

EMERGENCY MANUAL

FOR DIT

GRANGEGORMAN CAMPUS

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APPROVED BY: COLLEGE OF ARTS AND TOURISMS HEALTH & SAFETY TEAM

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INTRODUCTION

This Emergency Manual outlines the following:

1. Mitigation measures in place at DIT
2. Planning and preparation for an emergency
3. What to do during an emergency

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 will be reviewed on annual basis by the Health and Safety Office in conjunction with the relevant Health and Safety Team and the Estates Office. It will also be reviewed as appropriate following an emergency event.

1. MITIGATION MEASURES IN PLACE AT DIT

DIT have a [Framework Safety Statement](#). It has been prepared in compliance with the [Safety, Health and Welfare at Work Act 2005](#), and provides details of the general measures in place to identify, assess and implement control measures for all hazards identified.

This Framework Safety Statement is supplemented with School/ Function safety statements and risk assessments, and should be read in conjunction with these.

All safety statements and risk assessments are available on the health and safety website. Please [click here](#) to access.

It is the policy of DIT to ensure that employees are not asked to perform tasks outside their competence and capacity. Safe systems of work have been designed with this objective in mind. As some work activities give rise to risks which can only be controlled by adherence to proper procedures, employees in these circumstances may be issued with written safe working procedures which should be adhered to at all times.

In addition to the Framework Safety Statement, DIT continually develops and reviews policies, safe working procedures and guidance notes. Current documents are listed and available on the health and safety [website](#).

2. PLANNING AND PREPARATION FOR AN EMERGENCY

2.1 SITE-SPECIFIC INFORMATION

DIT, Grangegorman is part of the overall Grangegorman Development Project which aims to create a vibrant new city quarter with a diverse mix of uses on the former St. Brendan's Hospital grounds in Dublin city centre. Further information is available [here](#).

Premises/Campus:

Dublin Institute of Technology (DIT), Grangegorman

Address:

Grangegorman, Dublin 7

Buildings included in this Campus:

- North House (S08)
- North House Annex (S09)
- Orchard House (S17)
- Rathdown House (S19)
- Glassmanogue (S20)
- St. Laurence's (S21)
- Bradogue (S22)
- Sports Changing Rooms (S09A)

- Clock Tower (the Clock Tower is currently under the management of GDA and DIT is a tenant)
- Hub 2
- Greenway Hub

Porters on duty:

Porter on duty:

Front desk/reception at: Sycamore Gallery Rathdown House

Orchard House (control centre)

No. of staff and students currently on site:

Approximately 1100



[Click here to access DIT term time opening hours](#)

Monday – Friday 8am – 10pm

Saturday 8am – 6pm

Sunday – Campus grounds are open 9am-5pm (no buildings are open)

Colleges/Functions sited at Grangegorman:

- **College of Arts& Tourism**
 - Dublin School of Creative Arts
 - School of Languages, Law and Social Sciences
 - School of Media
- President's Office
- Campus Planning
- Grangegorman Development Agency (GDA)
- Students Union
- Chaplaincy
- Counselling Services
- Estates Office
- Information Services
- Sports
- Library
- Aramark (catering)
- Student Services

2.2 HAZARD ZONES AT GRANGEGORMAN:

Chemical stores in the North House

GAS PRODUCTS	
Located in cages in the external yard of the North House, Grangegorman	
Gas	Number of Cylinder(s)
Propane	5
Oxygen	1
Acetylene	1
Argon (Pureshield)	2
Argoshield (argon & carbon dioxide)	2

CHEMICAL STORAGE
Chemicals are stored in flameproof yellow cabinets which are all located in the 3D Studio Workshop (NH010), ground floor, North House Grangegorman

Flameproof Yellow Cabinets No's	Chemicals/ Contents
NH010.1	Mould making products: <ul style="list-style-type: none"> ○ Silicone rubber ○ Latex rubber ○ Latex thickener ○ Silicone release spray
NH010.2	<ul style="list-style-type: none"> ○ Resin ○ Resin catalyst ○ Wax ○ Pottery glazes ○ Talcum powder
NH010.3	Mix of products: <ul style="list-style-type: none"> ○ Hand wash ○ Brillo window cleaner ○ Plasticine ○ Water soluble cutting fluid ○ Oil for forklift ○ Non chemical materials: empty containers
NH010.4	<ul style="list-style-type: none"> ○ Wax ○ Metal paints ○ Varnishes ○ Fiberglass ○ Trays ○ Vinamold (rubber) ○ Floor paints (x5 containers)
NH010.5	<ul style="list-style-type: none"> ○ Glue ○ Polish ○ Self-hardening clay ○ Moulding glue ○ Alginate expanding foam ○ Non chemical materials: hose reels, replacement containers, stainless steel cleaner, brushes
NH010.6	<ul style="list-style-type: none"> ○ Lubricating oils ○ Spraymount ○ Glues (various) ○ Polish and thinners ○ Flux (for soldering)
NH010.7	<ul style="list-style-type: none"> ○ Wood treatments: ○ Varnishes and wood stains ○ Polish ○ Bees wax
White Flameproof Cabinet (located at the entrance to NH010)	<ul style="list-style-type: none"> ○ Methylated spirits (de-canted into small containers for use) ○ Acetone ○ Polyester resin ○ Potassium sulphide ○ Kupfer acetate monohydrate ○ Pro analysis eisen nitrate nonahydrate ○ Ammoniumchlorid Reinst

