Technological University Dublin First Response Procedures for all Campus Users

First response procedures and general guidelines for all campus users to various emergency situations that could arise at TU Dublin.

These procedures are interlinked with the TU Dublin Emergency Policy and Management Plan

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**BOMB THREAT OR SUSPECT PACKAGE/DEVICE**

A bomb threat may come to the attention of the receiver in various forms, for example; written, verbal, discovery of a suspect package/device. Action in relation to all threats must be assessed by the Chair of the Silver Team, who will determine the level of response required in consultation with the Gardaí and the senior management team (Silver and Gold team members). Campus users resident and affected by the threat will be notified and advised of the action being taken in relation to the threat.

**Response**

**Phone Threat**
- Try to remain calm and take details such as:
  - Time, information from telephone display, caller’s exact words, background sounds and noises, code words.
- Try to obtain information regarding the suspect package/device: location (Eircode), when is it set to activate, what it looks like;
- 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;
- Call the Security Control Centre/Estates;
- Await further instruction.

**Written Threat/receipt/discovery of a suspect item**
- Handle the item or package as little as possible;
- Do not open or touch suspicious objects or packages;
- Do not subject to excessive heat, flame, direct sunlight or immerse in water;
- Note the appearance, sound and exact location of the suspect item;
- Calmly and discreetly keep campus users away from potential danger area;
- Call the Security Control Centre/Estates;
- Await further instruction;
- Do not use a two way radio or mobile phone in the immediate vicinity;
- If the threat is received by email, do not reply, delete or forward the email;
- If evacuation is recommended and time permits, shut down gas (if applicable), leave doors and windows open, proceed to an Assembly area that is not in line of sight to possible danger areas.

**For all threats:**
1. Immediately notify the Security Control Centre/Estates and an Garda Síochána;
2. Remain calm and await further instruction from the Security Control Centre/Estates Office and chair of Silver Team 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 Office of Public Affairs.

*Complete an Accident Report/Near Miss/Dangerous Occurrence Form as appropriate.*
BIOLOGICAL AGENTS SPILL/RELEASE

This may be a spill or release of a biological agent inside a building or to the environment. Minor and low risk spills may be managed by staff members who are familiar with spill protocols in their School/Function. Large spills/releases 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. The following are general guidelines only and response procedures will depend not only on the quantity involved but also the hazardous characteristics of the agent and where the spill/release has occurred. In all situations, personal protection is of primary importance and clean-up of spills is secondary. All Schools/Functions working with biological agents are required to develop and practice their own site-specific emergency procedures.

DEFINITION

<table>
<thead>
<tr>
<th>Minor Spill</th>
<th>Major Spill</th>
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<tr>
<td>Does not spread rapidly</td>
<td>Spreads rapidly</td>
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<tr>
<td>Does not endanger people</td>
<td>Presents an exposure hazard (e.g. inhalation, skin absorption)</td>
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<tr>
<td>Does not endanger the environment</td>
<td>Endangers people or environment</td>
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Minor Spill (low risk confined to a small area)

- Assess the scene. Determine what was spilled/released and what has been contaminated;
- Wear/use appropriate personal protective clothing and equipment (PPE);
- Wipe up spill with paper towel;
- Discard towel as biohazardous waste;
- Any glassware should be picked up with forceps or a disposable scoop and treated as hazardous sharps waste; and
- Clean surface with suitable disinfectant;

Major Spill (significant splashing or aerosol generation; medium/large)

- Assess the risk and determine the appropriate response; i.e. (i) clean up or (ii) evacuate and contact specialists;
  - **Clean Up**
    - Refer to School/Function spill procedure;
    - If safe to do so, contain the spill using appropriate spill kit;
    - Wear/use appropriate personal protective clothing and equipment (PPE);
    - Ventilate the area if appropriate;
    - Remove contaminated clothing;
    - Wash all exposed skin;
    - Place warning sign on door;
    - Secure area;
    - Allow aerosols to settle for 30 minutes before re-entering;
    - Gather suitable cleaning supplies and PPE before re-entering area;
    - Thoroughly disinfect and clean the area;
    - Dispose of biohazardous waste in accordance with School/Function procedures;
    - Notify Head of School/Function;
  - **Evacuate and contact specialists**

- Raise the alarm if needed;
• Evacuate area/building and close door;
• Secure area;
• Contact Emergency Services (999 or 112) (if calling from a campus landline you may need to dial “0” for an outside line);
• Remove contaminated clothing;
• Wash all exposed skin;
• Notify Head of School/Function;
• Await direction from Head of School/Function or Silver Team.

