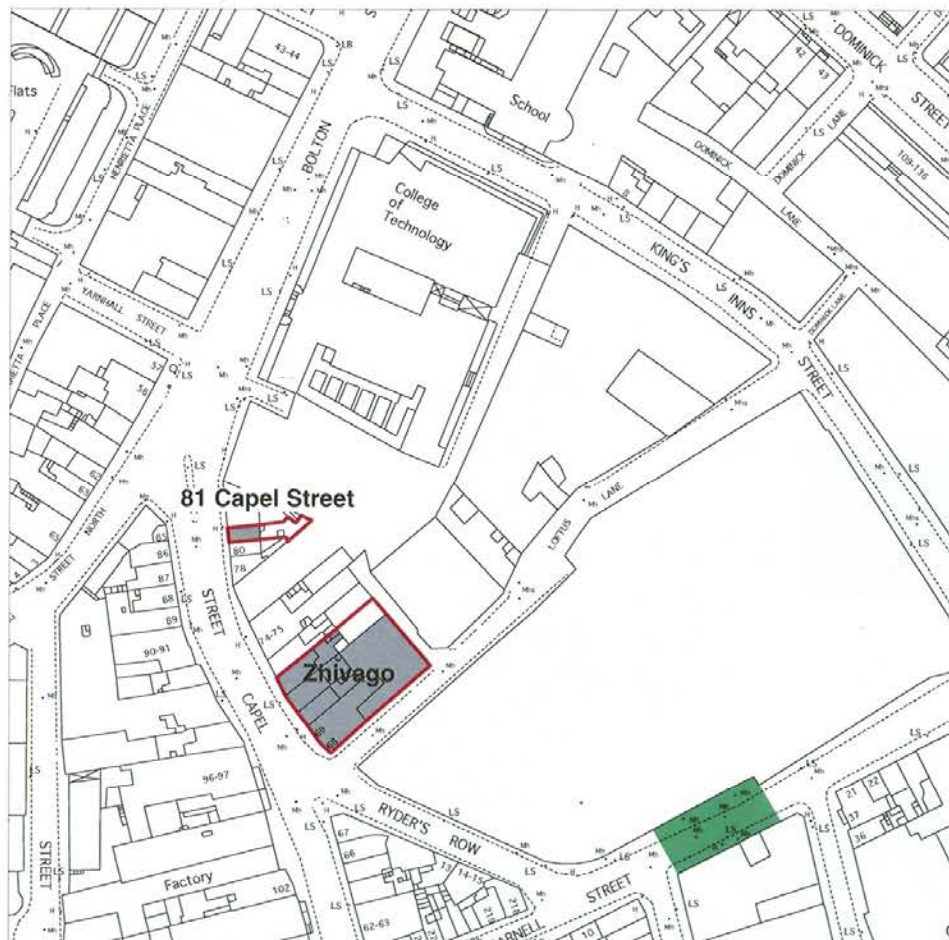
### ACCESS/EGRESS POINT



### DUBLIN INSTITUTE OF TECHNOLOGY PREMISES

## EMERGENCY EVACUATION PLAN

## BEALACH ÉALAITHE



Ordnance Survey Copyright Licence Number AU 0010611

81 Capel Street & Zhivago



81 CAPEL STREET and ZHIVAGO



ASSEMBLY POINTS

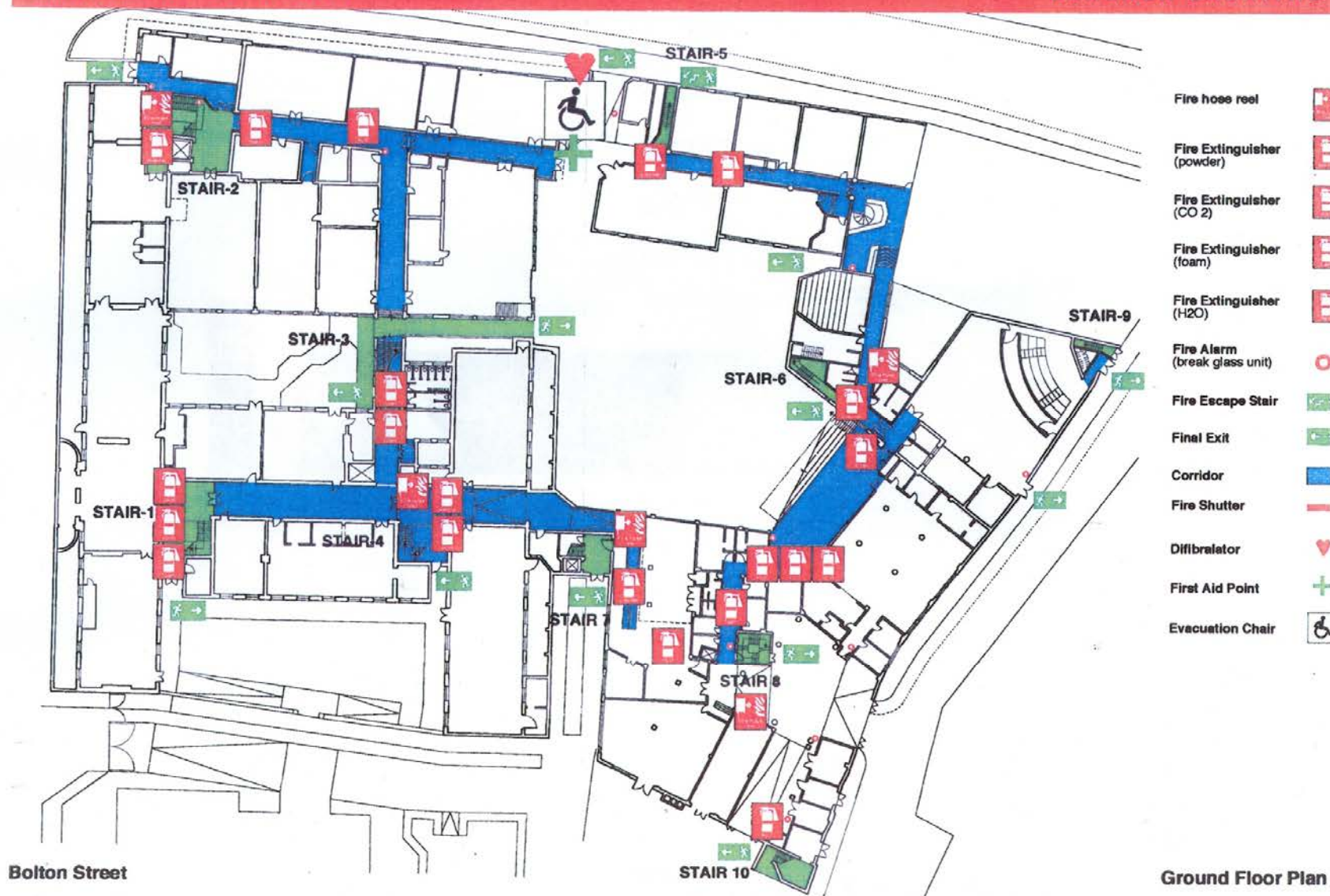