	<ul style="list-style-type: none"> ○ Dichloromethane ○ Oxalic Acid ○ Microscopy certistain ○ Polyvinyl alcohol release agent
--	--

CHEMICAL STORAGE	
Large red flameproof storage cabinets located in the external yard of the North House, Grangegorman	
Large Red Flameproof Storage Unit 1.	<ul style="list-style-type: none"> ○ System 3 Acrylic printing medium ○ Acrylic paints ○ Dulux wood lacquer ○ Original krud kutter stain remover ○ Emulsion glaze coat ○ Matte medium artist acrylic ○ Concentrated strip liquid ○ Fotechem 2089 Gel ○ Methylated spirits ○ Acetones ○ Petrol ○ Polyvinyl alcohol release agent ○ Bitten polish (shglar)
Large Red Flameproof Storage Unit 2.	<ul style="list-style-type: none"> ○ Old inks (waste storage)

Back Storage Room	
Back Storage Room	<ul style="list-style-type: none"> ○ Large amounts of wood ○ Pottery clay ○ Sand ○ Forklift truck

Note: All flameproof storage cabinets are locked and the School technician holds the key for all (technician is currently completing a detailed inventory of all chemicals and gases).



2.3 LONE/ OUT OF HOURS ACCESS

Lone/ out of hours access to buildings is not permitted. Authorisation must be sought from the Estates Office by each line manager and a risk assessment must be completed in conjunction with the Health and Safety Office.

2.4 ARRANGEMENTS FOR CONSULTATION



The Terms of Reference for Health & Safety Teams are available on the DIT Health and Safety website (click [here](#)). A Health & Safety Team is in place for each College and Function 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 Health & Safety Team reports to the DIT Health & Safety Sub-Committee of the Senior Leadership Team.

College of Arts & Tourism Health Safety Team

Chair: Director of College of Art & Tourism	John O'Connor
Conservatory of Music and Drama	Orla Mc Donagh
Dublin School of Creative Arts	Kieran Corcoran
School of Culinary Arts and Food Technology	Frank Cullen
School of Hospitality Management & Tourism	Dominic Dillane
School of Languages, Law and Social Sciences	Kevin Lalor
School of Media	Hugh Mc Atamney
College Manager	Andrea Marcelin
An Elected Safety Representative College of Art & Tourism	John D'arcy
An Elected Student Representative (from DITSU)	Ciara Guinan
Estates Manager	Terry Maher
Estates Services Supervisor(s)	Derek Bowden and Pat Healy
Occupational Health Officer	Orlaith Waters
Foundation & Mature Student Access Programme	Bobby Maher

Buildings in Scope: *Cathal Brugha St, Marlborough St, Sackville Place, Chatham Row, 40-45 Mountjoy Square, 169 Rathmines Conservatory, and Grangegorman*

Student Services Safety Team is chaired by the Director of the Student Services. Representatives from Campus Planning and the Grangegorman Development Agency (GDA) attend the Safety Team meetings.

Overall operations incorporating safety are co-ordinated by the **Grangegorman Estates Management Steering Group** (GEMSG), chaired by Maire Mellerick. The workshop group is the initial start-up for GEM and this will then be adapted into a formal steering group - **Grangegorman Estates Management steering group**.

Grangegorman House Committee – the purpose under the terms of reference for this committee is as follows; reporting to Campus Development sub-committee of Senior Leadership Team (SLT), the purpose of this Committee is to provide a forum to review, manage and report on the DIT buildings, site and infrastructure and public realm at Grangegorman, its management and operation. Where appropriate decisions to be taken locally, relevant space use, capital development and IS services issues to be referred to the Campus Development Committee.



2.5 Emergency Contacts

Control Centre (Orchard House)	Control Room	(01)402 4209 /(01)402 4206/ (01)8385892
Front Desk, Sycamore Gallery, Rathdown House	Porter on duty	(01)402 4270
First-Aid Room	Rathdown House	(01)402 4254
Incident Controller	Control Room (Estates staff)	(01)402 4209 /(01)402 4206/ (01)8385892
Emergency Services	Fire Brigade/ Ambulance/Gardaí	112/ 999

DIT Estates Officer	Paul Mc Dunphy	(01)402 3362 (01)402 3440
Estates Help Desk		(01)420 7666
Estates Manager	Terry Maher	(01)402 4280/ (087) 1958120
Estates Services Supervisor	Derek Bowden	(01)402 4281/ (087) 9404632
Hospital/ A&E	Mater Hospital	(01)803 2000
	Rapid Injury Clinic Smithfield	(01)657 9000
Student Health Centre	Linen Hall Aungier Street	(01)402 3614 (01)402 3051
Bord Gáis	Gas Leak/ 24 Hours Emergency	1850 20 50 50
ESB	24 Hour Electrical Emergency	1850 372 999
Employee Assistance Programme	VHI Corporate Solutions	Freephone 1800 995 955 (24 hours / 7 days a week / 365 days a year)
Occupational Health Officer	Grangegorman	(01)402 4317/ 087 9809131
Health and Safety Officer DIT	Edel Niland	086 3891080
Health & Safety Authority (HSA)	Workplace Contact Unit	1890 289 389
Samaritans		1850 609 090
Environmental Protection Agency (EPA)		1890 33 55 99
Dublin City Council (DCC)	Customer Services	(01)222 22 22
DIT Central Switchboard		(01)402 3000