Response to Biological Contamination of Individual

• Scene Safety! Alert people in area of danger;
• Remove contaminated person from area of exposure (ONLY IF SAFE);
• Otherwise, wait for emergency personnel to arrive – dial 999 or 112 (if calling from a campus landline you may need to dial “0” for an outside line);
• Do not touch the person until they are decontaminated unless you can safely protect yourself against exposure with personal protective clothing and equipment (PPE)

Decontamination (EYES):
• Flush with copious amounts of water for at least 20 minutes. Use eyewash station or tap water or sterile eye wash from the first-aid kit.

Decontamination (SKIN/BODY):
• Remove contaminated clothing and footwear 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 container label and any other critical information is ready for Emergency Services personnel.

Complete an Accident Report/Near Miss/Dangerous Occurrence Form as appropriate.

CHEMICAL AGENTS SPILL/RELEASE

This may be a spill or release of a chemical agent inside a building or to the environment. Minor and low risk spills may be managed by staff members who are familiar with protocols in their School/ Function. Major spills/releases 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. The following are general guidelines only and response procedures will depend not only on the quantity involved but also the hazardous characteristics of the chemical and where the spill/release has occurred. In all situations protection of personnel is of primary importance and clean-up of spills is secondary. All Schools/Functions working with chemicals are required to develop and practice their own site-specific emergency procedures. Always refer to Safety Data Sheet and/or spill procedure in the chemical agent risk assessment for the School/Function.

DEFINITION
Minor Spill
Does not spread rapidly
Does not endanger people

Major Spill
Spreads rapidly
Presents an exposure hazard (e.g. inhalation, skin absorption)
Does not endanger the environment  Endangers people or environment

**Minor Spill (low risk)**
- Cleaned up by person at spill scene/person responsible for chemical as per School/Function spill procedure;
- Wear/use appropriate personal protective clothing and equipment (PPE);
- Dispose of waste appropriately.

**Medium Spill (medium risk)**
- Always refer to Safety Data Sheet and/or spill procedure in the chemical agent risk assessment for the School/Function;
- Special precautions may need to be taken for flammable liquids, volatile toxic compounds, direct contact hazards etc.;
- Wear/use appropriate personal protective clothing and equipment;
- Cordon off the spill area;
- If safe to do so, contain and absorb the spill using appropriate spill kit;
- Ventilate the area;
- Dispose of waste appropriately;
- Decontaminate the area and any affected equipment as per School/Function protocol.

**Major Hazardous Material/Chemical Spill (high risk)**
- Do not enter any confined area where there is a risk of being exposed to toxic atmospheres;
- Do not allow any ignition sources or electrical equipment to be operated in the immediate vicinity of the spill;
- If safe to do so, cordon off the spill area;
- Raise the evacuation alarm (call point/break glass unit) and evacuate the building;
- Contact the Security Control Centre/Estates;
- Notify Emergency Services 999/112 immediately for any major hazardous chemical spill;

**Response to Chemical Contamination of Individual**
- Scene Safety! Alert people in area of danger;
- Do not touch the person until they are decontaminated unless you can safely protect yourself against exposure with personal protective clothing and equipment.
- Remove injured person from area of exposure (ONLY IF SAFE);
- Otherwise, wait for emergency personnel to arrive – dial 999 or 112 (if calling from a campus landline you may need to dial “0” for an outside line);

**Decontamination (EYES):**
- Flush with copious amounts of water for at least 20 minutes. Use eyewash station or tap water.
- Always seek medical attention for a chemical splash to the eye, even if there is no obvious damage or side effects. Ensure the container label and/or the safety data sheet for the chemical is made available to medical personnel.