- Cineworld Cinema, Parnell Street

From OS Map Scale 1:1250

# **Emergency Floor Plans Bolton Street**

# EMERGENCY EXIT PLAN

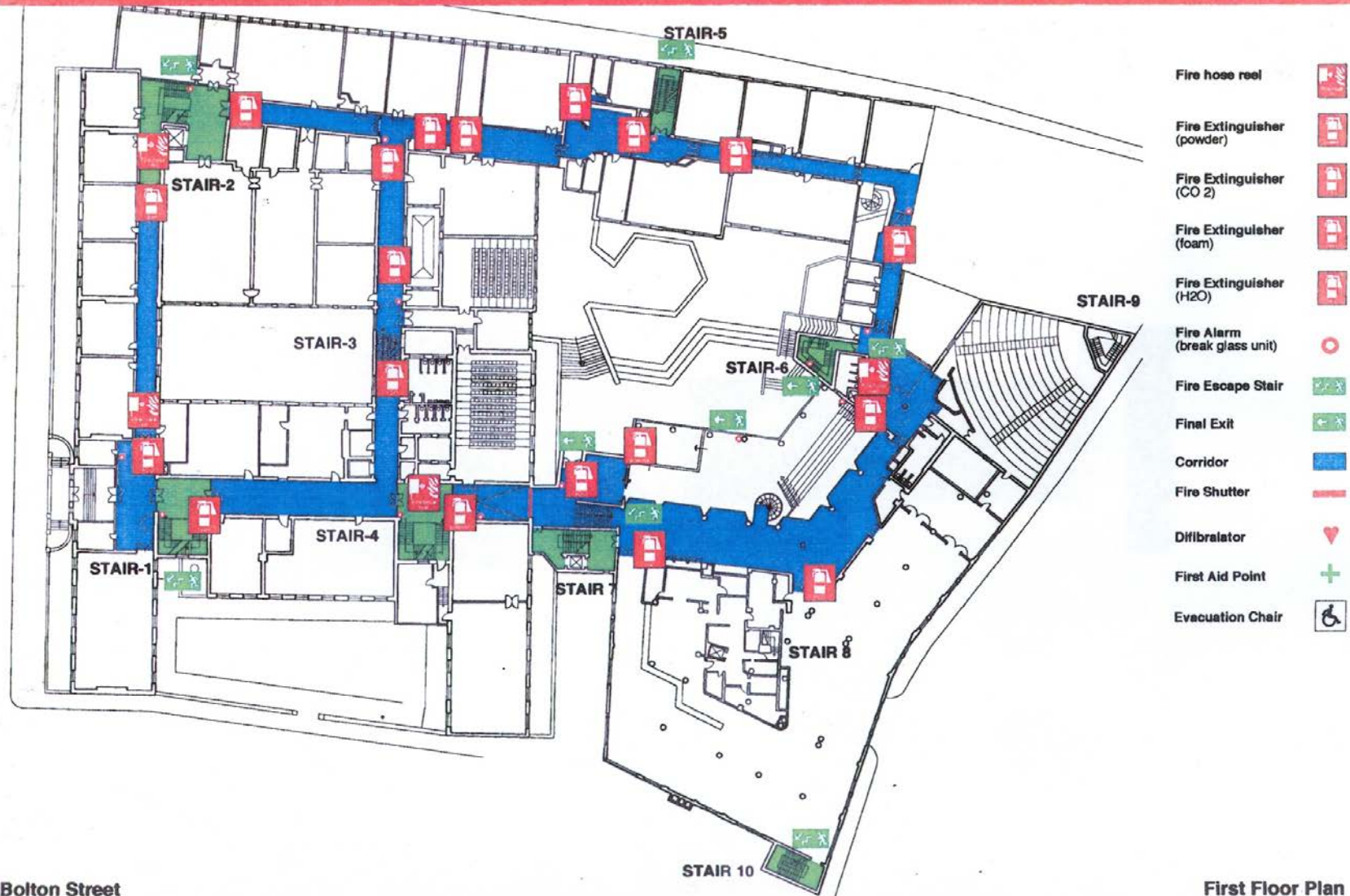
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# EMERGENCY EXIT PLAN

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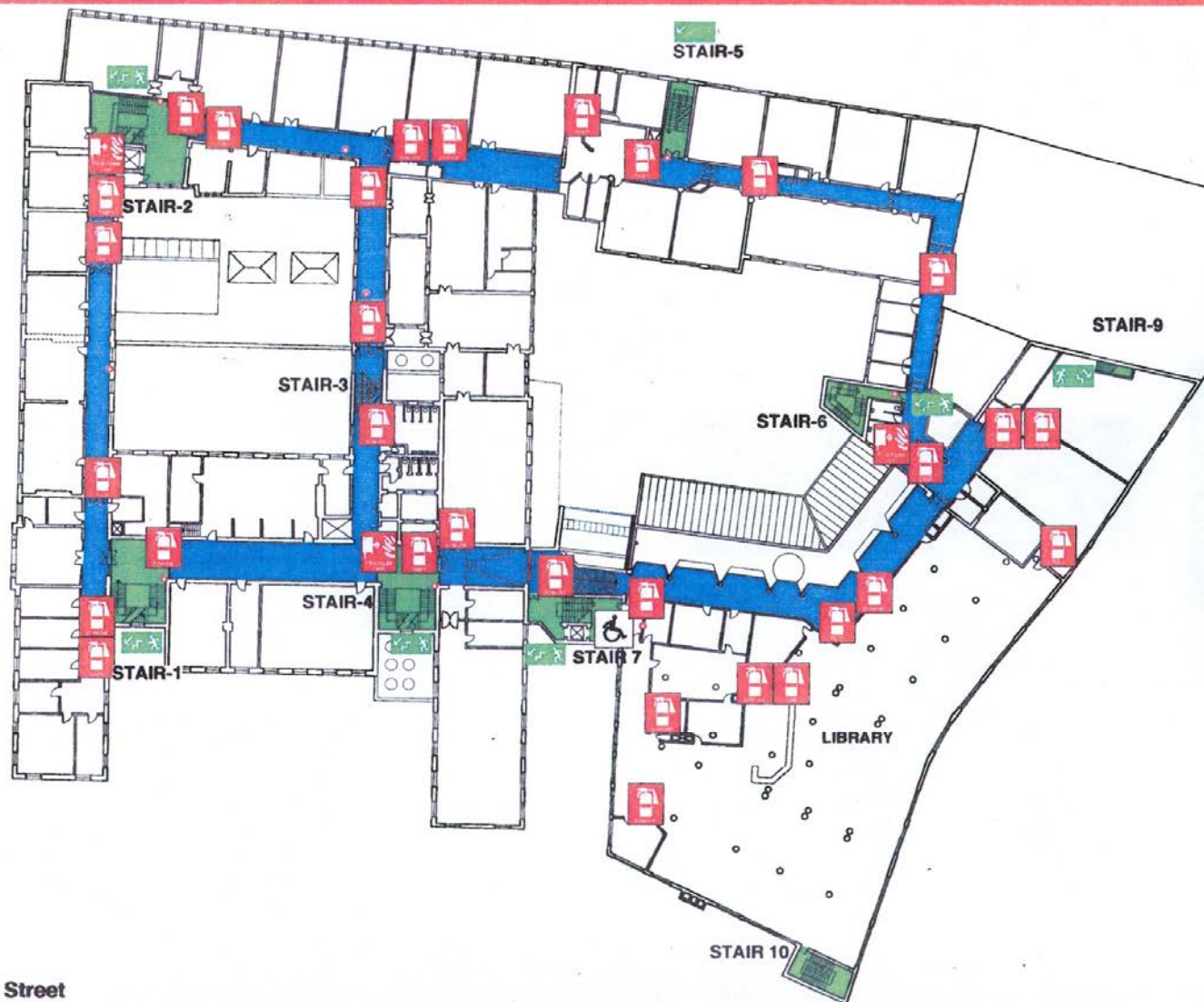


