School of Medicine

Building and Departmental Emergency Plan

School of Medicine	Written by: Chief Technical Officer
Building Emergency Plan	Approved by: Head of School

Contents

1.0   Introduction

The University of Limerick has a two tiered systematic approach to the management of emergencies. Emergencies/crises are divided into;

- those that occur at a Departmental or Building level and can be dealt with, in the first instance, at that level (e.g. small chemical spill, fire resulting in damage to a confined area within a building). This type of emergency is dealt within the Departmental Emergency Plan. Each Department has its own Departmental Emergency Plan. Personnel from the Buildings Department and the Safety Officer will be involved.

- those that affect the wider campus or the operation and good name of the University and require a response at an Executive level. This type of emergency/crisis is dealt with in the Critical Incident Management Plan. Building Emergency Plans link in to the Critical Incident Management Plan, i.e. on activation of the Critical Incident Management Plan individual Building Emergency Plans may be activated.

2.0   Scope

This is a Building and Departmental Emergency Plan and applies to all occupants of the School of Medicine Building.

The document is divided into two sections:

- Section 1 should be read by all relevant staff named in the document and essentially sets out policy and details duties and responsibilities, including responsibilities for maintaining the plan.

- Section 2 is the functional part of the document and should be used in the event of an emergency. It sets out actions to be taken and by whom. It also includes a map of the building which can be given to the emergency services.

3.0   Section 1 – Emergency Plan and Responsibilities

3.1   Coordination with other University Emergency Plans

This emergency plan is a key component of departmental safety arrangements and University crisis management and must be coordinated with these other plans.

In the event of a campus wide emergency the University of Limerick Critical Incident Management Plan will be activated. The Building Emergency Plan is a component of the Critical Incident Management Plan.

3.2   Requirements of the Safety, Health & Welfare at Work Act 2005

This plan satisfies the requirements of the Safety, Health and Welfare at Work Act with respect to emergency plans and also takes account of existing Departmental Codes of Practice/Local Safety Statement.

3.3   Roles and Responsibilities of Departmental personnel - (to include staff, contractors and any other businesses based on university premises)

IMPORTANT - Under normal circumstances, the sections below outline the responsibilities of all individuals in responding to emergencies and/or evacuations. However, during the COVID-19 pandemic, many staff members will continue working from home so there will be fewer staff members on campus and the building may be operating with fewer, if any, evacuation and assembly point stewards. Under these circumstances, it is of the utmost importance that all building occupants are familiar with this document and understand the procedures to be followed in the event of an emergency and/or evacuation. Any staff members, including faculty, support staff and tutors, present during an emergency and/or evacuation will be expected to assume a leading role in guiding students/visitors etc. out of the building. While a one-way traffic flow is in operation in the building during the current situation, building users can use any exit in the event of an evacuation, but must still maintaining a physical distance from others. All staff can dial 3333 for support in the event of an emergency.

3.3.1   Responsibilities of all Staff

- Be familiar with and follow emergency procedures when required

- Participate in drills and training as required

- Orient and inform students and visitors of procedures to be followed in case of an emergency. Students should have a brief orientation on the first day of class to assure that they are aware that evacuation is required, when the alarm

system is activated, and that they know where the nearest exits are located. Visitors unfamiliar with building procedures should be informed and assisted as appropriate

3.3.2   Responsibilities of HODs / Centre Directors / local managers

- Act as Evacuation Co-ordinator (or appoint an alternate) to implement and manage emergency evacuation procedures in their Building

- Appoint sufficient evacuation/assembly point stewards

- Ensure that resources are available to all to fulfil their role

- Ensure recommendations are implemented

3.3.3   Responsibilities of the Evacuation Co-ordinator

- Acting as the liaison with the responding emergency service, the Safety Office and others if a departmental emergency occurs. In their absence, the alternates are responsible for carrying out these functions. If an emergency happens when these members of the department are not available, the most senior employee will have decision-making authority.

- Establishing contact with the University of Limerick Crisis Management Centre for a campus-wide event. The Evacuation Co-ordinator may then activate a full evacuation of the building.