**Decontamination (SKIN/BODY):**
- Remove contaminated clothing and footwear 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 container label and the safety data sheet (SDS) for the chemical and any other critical information is ready for Emergency Services personnel.

Complete an Accident Report/Near Miss/Dangerous Occurrence Form as appropriate.

CRASH/IMPACT COLLISION BY VEHICLE/BICYCLE/OTHER ON CAMPUS

• Assess the situation. Remain calm, ensure your own safety;
• Check yourself and others for injuries and render first-aid if practicable;
• Contact Emergency Services 112/999 (If calling from a campus landline you may need to dial “0” for an outside line);
• If in any doubt about scene safety, stand back and await arrival of Emergency Services;
• If possible determine whether there are injured or trapped people as a result of the crash/collision;
• Note hazards on site e.g. diesel/petrol/oil and inform emergency services when they arrive;
• If able, move vehicles out of path of traffic, to a safe place, and activate hazard lights; and
• Do not leave the scene until you have exchanged information with other motorists, or the Gardaí release you from the scene.

Note: This guidance is about your safety. Contact your insurer for guidance regarding insurance claims.
If you are involved in a crash in a University vehicle, follow the steps above, and also report the incident to the University Secretary for more information.

Complete an Accident Report/Near Miss/Dangerous Occurrence Form as appropriate.

DEMONSTRATION/CIVIL DISORDER/PROTEST

TU Dublin 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. On most occasions these activities are planned and involve liaison with TU Dublin officials.

A protest should generally not be disrupted unless one or more of the following conditions exists:
• Disruption of the normal operations;
• Obstruction of access to facilities;
• Threat of physical harm to persons or damage to facilities;
• Unauthorised entry into or occupation of any room, building or area of the campus, including such entry or occupation at any unauthorised time;
• Unauthorised or improper use of any property, equipment or facilities.

General Guidelines
• If any campus user detects that a protest is about to occur/has occurred at a campus building, they should:
  o immediately report all available information to any member of senior management or the Security Control Centre/Estates;
• Any engagement in dialogue with those protesting, should be done in a tactful manner to ensure that the situation is not further exacerbated;
In the event that a protest blocks access to facilities or interferes with operations, 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;

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 Siochána should also be notified.

Operational decisions will be taken by senior management to determine appropriate actions in response to the protest. The assistance of the Garda Siochána should be sought to remove any protestors who are preventing the conduct of lawful business or who are acting in an unlawful manner.

**ELECTRICAL EMERGENCY**

**If a person has been electrocuted:**

- Assess the situation and ensure your own safety;
- Turn off the source of electricity, if possible and safe to do so. Activate the emergency electrical shut off in a kitchen/laboratory/workshop;
- Avoid direct contact with the affected person while they are in contact with the electrical current;
- Do not approach the casualty until the scene is safe and the power supply has been isolated!
- Keep onlookers away from live or energised equipment;
- Contact 112/999; If calling from a campus landline you may need to dial “0” for an outside line;
- If it is not possible to isolate the power supply 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 break contact between the casualty and the source of electricity;
- Once it is safe to do so, check casualty for response and administer first-aid;
- If in any doubt about scene safety, stand back and await arrival of Emergency Services; and
- Alert Estates Office and/or the Porter on duty, who will secure area and contact electrician/ESB;
- **ESB 24 HR FAULT & EMERGENCY CONTACT 1850 372 999 / 021 4537000**

**Suspected Electrical hazard/fault**

- Take item out of use; and
- Alert Estates Office and/or the Porter on duty, who will secure area and contact electrician/ESB.
- **ESB 24 HR FAULT & EMERGENCY CONTACT 1850 372 999 / 021 4537000**

Complete an Accident Report/Near Miss/Dangerous Occurrence Form as appropriate.

**EXTREME WEATHER EVENTS**

- Check local and national media to keep abreast of official warnings and advice from the authorities;
- Internal communications from TU Dublin will be circulated via email, social media and the website;
• Avoid unnecessary travel if it is not safe;
• If you are already on campus, stay there until advised otherwise;
• Remain indoors and close windows and doors;
• Bring indoors or firmly secure any objects outside that could become airborne in strong winds;
• Make any necessary provisions for water, food and heating in the event of road closures, disruptions to water and power supplies; and
• Do not use electrical equipment during an intense electrical storm.