Bolton Street

First Floor Plan

# EMERGENCY EXIT PLAN

BEALACH ÉALAITHE



- Fire hose reel 
- Fire Extinguisher (powder) 
- Fire Extinguisher (CO 2) 
- Fire Extinguisher (foam) 
- Fire Extinguisher (H2O) 
- Fire Alarm (break glass unit) 
- Fire Escape Stair 
- Final Exit 
- Corridor 
- Fire Shutter 
- Diffractor 
- First Aid Point 
- Evacuation Chair 
- Safe Refuge Area 

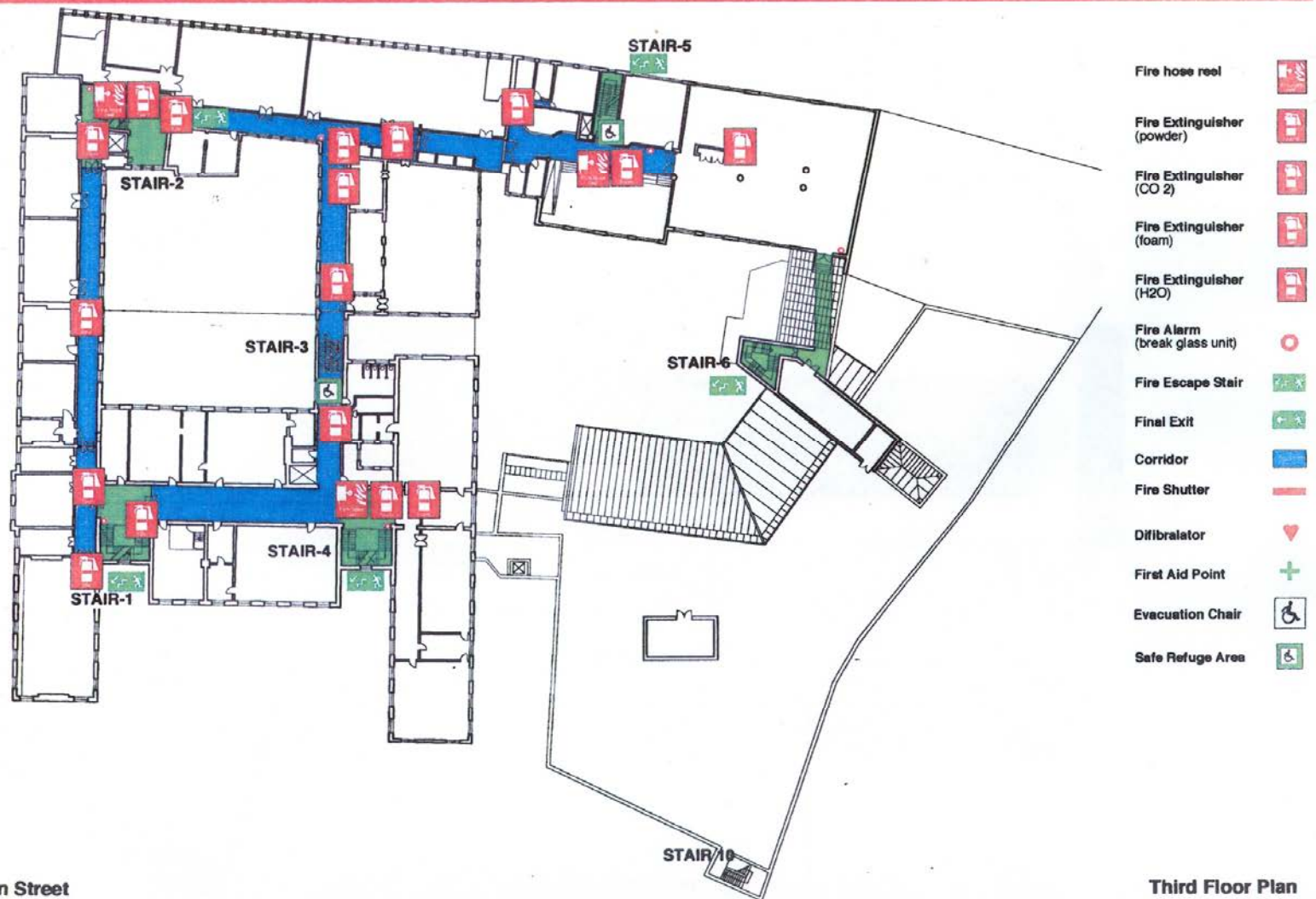
Bolton Street

Second Floor Plan



# EMERGENCY EXIT PLAN

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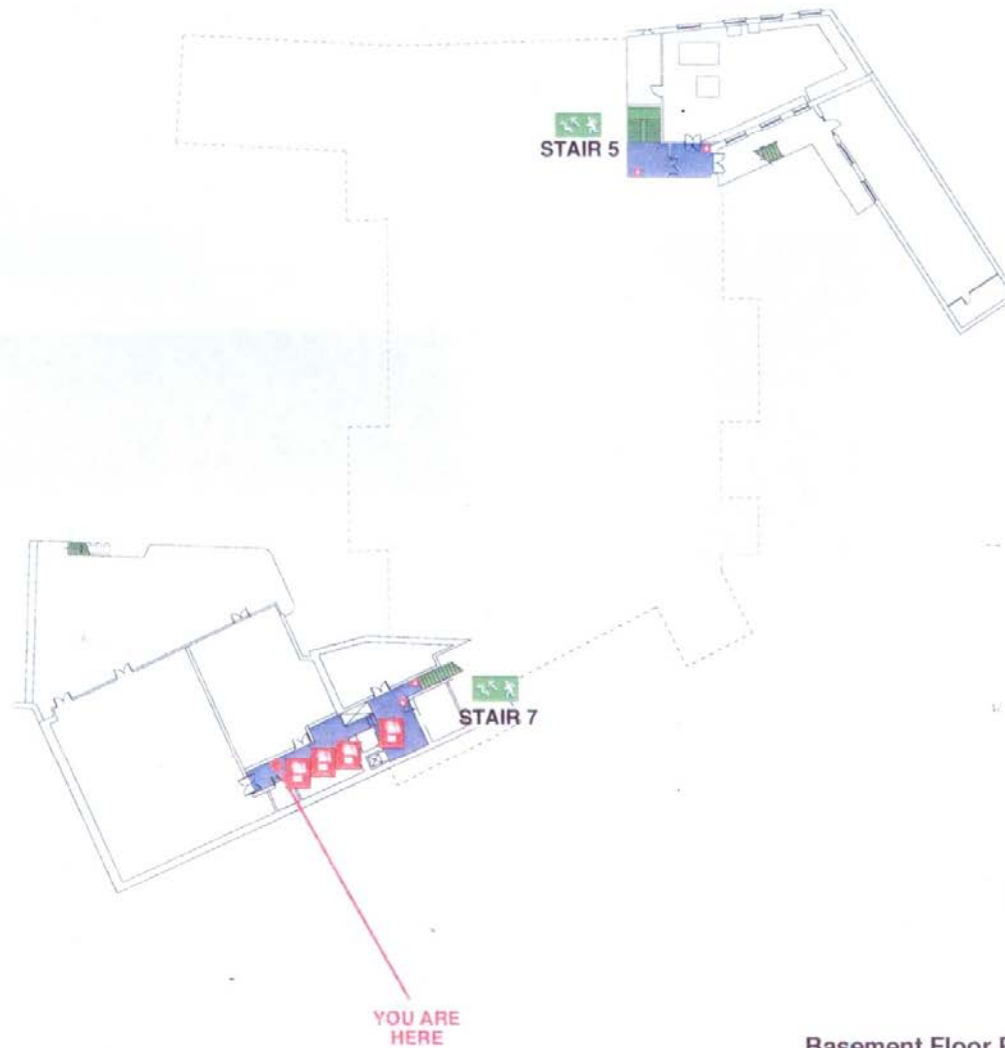
# **Emergency Floor Plans**