2.6 First-Aider Contact List

Phyllis Brophy	Control Centre/ Front Desk, Sycamore Gallery, Rathdown House	(01)402 4209 /(01)402 4206 / (01)8385892
Stephen Dempsey	As above	As above
Martin Murray	As above	As above
Noel Boland	As above	
Liam Sharkey	North House Annex, Grangegorman	(01)402 3541
Anthony Collins	North House Annex, Grangegorman	(01)402 3547
Peter Jones	North House Annex, Grangegorman	(01)402 3550
John Mayock	North House Annex, Grangegorman	(01)402 3540
Tom Raven	North House Annex, Grangegorman	(01)402 3542
John Walsh	North House Annex, Grangegorman	(01)402 4261
Edel Kearney	ACE Office, Grangegorman	(01)402 7605
Paul Newman	Library, Grangegorman	(01)402 4424
Grainne Burke	ACE, Rathdown House, Grangegorman	(01)402 7606

James Kelly	Clocktower, Grangegorman	(01)402 3561
Sinead Mc Entee	Rathdown House, Grangegorman	(01)402 7642

2.7 Campus Contacts

Director of College of Art & Tourism	John O'Connor	(01)402 3466
College Manager	Andrea Marcelin	(01)402 3480
Head of School of Dublin School Creative Arts	Kieran Corcoran	(01)402 4141
Assistant Head of School	Noel Fitzpatrick	(01)402 4151
Assistant Head of School	Barry Sheehan	(01)402 4267
Head of School of Languages, Law and Social Sciences	Kevin Lalor	(01)402 4163
Assistant Head of Languages	Siobhán Ní Laoire	(01)402 4561
Head of Department Social Science	Maire Mhic Mhathuna	(01)402 4204
Assistant Head of School Law	Mary Rogan	(01)402 3016
Head of School of Media	Hugh Mc Atamney	(01)402 3282
Head of Journalism and Communications	Catherine Shanahan	(01)402 3136
Head of Creative Media	Charlie Cullen	(01)402 3271
Chaplain	Finbarr O'Leary	(01)4024308/ (01)4024112; (087)4169517
Student Counsellor	Gabby Lynch	(01) 402 3352, text to 086 0820543
Staff Safety Representative College of Arts & Tourism	John D'arcy	(01)402 4161
Aramark (canteen service)	Trish Aherne	(01)8385893/ 086 8532892
IT Service Desk		(01)402 312
Audio Visual Services	Phil Adams	(01)402 4272
Library	Information desk	(01)402 4108
The Phoenix Care Centre HSE		(01)827 6507/8
Grangegorman Development Agency	Edward Scanlon/ Nora Rahill	(01)402 3557/ 0871339724 087 9853135
Head of Campus Planning	Paul Horan	(01)4028002/ 087 997924
Grangegorman Estates Management (Workshop)	Maire Mellerick	087 2650906

2.8 ROLES AND RESPONSIBILITIES

DIRECTOR(S)

The Director and Dean of the College of Arts & Tourism, chairs the Local Health & Safety Team.

It is the responsibility of the Director and Dean in conjunction with the Local Health & Safety Team to:

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

HEADS OF FUNCTION/SCHOOL

All Heads of Function/Schools are responsible for fire safety within their respective areas. A full listing of all Heads of Function/Schools is available in the contacts section.

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

- Ensure that all staff in their areas are made aware of this manual and their responsibilities;
- 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. All staff assist as evacuation marshals;
- 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 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 person's such as junior students, and people with disabilities
- Ensure that staff members are appropriately trained to carry out their duties safely and to ensure the attendance of staff members at designated training courses, as appropriate;
- Promote a safety culture within their areas of responsibility;
- Ensure that structures exist for consultation on and communication of safety, health and welfare matters;
- Ensure that all work equipment within their area of responsibility is properly installed and maintained in consultation with the Estates Managers;
- Ensure that safe work areas and systems of work are provided;
- Ensure that each School/Function has completed a School/Function Safety statement; relevant to operations which complies with *section 20* of the Act along with associated risk assessments as provided for in *section 19* of the Act;
- Ensure that hazards in their areas are identified, the risks are assessed and the remedial/recommended action is taken where necessary;
- Support the Health and Safety Officer and Occupational Health Officers and conduct regular safety inspections;
- Ensure that staff members are familiar with the emergency procedures associated with their work and other emergencies which may arise. Ensure that local emergency plans and first-aid procedures are implemented and that sufficient evacuation marshals/first-aid personnel are available;
- Co-operate with the Health & Safety Office when investigate incidents to staff/students/visitors in their area of responsibility and ensure that the Incident Report Form as appropriate is completed;
- Ensure that new plant, equipment and materials comply with appropriate Codes of Practice and applicable health and safety legislation;
- In response to risk assessments, arrange for any stipulations set out therein to be adhered to. This may include but is not limited to the provision of adequate and appropriate equipment, clothing or tools to ensure the work can be performed in a safe manner; and
- Ensure that all contractors/service providers carrying out work in the area are referred to the Estates Office to obtain a Permit to Work.