FATALITY ON/OFF CAMPUS (Relating to TU Dublin Business/Activity)

• Ensure your own safety; if you feel like you could be in danger, remove yourself from the location;
• If you are a trained first- aider check vital signs and commence CPR and defibrillation if deemed appropriate;
• Contact Emergency Services 999/112 (if calling from a campus landline you may need to dial “0” for an outside line).
• If on University campus, inform the front desk/reception and/or the Security Control Centre/Estates;
• If it seems the person was a victim of violence, communicate this when you call for help;
• Do not touch anything, as the area may be a crime scene. Do not touch skin or body fluid, as the body may contain potential blood borne pathogens that can infect you and others;
• If practicable, cover the body and ensure it cannot be disturbed until assistance arrives;
• Close off the area e.g. room/corridor/grounds;
• Disperse any spectators;
• Await the arrival of assistance and update them;
• Cooperate with Emergency Services (Medical Professionals and Gardaí); and
• Seek support from the Employee Assistance Programme.

FIRE

On suspecting a fire i.e. smelling or seeing smoke:
• Do not investigate alone;
• Alert front desk/reception and wait for further instruction; and
• Prepare to evacuate if necessary.

On discovering a fire:
• Activate the nearest alarm call point or break glass unit, after which;
• Alert the front desk/reception or Emergency Services if possible;
• Fight the fire with the appropriate fire extinguisher only if it is safe to do so and you are trained; and
• Follow the evacuation procedure below.
If you hear the evacuation alarm:

• Proceed to evacuate without delay, do not wait for further information or instruction;
• If there is time and it is safe to do so, shut down electricity and gas, and close doors and windows;
• Leave the building using the nearest emergency exit;
• Do not use the lift;
• Form a single file on stairways and corridors and leave the centre passageway clear for emergency access;
• If you encounter crowd congestion, smoke or other danger proceed to another exit if possible;
• Disperse from the building and report to the designated Assembly Point; and
• Do not re-enter the building until the “all clear” has been given.

FOOD POISONING (on/off campus relating to TU Dublin business activity)

SUSPECTED:
As suspected food borne illnesses can have a gestation period of some length, it must be considered that the first notification of concern could be some time after consumption and from persons no longer on campus.

• If you suspect you have food poisoning, contact your General Practitioner (GP);
• Follow medical guidance and do not return to work until advised;
• Persons at risk such as very young children, the elderly and persons who are immune-compromised should seek medical attention as early as possible.

CONFIRMED:

• If your GP confirms that you have food poisoning you should also report it to the Food Safety Authority of Ireland or your local environmental health officer in the HSE.
• All confirmed cases should be reported to the manager of the canteen/catering service provider concerned and to the Health and Safety Office;
• Provide as much information as possible e.g. when and where you purchased/consumed the suspect food, when you first felt ill and your symptoms. If you still have any of the suspect food, put it in a sealed container and store it in the fridge or freezer;

Complete an Accident Report/Near Miss/Dangerous Occurrence Form as appropriate.

FLOODING

Action in the event of a flood:

• If practicable, isolate the source of flooding/water leakage;
• Prevent unauthorised access to the affected areas.
• Avoid use/contact with electrical equipment/services;
• Contact the Estates Office;
• Evacuate to a place of safety;
Complete an Accident Report/Near Miss/Dangerous Occurrence Form as appropriate.

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

**GAS EMERGENCY/EXPLOSION**

If you smell natural gas:
- Do not smoke/light match;
- Do not turn electrical switches on or off;
- Turn gas off at meter;
- Do not enter any confined area, where there is a risk of being overcome by gas;
- Open doors and windows to ventilate area.

If the natural gas odour persists or if in doubt:
- Raise the alarm by activating the alarm call point/break glass unit;
- Evacuate the building and go to the Assembly Point;
- Inform Estates Office;
- For unportered buildings contact [Gas Networks Ireland 24 hour emergency 1850 20 50 50](tel:1850205050);
- Await instruction from Incident Controller/Gas Networks Ireland or Emergency Services personnel.