## **Linenhall**

# EMERGENCY EXIT PLAN

# BEALACH ÉALAITHE

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- Fire Escape Stair 
- Final Exit 
- Corridor 
- Fire Shutter 
- Difibrilator 
- First Aid Point 
- Evacuation Chair 



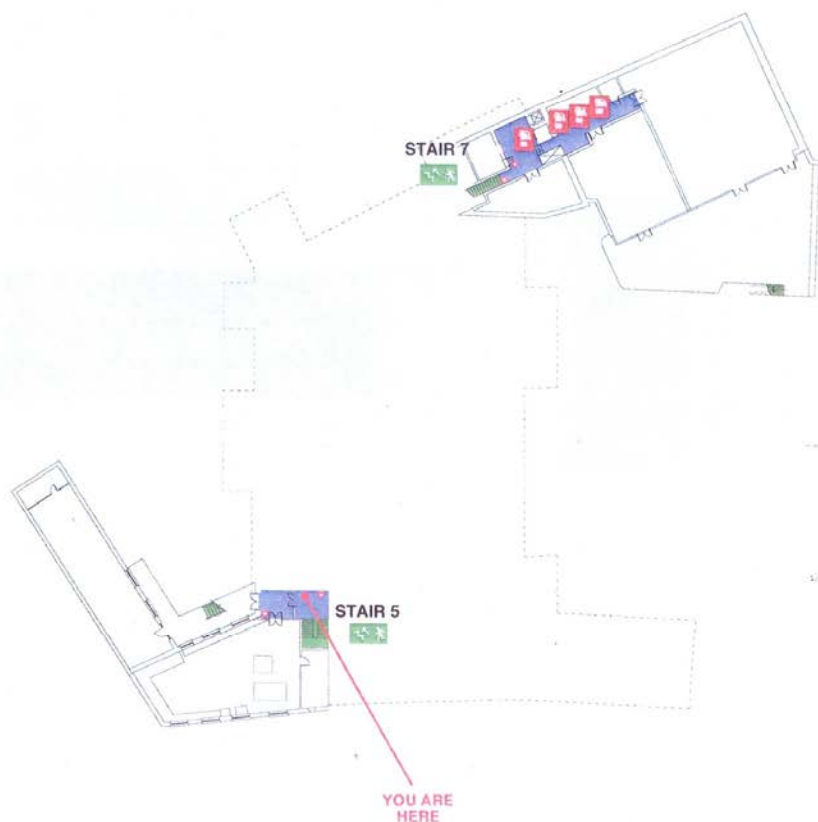
Linen Hall

Basement Floor Plan Scale 1:400

# EMERGENCY EXIT PLAN

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- Final Exit 
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- Fire Shutter 
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- First Aid Point 
- Evacuation Chair 







Linen Hall

Basement Floor Plan Scale 1:400

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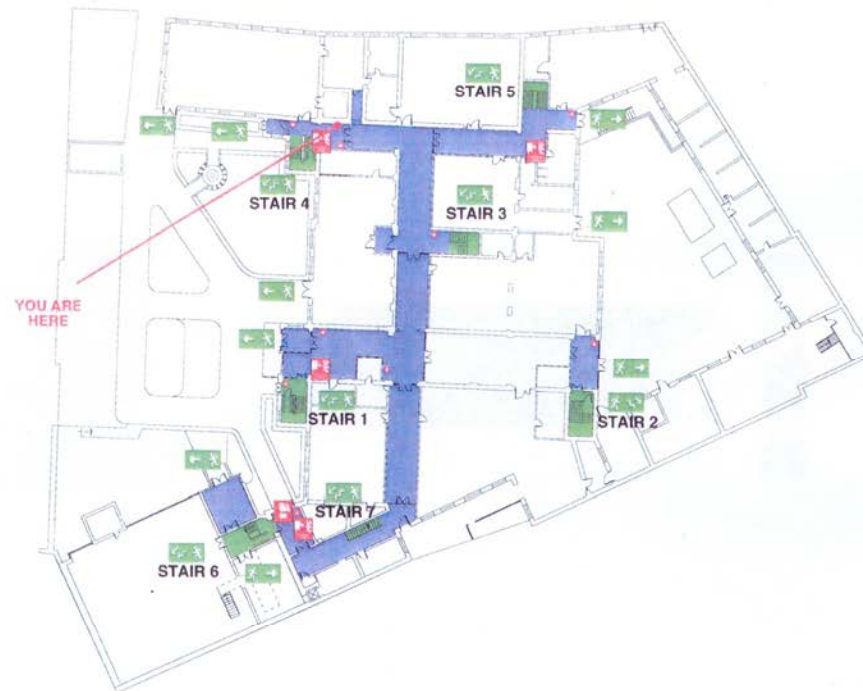
Linen Hall