ALL OCCUPANTS

It is the responsibility of each occupant 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 DIT staff members;
- Advise the Incident Controller of any difficulties; and
- Contact the local Occupational Health Officer if they have a disability or medical condition that may affect their safety or that of others during an evacuation.

General Rule of Thumb; All staff members should act as an evacuation marshal by sweeping/searching areas as they evacuate and directing people to the nearest escape routes.

EVACUATION MARSHALS – ALL STAFF

All staff members are required to act as 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. In some cases staff members will have specific roles assigned by the Estates Office.

It is the responsibility of each evacuation marshal to:

- Wear hi-visibility vests, if available;
- Usher all persons in the location towards the nearest emergency exit (*to do so they must be familiar with the location of emergency exits*);
- Ensure that everyone has evacuated and has been directed to the nearest available exit; and
- Encourage all persons in the area to follow the green directional signs.

The Incident Controller (orange hi-vis vest) will be located close to the main entrance. If you pass the incident controller when exiting, report any information about your area to him/her. For example, injured persons, persons refusing to leave, area cleared etc. You may be tasked by the Incident Controller to assist with for example crowd control, otherwise go to the Assembly Point encouraging people to move away from the building exit points so they don't impede the exit of others.

INCIDENT CONTROLLER

A member of the Estates Office staff assumes the role of Incident Controller during an emergency situation on any DIT premises.

The **Porter on duty** is the **Incident Controller** for **Grangegorman Campus** in the event of an emergency situation.

The responsibilities of the Incident Controller include:

- The task of coordinating the emergency response. This includes taking control of the incident, evacuating the building(s) and may also include investigating the sources of activation, liaising with Emergency Services and assisting injured parties;
- The incident controller must be identified by wearing an orange high visibility jacket;
- Giving instructions to designated personnel; and
- Documenting a report on the incident and submitting to the College of Arts and Tourism Health & Safety Team.
- Further details are available from the Estates Office Standard Operating Procedure – [Acting as Incident Controller](#)

ESTATES MANAGER (EM)

It is the responsibility of The Estates Manager 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 measures are in place so that the building is safe and escape routes are clear and not obstructed;
- Ensure that appropriate records of servicing and inspections of life safety systems (fire alarm, emergency lighting and fire extinguishers) lifts are maintained and incorporated in the Fire Register;
- Designate someone to maintain the Fire Register;
- Assist the Estates staff and Emergency Services in response to any emergency or alarm activation; and
- Advise the Local Health & Safety Team on matters related to fire safety;

ESTATES SERVICES SUPERVISOR (ESS) & PORTERS

The Estates Services Supervisor acts as a deputy for the Estates Manager as necessary

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; and
- Act as Deputy Incident Controller where necessary in the event of an emergency.

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;
- Follow DIT site specific evacuation procedures;
- Follow instructions from evacuation marshals or any DIT staff member;
- Advise the Incident Controller of any concerns or difficulties;
- Report any incident or situation they consider to be a fire hazard; and
- Observe all policies and procedures in relation to fire safety

HEALTH & SAFETY TEAM

The College of Arts and Tourism Health & Safety Team has responsibility for the operational and structural safety of the DIT Campus. The main functions of this team are to:

- Ensure that common elements of operational and building safety issues are reviewed and resolved;
- Co-ordinate DIT 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; and
- Liaise with relevant Institute personnel and services, and external authorities.

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 DIT campus e.g. laboratories, workshops, kitchens;
- It will only be necessary for the ERT to meet in the event of a Category 2 event (click [here](#) to view the DIT Critical Incident Management Plan)
- 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 Category 2 event;
- The ERT will be supported and assisted by the various departments and support functions;
- The role and remit of the Emergency Response Team (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 an emergency.

2.9 INFORMATION AND TRAINING SUPPORT

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 DIT 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; and
- 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; and
- Instructions on hearing the evacuation alarm

FIRE EXIT PLANS

These are outlined in the Appendices ([click here](#))

ESCAPE 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 Manager will ensure the Fire Register is maintained. All data relating to inspection, testing and maintenance of fire protection systems and equipment including the AED's is recorded in the Fire Register.

There is a single register for all buildings; it is kept at the front desk Sycamore Gallery, Rathdown House. This is available for inspection by an authorised officer of the Fire Authority or Health and Safety Authority.

ASSEMBLY POINT(S)

The Assembly Point(s) are designated areas of safety where people assemble in the event of an emergency evacuation. There are three Assembly Points; A, B & C.

A – North House

B – Courtyard

C – Hoarding at Cultural Gardens

See maps in appendices identifying the location of assembly points ([click here](#)).

FIRST-AID

A first-aid kit, emergency first-aid kit and an Automated External Defibrillator (AED) is available from the front desk Sycamore Gallery, Rathdown House. Further AEDs are located at the North House (left hand side of the main entrance) and in the Clocktower. First-aid kits are also available in all workshops and in the designated first-aid room for the campus located in Rathdown House.

Emergency First-Aid Procedure

Emergency First-Aid (1 day) and Occupational First-Aid (3 day incorporates the use of AED) training is available to all DIT staff. Emergency (1 day) First-Aid must be completed by all staff working in a laboratory, workshop or kitchen.

WHAT TO DO?