The following procedures are general guidelines for all Schools/Functions where gas cylinders are used. All Heads of School/Function are responsible for ensuring they have specific procedures for dealing with gas leaks and fires involving gases. These procedures need to be documented and communicated to staff, students and any other relevant persons.

**Procedures for Staff Working with Specific Gases**
The following is taken from BOC’s ‘Safe under Pressure’ 2019 Manual. Minor and low risk gas cylinder leaks may be managed by staff members who are familiar with protocols in their School/Function. Major spills/releases 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. In all situations protection of personnel is of primary importance. All Schools/Functions working with gases are required to develop and practice their own site-specific emergency procedures. Always refer to gas supplier information and gas risk assessments for the School/Function.

**Gas cylinders/gas line leak**

**Compressed Gas Leak – Minor**
A minor gas leak presents no or only minimal inhalation or fire hazard.
Hissing cylinders will indicate leakage from a cylinder valve. If a leak is suspected, check that the valve is closed properly using moderate force (hand tight) and perform a leak test. If the cylinder continues to leak, contact the cylinder supplier.
- Be aware that gases can accumulate and displace oxygen in a space that is not well ventilated (asphyxiation hazard);
- Remove ignition sources if gas is flammable;
- Restrict access to the area;
- Place cylinder in or next to a fumehood if possible;
- Tighten fitting on cylinder;
- Locate leak if possible;
- Contact cylinder supplier for advice;
• If a fumehood is not available and there is a direct route outdoors, then move to outdoor location using an appropriate cylinder cart;
• Notify Line Manager/Head of School; and
• Notify Estates Office.

**Do not try to repair the leak, contact the supplier and ask for appropriate response instructions.**

**Compressed Gas Leak – Major**
A major gas leak presents a large or uncontrollable leak risk or fire hazard, involves an acutely toxic gas, and/or more than minimal personal risk.

- Shut down gas supply (note the location of emergency gas shut off points in kitchens, laboratories and workshops).
-Alert area occupants using the break glass unit and evacuate the building;
- Call Emergency Services 112/999; if calling from a campus landline you may need to dial “0” for an outside line;
- Do not turn on/off anything electrical;
- If possible, ventilate the affected area (only if it can be done safely and only if the leak is ventilated to the outside) prior to leaving the area. Leave fumehoods running.
- Provide information to the Incident Controller/Emergency Services;
- Contact the supplier/manufacturer for emergency repair information.

**If a gas cylinder is directly involved in a fire**

- Raise the alarm and evacuate the building;
- Call Emergency Services, 112/999; if calling from a campus landline you may need to dial “0” for an outside line;
- Estates Office to advise internal and external neighbours within 200 metre hazard zone area about the danger;
- Inform supplier;
- Cylinders which are not directly involved in the fire and have not become heated should be moved as quickly as possible to a place of safety, provided this can be done without risk to building occupants nor risk to the person(s) moving the cylinders. Make sure the cylinder valves are closed;
- When the Emergency Services arrive, explain the location and number of gas cylinders directly involved in the fire and the types of the gases they contain. The Emergency Services cannot enter campus buildings to deal with the situation without this information.

**Complete an Accident Report/Near Miss/Dangerous Occurrence Form as appropriate.**

**Cylinders in Fires**
All gas cylinders, whatever their gas contents, are potentially dangerous when exposed to a fire.

Gas cylinders involved in a fire may explode due to the pressure inside the cylinder.

Procedure:
- Evacuate the area;
- Call the fire brigade;
- Inform Estates Office;
- Contact the gas supplier;
• Cylinders that are not directly involved in the fire and have not become heated should be moved as quickly as possible to a safe place provided this can be done without undue risk. Make sure the cylinder valves are closed;
• When the fire brigade arrives inform them of the location and number of gas cylinders directly involved in the fire and the names of the gases they contain.

Contamination of Cylinders
Procedure:
• If you become aware that a cylinder has become contaminated, by whatever means or whatever contamination, contact the gas supplier;
• Label the cylinder before it is returned to the supplier giving any information about the known or suspected contamination. This information is required even if the containment, such as water, has been emptied out of the cylinder before return.