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# EMERGENCY EXIT PLAN

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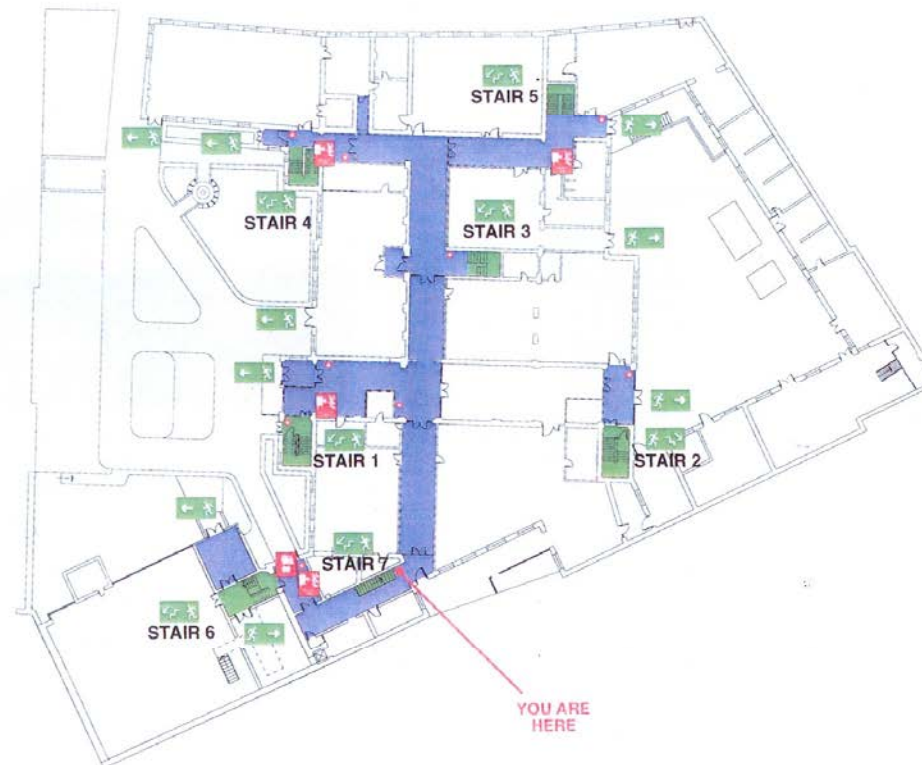
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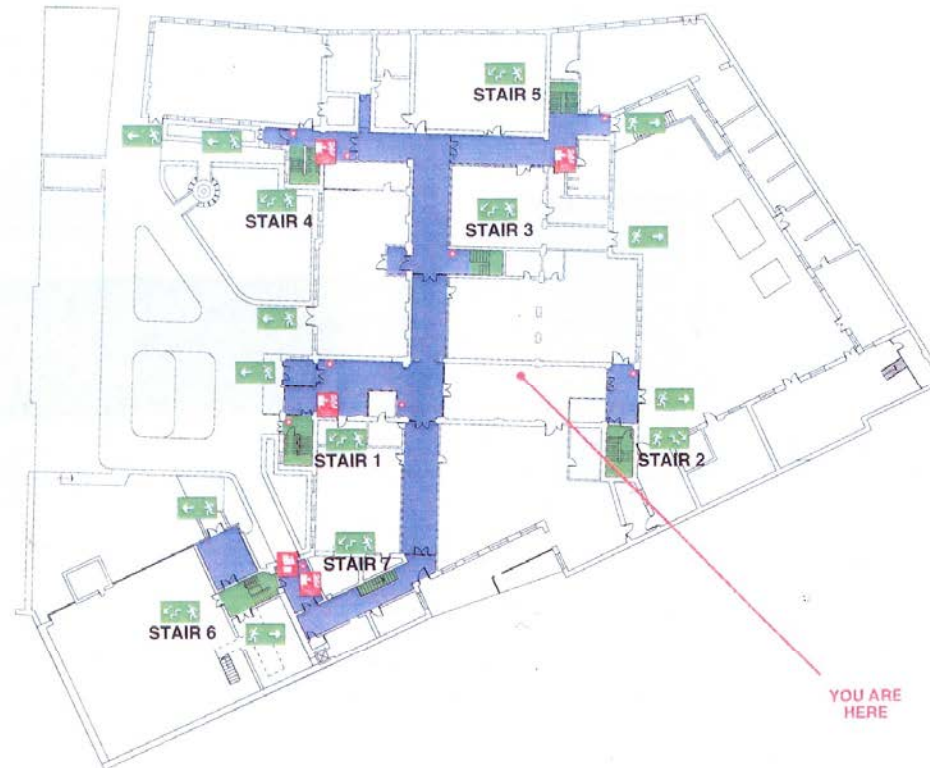
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Linen Hall

Ground Floor Plan Scale 1:400



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Linen Hall

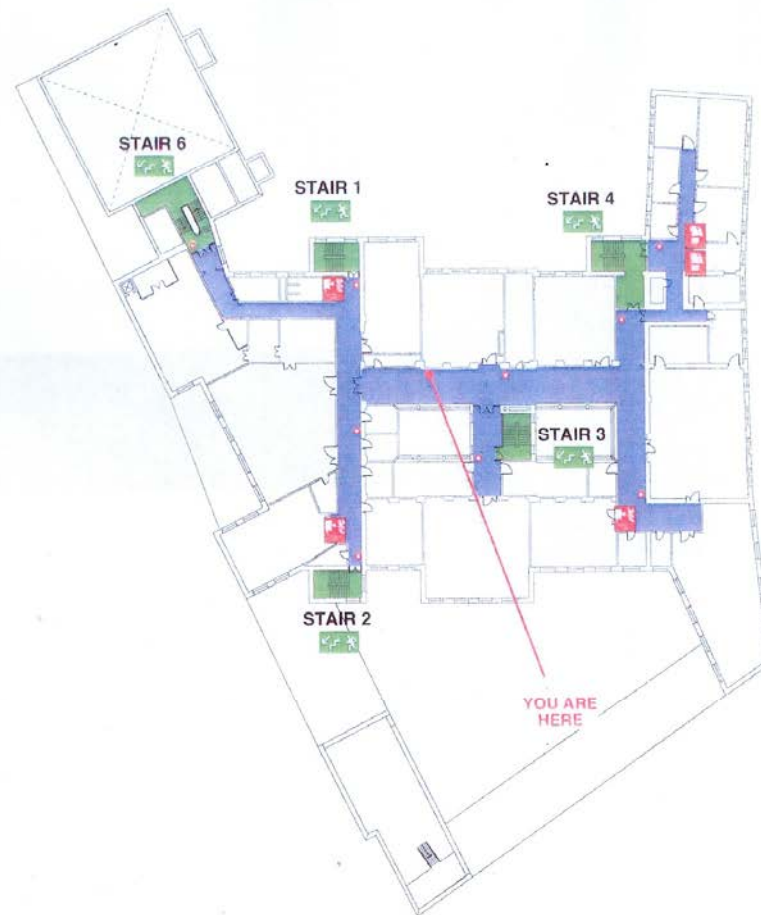
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Linen Hall