IF SLIGHT INJURY

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

For straight-forward injuries that can be dealt with immediately:

- ✓ Contact first-aider:
 - School/ Function first-aider

- Control Centre (Orchard House)
(01) 402 4206/ (01) 402 4209/ (01) 8385892
- ✓ Contact Occupational Health Officer for advice:
 - Orlaith Waters (OHO) (01) 402 4156 or 087 9809131
(Mon – Fri 9:00am – 5:00pm)

IF SITUATION IS 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 Mater Hospital – Tel: (01) 803 2000
 - Mater Smithfield Rapid Injury Clinic (01) 803 2000 (Mon–Fri 8am–6pm)
- ✓ Sick / unwell / injured students can attend the DIT Student Health Centre
 - Linenhall Lodge – Tel: (01) 402 3614
 - Aungier Street – Tel: (01) 402 3051 (Mon – Fri 9.00am – 5.00pm)
 - or Mater Smithfield Rapid Injury Clinic
- ✓ For urgent out of hours GP service in the Dublin area
 - D DOC – Tel: 1850 22 44 77
(Mon – Fri 6.00pm – 8.00am, Sat/Sun 24hours)
- ✓ 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 staff member/student to hospital

IF THE SITUATION IS SERIOUS

- ✓ Contact Emergency Services immediately at 112 or 999;
 - ✓ Keep the person comfortable until the ambulance arrives;
 - ✓ A friend / responsible person should accompany staff member/student 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 and AED are available at the front desk in Sycamore Gallery, Rathdown House further AED's are located at the entrance to the North House and the Clocktower
 4. Incidents can be reported on-line [click here](#)
 5. Once immediate first-aid treatment has been given, and an ambulance is not be necessary, but a visit to A&E / Doctor is advisable, send the injured person in a taxi accompanied by a friend or a responsible person
 6. The first-aider shall ASAP inform the person's supervisor & OHO of the action taken
 7. The first-aider should assist in completing the Incident Report Form and forwarding it to the Health and Safety Office

If the Emergency Services are contacted please ensure the DIT Estates Office is informed as soon as possible and before they arrive to a DIT campus. This is crucial as the Estates Office will assist to direct the Emergency Services to the specific location on the campus.

Grangegorman Control Centre (Orchard House)	Estates Office	(01) 402 4209/ (01) 402 4206/ (01) 8385892
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Medical Emergency Procedure for DIT Grangegorman

Safe guard your own safety, then assess the nature of the incident

CALL EMERGENCY SERVICES

- Call Emergency Services **112 or 999** (dial '0' to get an outside line).
Recommend that the person calling the Emergency Services is in close proximity to the casualty to assist with providing immediate information regarding the casualty and the environment. Emergency services may also provide instructions to the person on the phone to help the casualty;
- Give information requested by the Emergency Services if known i.e. casualties name, injury, medical condition, your location (DIT Grangegorman campus)
- Provide as much details as possible to the Emergency Services as this allows them to assess and prepare before arriving onsite.
- It is important you tell the Emergency Services to contact the DIT Control Centre when they are on route to the Grangegorman campus (this will allow the Estates Office to prepare for their arrival and to direct them as necessary when they arrive to the campus)

ALERT THE CONTROL CENTRE

- Alert the **Control Centre** that the Emergency Services are coming to the campus and inform them of your location as soon as possible;
 - phone (01) 402 4209 / (01)402 4206/ (01)8385892;
 - use the nearest "Help Point";
 - ask a bystander;
- The Control Centre/ Estates staff can then direct the Emergency Services to the exact location on the campus i.e. building, class room, workshop, office, canteen etc.
- **Note:** the bollards located on St. Brendan's walkway remain unlocked at all times – and are only to be removed if necessary for the Emergency Services to access locations on the campus.

FIRST-AID

- Clear the class room/area of all persons except those attending to the casualty;
- Perform the necessary first-aid if trained to do so or send for help;
- A first-aid kit and an Automated External Defibrillator (AED) are available from the front desk Sycamore Gallery, Rathdown House. Additional AED's are located in the North House (left hand side of the main entrance) and the Clocktower. First-aid kits are also available in all workshops and in the designated first-aid room for the campus located in Rathdown House;
- Stay with the person and keep them comfortable until Emergency Services arrives; and
- A friend/ responsible person should accompany staff member/ student to the hospital.

WHEN EMERGENCY SERVICES ARRIVE AT DIT

Porter on duty/ Estates staff member should;

- Meet Emergency Services at the vehicle entrance point if possible;
Note: There is an intercom system at each vehicle entrance point which will allow the Emergency Service to contact the Control Centre directly on their arrival;
- Provide an update on the casualty if aware of details;
- Inform Emergency Services of any known hazards in the area;
- Advise of any access and egress limitations (i.e. lift or staircase);

- Allow Emergency Services to assess their requirement and needs to treat the casualty;
- Take Emergency Services to the casualties location and allow them to treat the casualty; and
- Follow any instruction given by the Emergency Services to assist treatment and their safe egress from the building/ Grangegorman campus

Note: Follow first-aid training procedures and ensure an incident report form is completed. Inform Head of School/ Function and Health & Safety Office of the medical emergency as soon as possible.

WORK PERMITS

Any work to the fabric of a building on any DIT premises must be authorised by DIT Estates Office. DIT Estates Office requirements include a method statements for work. Procedures for contractors are outlined in the DIT Estates Office Contractors Code. [Please click here for Code](#)

Any other construction work on this site is under the remit of the GDA and all queries should be directed to the GDA Safety Co-ordinator [contact](#).