HOSTAGE SITUATION

If you hear or witness a hostage situation
• Remove yourself from any danger, exit the building immediately and move to a place of safety;
• Notify anyone you may encounter as you go, to exit the building immediately;
• Call for help or dial 999/112; if calling from a campus landline you may need to dial “0” for an outside line;
• Be prepared to give Gardaí the following information: location and room number of incident, number of possible hostage takers, physical description and names of hostage takers, if possible number of possible hostages, any weapons the hostage takers may have, your name and any further information requested.; and
• Report the situation to the Estates Office.

If you are taken hostage
• Remain calm, be polite, and cooperative with your captors;
• Do not attempt to escape unless there is an extremely good chance of survival. It is safer to be submissive and obey your captors;
• Do not draw attention to yourself with sudden body movement, statements, comments or hostile looks;
• Observe the captors and try to memorise their physical traits, voice patterns, clothing, or other details that can help provide a description later;

INFECTIOUS/COMMUNICABLE DISEASES

Examples of notifiable infectious diseases (this list is not exhaustive):
• Meningitis, Measles, Mumps, Tuberculosis (TB), Pandemic Influenza etc. Further details available from this link.

SUSPECTED:
• Early diagnosis and treatment is vital
• Staff members should attend their local General Practitioner or Accident & Emergency Department;
• Students can attend the Student Health Centre during term-time;

CONFIRMED:
• Once a diagnosis is confirmed, the GP is obliged to notify the Public Health Department (Health Service Executive) of certain communicable diseases;
• The Public Health Department will advise the University 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 (from the Health Service Executive (HSE)).**
• Further information is available from the HSE at [https://www.hpsc.ie/topics-a-z/](https://www.hpsc.ie/topics-a-z/)

**INTRUDER/CRIMINAL ACTIVITY**

• Remember that ensuring your own safety is the primary goal;
• Try to remain calm and attempt to remove yourself from danger/seek safe refuge;
• If you can safely leave the area, then do so;
• Avoid confrontation. Stay away from the suspect and out of danger;
• Allow the suspect to leave the building. Do not approach, pursue or attempt to detain them;
• Raise the alarm by phoning the local Front Desk;
• If in immediate danger call out for help or contact emergency services on 999/112 (if dialling from a campus landline you may need to dial “0” for an outside line); and
• Where necessary, report to Gardaí and seek medical treatment for shock/other injuries.

*Complete an Accident Report/Near Miss/Dangerous Occurrence Form as appropriate.*

**LIFT**

Procedure for a person trapped in a lift

• Stay calm and use lift telephone or intercom or your mobile phone to call for help;
• Contact the Estates Office/ with details such as building and lift locations and any information inside the lift; and
• Wait for assistance.

Procedure for finding a person trapped in a lift

• Contact the Estates Office if possible with details such as building and lift locations and any information inside the lift;
• Reassure persons trapped inside the lift. Let them know help is on its way;
• Continue to monitor the safety and welfare of those trapped in the lift; and
• Wait for assistance.

*Complete an Accident Report/Near Miss/Dangerous Occurrence Form as appropriate.*

**MAJOR EQUIPMENT/STRUCTURAL FAILURE**

• Contact the Estates Office;
• Do not interfere or try to repair any equipment;
• Cordon off/mark the area as unsafe if it is accessible to others;
• Do not place yourself at risk;
• If possible, leave the building and go to a place of safety. Use caution as there may be falling debris;
• If you cannot leave the building, go to a place of safety within the building. This may include sturdy doorways with good overhead protection or cover under furniture e.g. tables, remain calm, do not move from safe cover and if trapped raise the alarm if possible; and
• Treat all fallen cables as electrically live.

The Estates Office will make decisions regarding control and access to buildings and areas affected by a major utility failure. They will issue the “all clear” for safe re-entry and continued occupancy. In extreme cases, the Emergency Plan will be initiated by the Silver Team. Await further instruction.
MEDICAL EMERGENCY

**ACCIDENT/INJURY/UNWELL**

*Person discovers emergency*

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**Front Desk/Reception Area of Buildings**
First-aid kit and automatic external defibrillator (AED) available at the front desk/reception of main buildings. First-aid kits located in all occupied kitchens, workshops, and laboratories.