First Floor Plan Scale 1:400

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- Evacuation Chair 
















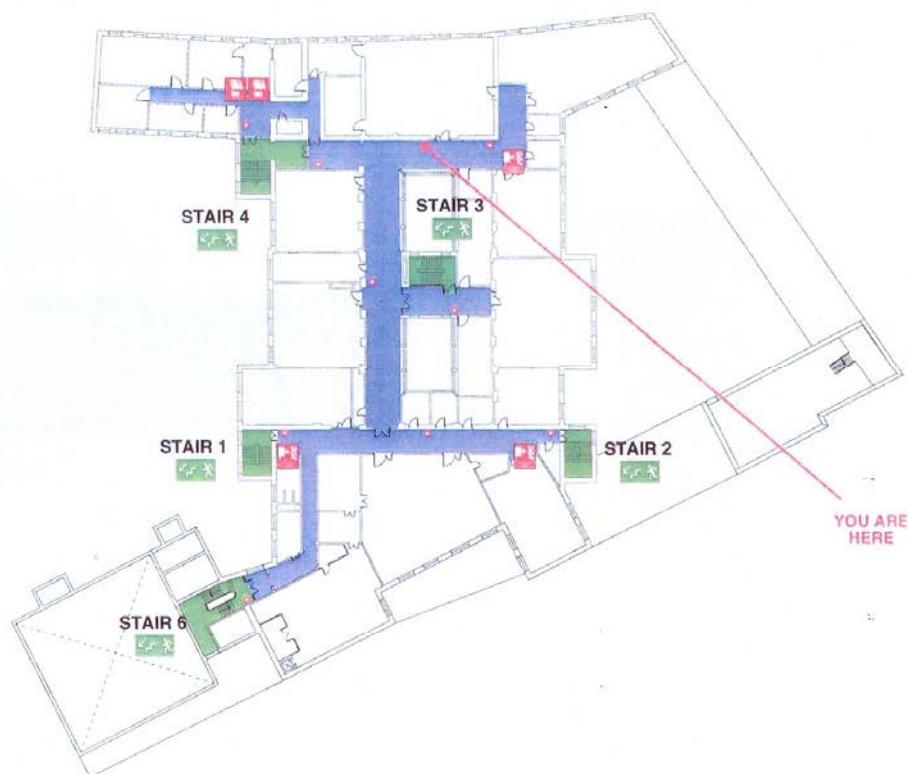
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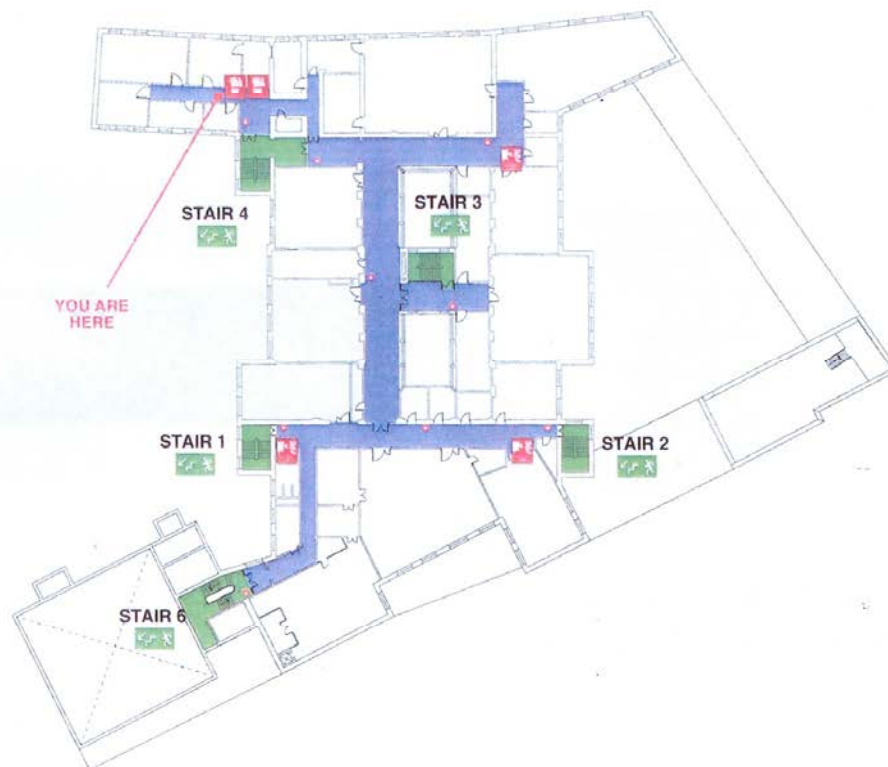
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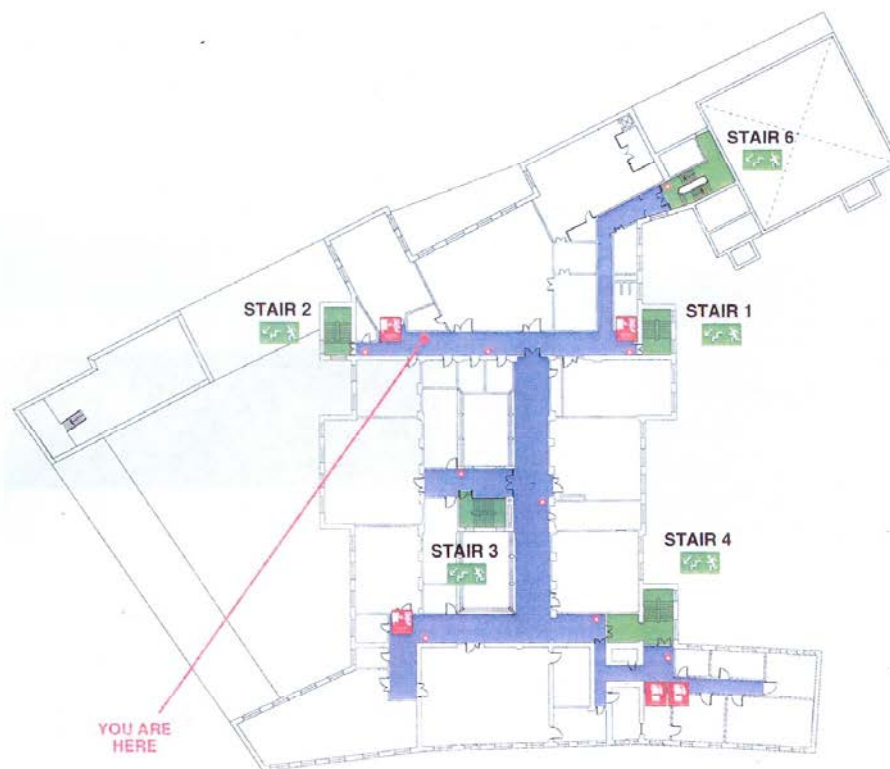
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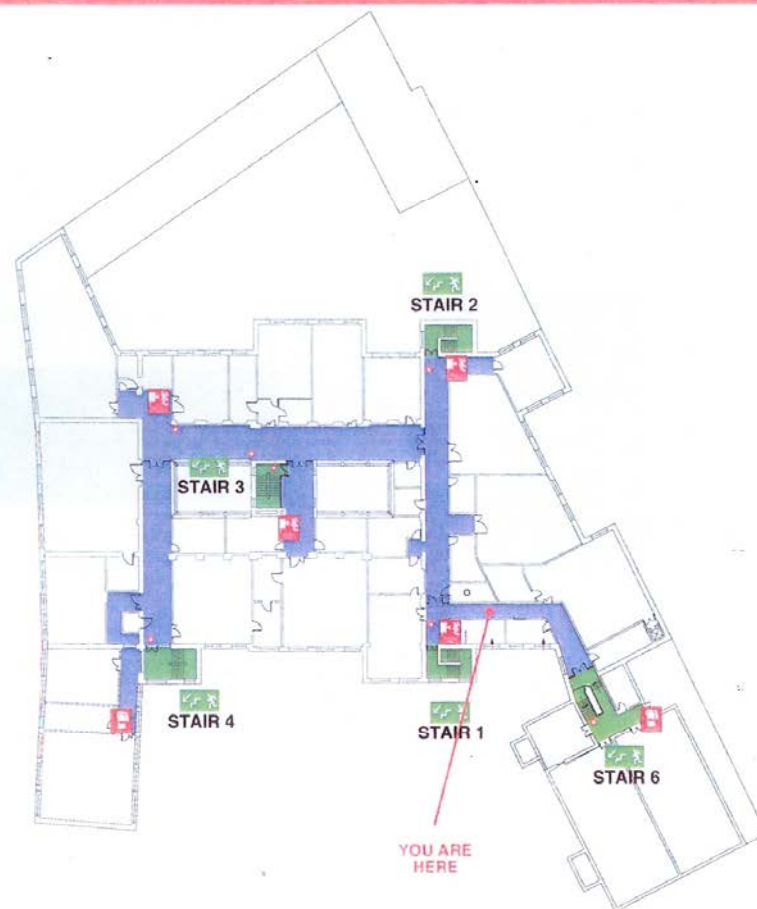
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Linen Hall