A hot work permit must be obtained by staff and contractors/services providers 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). To apply for a Hot Works Permit please contact the Estates Office help desk 4027666.

To carry out any digging on the Grangegorman campus a 'digging permit' is required first from the Grangegorman Development Agency.

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. The Staff Training and Development Office will facilitate this training. Specific training will be made available to members of the Local Health and Safety Team, designated Campus Emergency Response Teams and Evacuation Marshals. All staff working in kitchens, laboratories and workshops must complete mandatory emergency (1 day) first-aid training. Further information on training can be found in the [Policy on Health & Safety Training for DIT Staff](#).

Staff members are informed of emergency procedures by the following means (this list is not exhaustive):

- Desktop Emergency Response Flip charts (distributed at ERT);
- Health & safety notice board;
- Safety notice points;
- Emergency first-aid procedures and posters via update;
- Safety booklets; and
- Safety wallet cards.

EVACUATION FOR PEOPLE WITH TEMPORARY/ PERMANENT DISABILITIES

The emergency evacuation requirements for a person with a temporary/permanent disability will be assessed by the Local Occupational Health Officer in consultation with the Disability Support Service and the Estates Office. 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.

EVACUATION CHAIRS

An evacuation chair is a portable device that allows the safe and timely evacuation of incapacitated and mobility-impaired persons out of building's or between floors in the event of an emergency, for example a fire.

Evacuation chairs are located in the following areas:

Building	Number of chairs	Stairs No.	Location
Rathdown House	1	2	1 st Floor
Bradogue	1	1	1 st Floor

Glasmanogue	1	1	1 st Floor
North House Annex	1	1	1 st Floor
North House Annex	1	3	1 st Floor
North House	1	2	2 nd Floor
North House	1	1	1 st Floor

REFUGE POINTS

A refuge is an area normally sited within an enclosure such as a protected lobby, protected corridor or protected stairway, which provides a temporary safe area for people who will not be able to use stairways without assistance. The receiver for each refuge point intercom is located at the entrance to the relevant building in Grangegorman. They are available to Emergency Services.

SIMULATION EXERCISES

Evacuation drills are held twice per semester, one during the daytime and one during the evening/ night-time. Drills during semesters; September to December and January to May are announced to relevant staff members. Summertime drills are unannounced. The Occupational Health Officer in cooperation with the Local Health & Safety Team(s) organise the evacuation drills.

The Estate Office tests the fire alarm every Friday on the Grangegorman campus between 8:00 – 8:30am. This is not an evacuation; it is a test of the alarm operation and serves as an important training function.

3. PROCEDURE IN EVENT OF EMERGENCY

3.1 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 you may need to dial "0" first to get an outside line. The dial tone may differ from the usual tone;
- Get someone to inform the Control Centre (bystander/ student/ staff member) of the situation. "Help Points" located on the campus can be used to contact the Control Centre; and
- Designate a person to go to meet the Emergency Services and guide them to the scene.

FIRE & EVACUATION

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

1. On suspecting a fire i.e. smell/see smoke

- a. Do not investigate alone; and
- b. Alert the Control Centre ((01) 402 4209 / (01)402 4206/ (01)8385892 or use nearest "Help Point") and wait for further instruction.

2. On discovering a fire:

- a. Activate the nearest alarm call point or break glass unit;
- b. Contact the Control Centre (bystander/ student/ staff member) or Emergency Services; and
- c. Fight the fire with the appropriate fire extinguisher 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; and
 - 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 permit;
- 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/Emergency Services; and

- j. Do not return to the building until instructed to do so by the Incident Controller/Emergency Services.

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 occupants, 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 ([click here](#)).

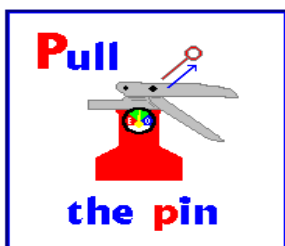
3.2 USE OF FIRE EXTINGUISHER

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 each 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.

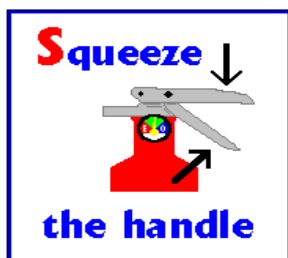
Remember the **PASS** method – **P**ull, **A**im, **S**queeze, **S**weep.



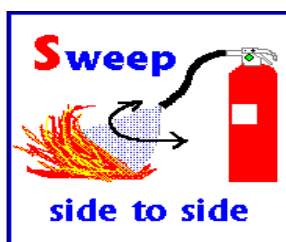
1. **PULL** THE PIN



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



3. **SQUEEZE** THE HANDLE



4. SWEEP FROM SIDE TO SIDE

FIRE BLANKET

- This is for fires involving both solids and liquids. They are 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.

Selecting the Correct Type of Extinguisher to Use

Please see the appendices (page 36) for information regarding the selection of fire extinguisher

3.3 MEDICAL EMERGENCY

- Try to remain calm and safeguard your own safety;
- Contact the **Control Centre (01)402 4209/ (01)402 4206/ (01)8385892 or use nearest "Help Point"**
- 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 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; and
- Report incident and ensure that an Incident Report Form is completed as soon as possible;
- See detailed medical emergency procedure for Grangegorman campus page 16.