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**Contact First-Aider**

- Front desk/reception area.
- List of trained first-aiders is available on the website.
- If necessary contact Health and Safety Office for advice
  087 9809135 / 087 9809194 / 087 9809131 / 086 3891080

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**Worrying Injury/ Illness**
Requires immediate medical attention
- Arrange transport for the person to their local GP or A&E Department
- Students ONLY can attend the Student Health Centres
  (Mon-Fri 9:00am – 5:00pm during term time)
  Southside (Aungier Street) Tel: (01) 402 3051/Northside (Linenhall) Tel: (01) 402 3614

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**If in Doubt of Severity of Injury/ Illness**
Contact Emergency Services on 112 or 999
*(Note: using a landline you may need to dial “0” for an outside line)*

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**Serious Injury/ Illness**

- Dial 112/999 (You may need to dial “0” for an outside line)
- Keep the person comfortable until the ambulance arrives
- A friend/responsible person should accompany the person to hospital
- Contact Health and Safety Advisor 086-3891080

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**For All Accidents Complete an Accident Report Form**
Forms are available from the front desk and on the safety website.
When completed, the form should be sent immediately to the Health & Safety Office.
MISSING PERSON

This applies to a staff member or student who is reported missing during the course of work/study/social activities directly associated with the University.

- If any member of the University community receives a missing person report or has reason to believe that a staff member or student is missing, they should: Gather as much information as possible;
- Contact the Security Control Centre/Estates and/or Chair of the Silver Team;
- Await further instruction.

SUICIDE/SUICIDE THREAT

- Call Emergency Services 112/999
- Do not interfere with the scene;
- Keep the person calm if threat is notified;
- Disperse any spectators;
- Avoid contact with bodily fluids if present;
- If there is an apparent fatality, cover the body if practicable and make sure that it cannot be disturbed.

SYRINGES/SHARPS (FOUND)

- Consult the safe work procedures if in a laboratory situation;
- Do not attempt to remove/handle the item unless trained and equipped to do so;
- Contact the Estates Office;
- Cordon off/mark the area as unsafe but do not conceal the object;
- All syringes should only be handled with approved personal protective clothing and equipment; and
- In the event of a needle stick injury seek urgent medical attention.

Complete an Accident Report/Near Miss/Dangerous Occurrence Form as appropriate.
UTILITY FAILURE/LOSS OF BUILDING SERVICES

In cases where there is a utility failure, loss of building services (e.g. no electricity, running water or where temperatures drop to below 17.5 degrees), the chair of the Safety Team will confer with the Estates Office, and if necessary with the Silver Team, and make a decision whether to send people home and make alternative working arrangements.

Complete an Accident Report/Near Miss/Dangerous Occurrence Form as appropriate.

VIOLENT ATTACK (Physical/sexual assault)

If you are in the building/on campus when such an incident occurs remember that ensuring your own safety is the primary goal. Safeguard your own safety by taking the following actions:

- Remove yourself from danger/seek safe refuge if possible;
- Do not approach, pursue or attempt to detain;
- Call out for help or contact Emergency Services 999/112 (if dialling from a campus landline you may need to dial “0” for an outside line);
- Raise the alarm by contacting the Estates Office;
- Cooperate with the Emergency Services (Gardai) and their investigation;
- Seek medical treatment for shock/other injuries. Ensure appropriate medical treatment is afforded.
- A sexual assault is a very personal and traumatic crime for the victim and must be handled with the sensitivity and wellbeing of the victim foremost. The preservation of physical evidence can prove to be of significance in obtaining the subsequent conviction of an offender and therefore where circumstances permit, the victim should be discouraged from cleansing themselves or disposing of clothing worn at the time of the incident until the Gardaí arrive.

The Employee Assistance Programme is available to staff and the Student Counselling Service is available to students.

WATER CONTAMINATION

- Report suspected cases to the Estates Office and the Health & Safety Office;
- Label suspected water source as unsafe for use;
- Follow any public health notices;
- Do not consume water or use for food preparation;
- Seek medical advice (if necessary).