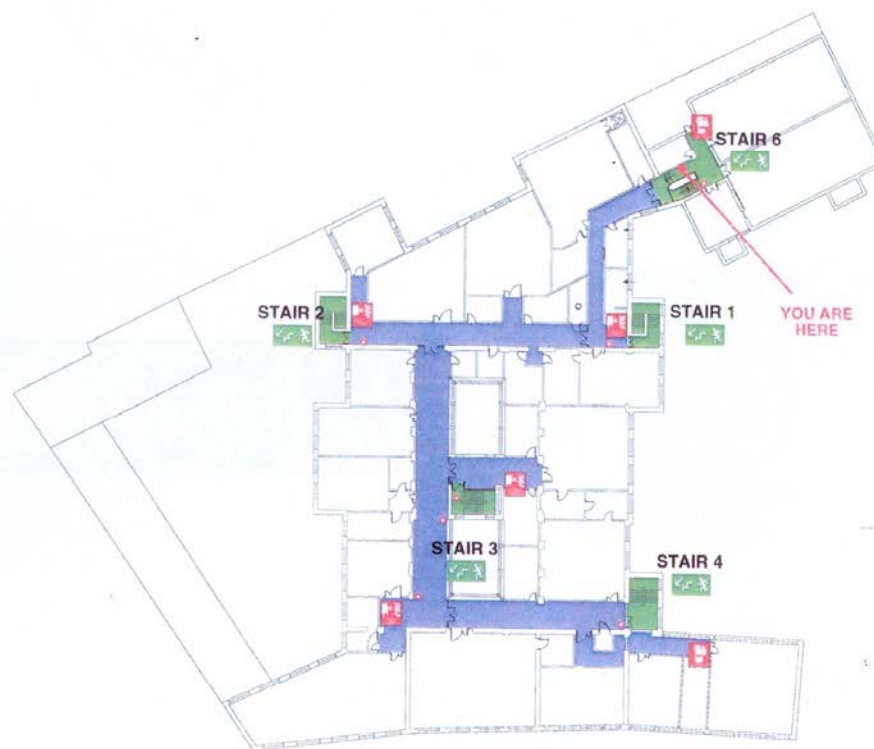
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Linen Hall

Second Floor Plan Scale 1:400

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Linen Hall

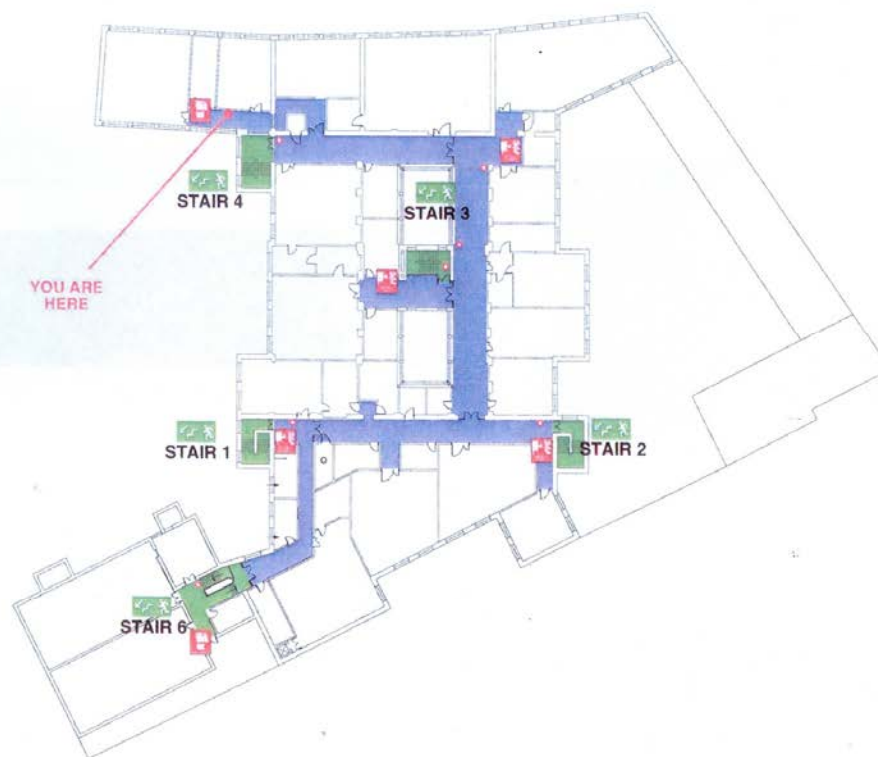
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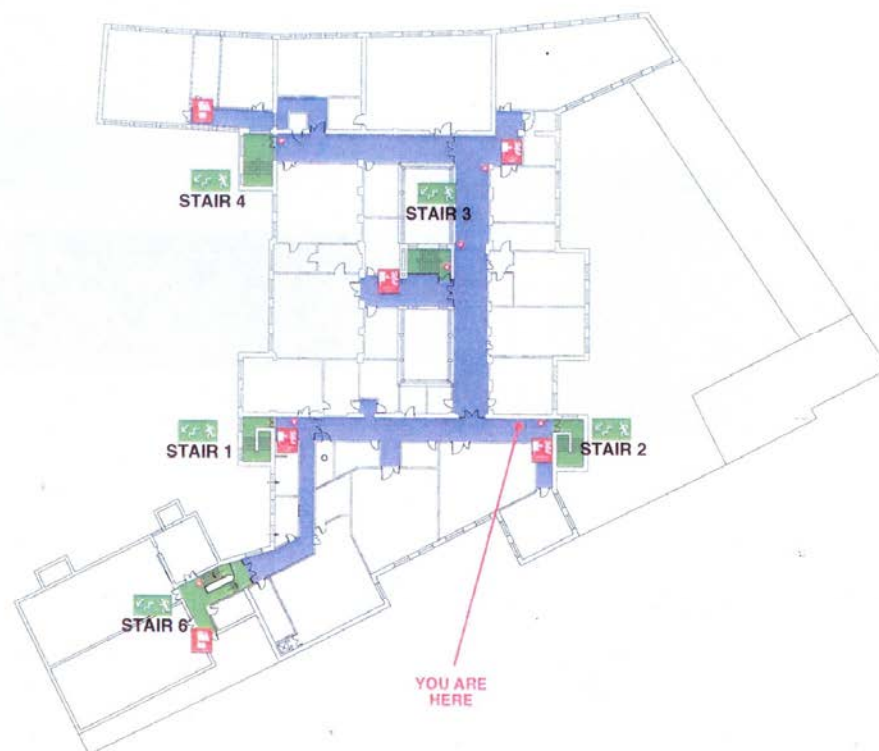
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Linen Hall