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 Services Supervisor or Occupational Health Officer for safe disposal; and
- A bio-hazard kit should be used for spills and disposed of correctly as per manufacturer's instructions

3.4 VIOLENT ATTACK/ INTRUDER/ CRIMINAL ACTIVITY

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/on Campus when such an incident occurs and you cannot get out safely you should attempt to safeguard your own safety by taking the following actions:

- 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;
- Contact the Control Centre ((01)402 4209 / (01)402 4206/ (01)8385892) if possible;

- **Do not** pursue or attempt to detain suspects;
- 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; and
- Silence mobile phones.

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; and
- If doubt exists as to the location of the assailant, the room should be kept secure.

What to Report to the Gardaí:

- Your exact location;
- Number of people at your location; and
- 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

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

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

3.5 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; and
 - 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; and
- 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; and
- If the threat is received by email, do not reply, delete or forward the email.

For all threats:

1. Immediately notify the DIT Control Centre (01)8385892;
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; and
4. All enquiries should be directed to the DIT Office of Public Affairs.

3.6 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; and
- 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, Chair of the Critical Incident Management Team (CIMT) 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; and
- 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; and

- 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; and
- 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; and
- The Gardaí Síochána should also be notified

3.7 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; and
- **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**

3.8 FOOD POISONING

Report suspected cases to:

- Manager of canteen/catering company concerned; Aramark Trish Aherne (01)8385893/ 086 8532892
- Local HSE Food Safety Authority of Ireland on Lo call 1890 336677 or [Environmental Health Officer](#) 01 8976140; and
- Seek early medical attention.
- Complete incident report form

3.9 WATER CONTAMINATION

Report suspected cases to:

- Local Estates Manager (EM);
- Local HSE Food Safety Authority of Ireland on Lo call 1890 336677 or [Environmental Health Officer](#) 01 8976140;
- Follow any public health notices;
- Do not consume water or use for food preparation; and
- Seek medical advice (if necessary); and
- Complete incident report form.

3.10 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 Control Centre /Estates Manager who will secure area and contact electrician/ESB; and
- **ESB EMERGENCY NUMBER 1850 372 999.**

3.11 GAS LEAK

If you smell gas:

- Do not smoke / light match;
- Do not turn electrical switches on or off;
- Turn gas off at meter; and
- 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/ call point;
- Inform Control Centre/ Estates Manager; **(01)402 4209 / (01)402 4206/ (01)8385892**
- Evacuate the building and go to the [Assembly Point](#);
- Await instruction from Incident Controller / Bord Gáis or Emergency Services Personnel; and
- Estates Office contact **Bord Gáis 1850 20 50 50.**

3.12 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 Control Centre/Estates Manager so that water can be shut off at the mains; **(01)402 4209/ (01)402 4206/ (01)8385892**
- Raise the alarm by activating the break glass unit/ call point;
- 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 ERT will help co-ordinate the response.

3.13 BIOLOGICAL AGENTS

This may be a spill or release of a biological agent inside a building or to the environment. Simple spills may be managed by staff members who are familiar with spill protocols in their School. 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 specialised 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); and
- Dispose of all materials appropriately

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) and Control Room; (01)402 4209/ (01)402 4206/ (01)8385892
- Notify Head of School;
- Complete Incident Report form;
- Allow aerosols to settle for 30 minutes before re-entering; and
- Gather suitable cleaning supplies and PPE before re-entering area; and
- Complete incident report form

3.14 CHEMICAL AGENTS

This may be a spill or release of a chemical agent inside a building or to the environment. Simple spills may be managed by staff members who are familiar with spill protocols in their School. 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 specialised 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 School;

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 or Control Room (01)8385892 ;

- 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.

4.0 PROCEDURE IN EVENT OF EMERGENCY

4.1 DESIGNATED INDIVIDUALS

LOCAL DIRECTOR(S), SENIOR MANAGEMENT & COLLEGE ADMINISTRATOR(S)

Objectives:

To outline actions to be taken by the Local Directors, Senior Management & College Administrator(s) 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 Secretary to the Institute regarding insurance; and
- Direct the protection of sensitive personnel and student files

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; and
- Liaise with external agents where necessary

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 EM, DIT Estates Office, Grangegorman Estates Management, 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.; and
- Where required, report the incident to the Health & Safety Authority (HSA)

EVACUATION MARSHALS/SWEEPERS

ALL STAFF SHOULD ACT AS AN EVACUATION MARSHAL/SWEEPER

Objectives:

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

Actions to be taken:

- Put on Hi-vis vests, if one available. If you do not have it at the time of the evacuation, do not worry, as you can get one outside from the Incident Controller. You can still carry out your duties even without a hi-vis vest;
- Usher all persons in your location* towards the nearest emergency exit (*to do so you must be familiar with the correct route yourself*);
- On your way out ensure that everyone has evacuated and has been directed to the nearest available exit;
- Encourage all persons in your area to follow the green directional signs;
- The Incident Controller (orange hi-vis vest) will be located close to the main entrance. If you pass the incident controller when exiting, report any information about your area to him/her. For example, injured persons, persons refusing to leave, area cleared etc.; AND
- **You may be tasked by the Incident Controller to assist with for example crowd control, otherwise go to the Assembly Point** encouraging people to move away from the building exit points so they don't impede the exit of others.