Second Floor Plan Scale 1:400

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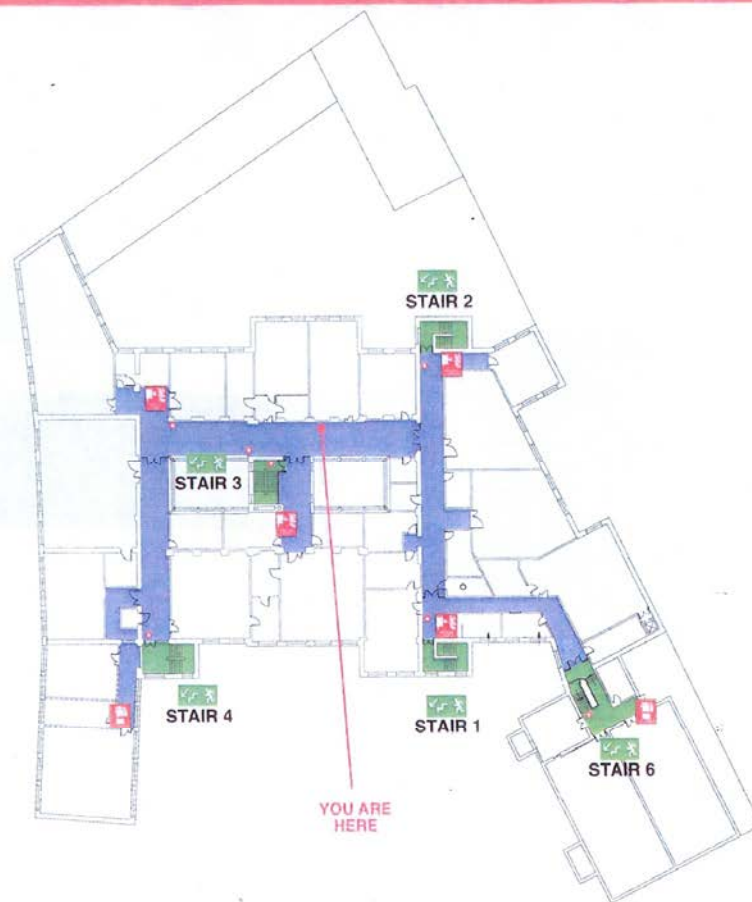
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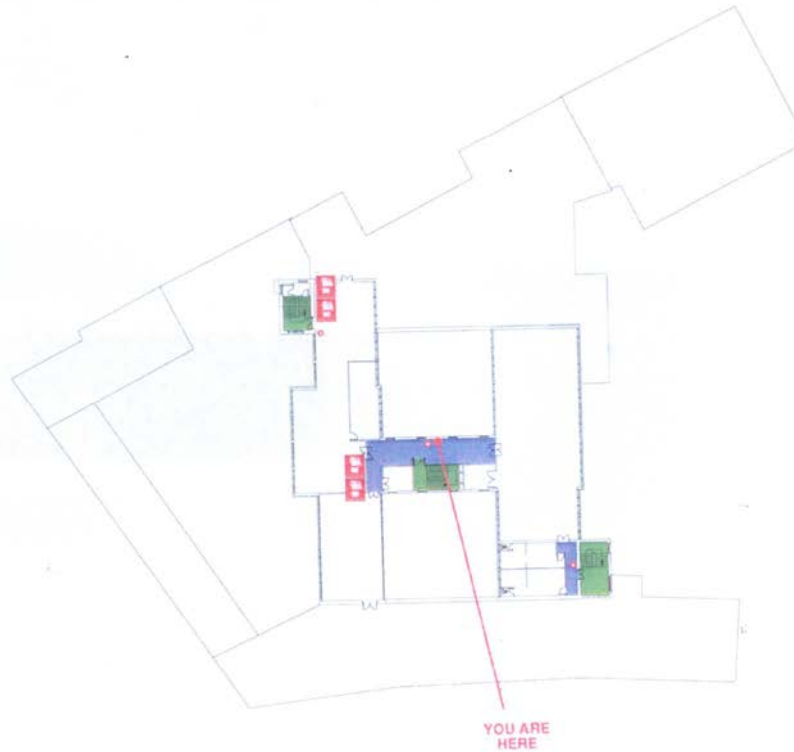
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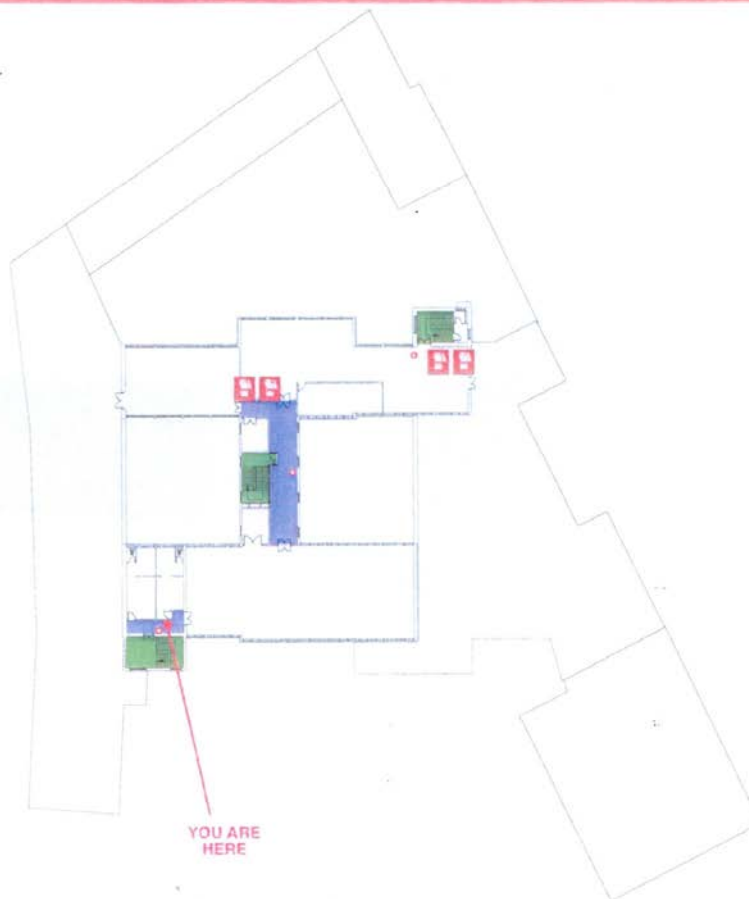
Linen Hall

Third Floor Plan Scale 1:400

# EMERGENCY EXIT PLAN

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- First Aid Point 
- Evacuation Chair 



Linen Hall

Third Floor Plan Scale 1:400