DO NOT DELAY OR PUT YOURSELF IN DANGER

INCIDENT CONTROLLER

Objectives:

To outline actions to be taken by the [Incident Controller](#) in the event of an alarm activation

Actions to be taken:

In the event of the evacuation alarm activation:

- One of the porters on duty must assume the role of Incident Controller;
- Once the alarm sounders have been activated, the building should be evacuated. Once the evacuation starts it should be run to completion even if the source of the alarm is identified and resolved early on;
- The Emergency Services must be contacted straight away, unless it can be immediately confirmed that the activation is a false alarm;
- The Incident Controller must put on an orange hi-vis vest;
- The Incident Controller may direct evacuation marshals to a specific role i.e. manning an entrance door, traffic control or ushering people toward the Assembly Point;
- Throughout the evacuation the Incident Controller should remain close to, but at a safe distance from the main entrance so that they can liaise with evacuation marshals and the emergency services;

- When the Emergency Services arrive the Incident Controller must give them the red fire box which contains the Fire Register and is located at the front desk Sycamore Gallery Rathdown House;
- The Incident Controller must also pass on any other relevant information to the Emergency Services. This may include information about the incident (if known), information about chemicals, gases or dangerous substances, details of persons still in the building or areas swept;
- The Incident Controller should not allow him/ her be unnecessarily distracted by staff or students. Anyone speaking to the Incident Controller unnecessarily should be firmly told **‘the evacuation alarm is sounding, please leave the building’**;
- When the Emergency Services arrive on site the Incident Controller hands full responsibility of the building and the incident to the Emergency Services. From that point on the Incident Controllers duty is complete and they should proceed to the Assembly Point;
- The Estates Manager must be notified at the earliest opportunity;
- 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; and
- Record details in the Fire Register

ESTATES MANAGER (EM)

Objectives:

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

Actions to be taken:

- The Estates Manager will assume the role of the Incident Controller if on site the time of the alarm activation;
- 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 Schools/ Function 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; and
- Prepare plans, specifications and cost estimates for building remodeling

ESTATES SERVICES SUPERVISOR (ESS) & PORTERS

The Estates Services Supervisor will act as a deputy to the Estates Manager

Objectives:

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

Actions to be taken:

Actual Fire/ Emergency:

- Evaluate the situation;
- 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) if possible;
- Evacuate and report to Assembly Point; and
- Switch off sounders and reset alarm when the all clear is given.

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.

Actions to be taken:

On discovering an emergency situation:

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

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.

Actions to be taken:

On suspecting or discovering a fire:

- Do not investigate alone;
- Activate the nearest alarm call point or break glass unit, after which contact the Control Centre ((01)402 4209 / (01)402 4206/ (01)8385892)) 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;

LIBRARY STAFF

Objectives:

To outline actions taken by Library staff in the event of an alarm activation.

Actions to be taken:

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 permit;
- 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.

STUDENTS UNION

Objectives:

To outline actions taken by the Students Union in the event of an alarm activation.

Actions to be taken:

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.

EXAM INVIGILATORS

Objectives:

To outline actions taken by the Exam Invigilators in the event of an alarm activation during an examination.

Actions to be taken:

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 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; and
- Do not return to the building until instructed to do so by the Incident Controller.

Subsequent to Evacuation:

- 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.

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 Control Centre 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; and
- Do not return to the building until instructed to do so by the Incident Controller

<u>EVENT ORGANISERS</u>

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 outlining the Assembly Point, and the procedures to be followed in the event of an emergency.
- Conduct risk assessment for each event.

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; and
- Do not return to the building until instructed to do so by the Incident Controller

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; and
- Carry out a debriefing in order to review the incident and the effectiveness of the response process

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 are to follow the Estates Office Standard Operating Procedure 'acting as incident controller'

In the event the evacuation alarm sounding in any DIT building on the Grangegorman campus out of hours while the security company has responsibility the Emergency Services should be alerted immediately.

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

APPENDICES

APPENDIX A

SELECTION OF FIRE EXTINGUISHERS

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)

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

APPENDIX B

[Emergency Exit Plans](#)



Grangegorman
Emergency Exit Plan.

APPENDIX C

[Campus landscape Map](#) (identifying location of 3 assembly points)



Campus
landscaping 3.pdf

PHOTOGRAPHS OF THE ASSEMBLY POINTS, GRANGEGORMAN CAMPUS



A – NORTH HOUSE



B – COURTYARD



C – HOARDING AT CULTURAL GARDENS

APPENDIX D

DEFINITION OF CATEGORY 2 FROM THE [DIT CRITICAL INCIDENT MANAGEMENT PLAN](#)

Category 2 Events	Overseen by Chairs of Health and Safety Teams
<p><i>Definition: interruption affecting the operation of one or more buildings resulting in short term closure of the building(s) e.g. up to and including two working days. An example of such an incident could be the total loss of building services to one or more buildings or minor fire affecting a part of the building. The threat to safety and/or property is identified but not immediate. It has a severe impact on the operation of the building(s) that could result in closure of the building.</i></p> <p><i>A Category 2 event will be dealt with by the relevant Health and Safety Team implementing their own site specific Emergency Response Plans. Assistance may be sought from CIMT if required.</i></p> <p>Reference Manual: Site Specific Emergency Response Plans</p>	