- Ensuring that the Building and Departmental Emergency Plan is kept up to date. The plan should be reviewed annually with the assistance of the University Safety Officer. The plan must be available to all staff and students in the building.

- Assigning Evacuation Stewards and Assembly Point Stewards (and alternates) and ensure that they know what their duties are in case of an evacuation. In the event of an evacuation, the stewards will collect an Evacuation Steward's jacket and will follow the procedure set out in Sections 5.3 and 5.4 of this document. A current list of Evacuation and Assembly Point Stewards is given in Appendix 1.

- Ensuring students are informed by lecturers about emergency procedures, exit routes, and assembly points on the first day of the first term.

- In conjunction with the University Safety Officer, conducting and recording fire drills.

- During a fire alarm and evacuation, reporting to Assembly Point 22 and then acting as a liaison with emergency services to:

  - Receive status reports from evacuation stewards.

  - Provide information about the building layout, systems, processes, and special hazards to emergency personnel. A copy of Section 2 of this plan should be brought to the emergency services.

  - Ensure that all Evacuation Stewards return to the assembly points

  - Coordinate with Buildings Staff and Safety Officer

  - Assign Evacuation Stewards or other assigned personnel, as needed, to be stationed by all building entrances to prevent unsuspecting personnel from re-entering the building. When an "ALL CLEAR" is given by the fire officer in charge/Gardaí, the Evacuation Co-ordinator notifies the Evacuation Stewards that staff and students may re-enter the building.

3.3.4   Responsibilities of the Evacuation Stewards

- Be familiar with the Building and Departmental Emergency Plan

- Know where persons with disabilities are located in your area and what their alarm response will be (See Appendix 2). Know the location of the chair lift – in the School of Medicine Building, the chair lift is located at the top of the stairs behind the Café area. The condition of the chair lift must be checked once per term and damage to the chair lift must be reported to the Buildings and Estates Office.

- Coordinate with the other Evacuation Stewards on your floor to work together and avoid duplication of tasks. Evacuation Stewards systematically check through their designated area to ensure all staff and students have evacuated.

- Walk over your primary and secondary evacuation routes at least once per term to familiarize yourself with emergency exits and routes to the assembly points.

- Check that the evacuation jackets for your area are in place during evacuation drills. If they are missing report to the Evacuation Co-ordinator.

- Attend training sessions and meetings to review procedures and duties, if necessary. The Safety Office organizes Evacuation Steward training sessions.

- Know where hazardous conditions or situations in your area may exist. Know the location of flammable and other hazardous materials.

- Know where the phones and fire alarm break glass units are and how to operate them.

3.3.5   Responsibilities of the Assembly Point Stewards

- Be familiar with the Building Emergency Plan

- Walk over your primary and secondary evacuation routes at least once per term to familiarize yourself with emergency exits and routes to the assembly points.

- Check that megaphones are in working order and that the Evacuation Documentation Pack is ready during evacuation drills. Report any issues to the Evacuation Co-ordinator.

- Attend training sessions and meetings to review procedures and duties, if necessary. Assembly Point Steward training sessions are organized by the Safety Office.

3.3.5 Lecturer's Responsibilities

- Provide his or her class or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a seminar.

- Know how to report an emergency from the classroom/lecture being used.

- Ensure that persons with disabilities are familiar with their escape route/method.

- Take charge of the classroom and follow emergency procedures for all building alarms and emergencies.

4.0 Emergency Evacuation Procedures

4.1 Fire Alarm - Within Normal Working Hours

A.   ON THE DISCOVERY OF A FIRE:

- Raise the alarm by breaking the nearest available break glass point.

- Phone the emergency services at 999 or 112. Contact extension 3333 immediately after so that Security can meet the emergency services at the main gate and direct them to the site of the emergency.

- If the fire is small and contained staff should consider using the nearest appropriate appliance provided, ensuring that the extinguisher is compatible with the fire e.g. do not use water on electrical or flammable liquid fires.

- IMPORTANT: Under no circumstances should students tackle the fire.

B   ON HEARING A CONTINUOUS ALARM

Evacuate the building in the following manner:

- WALK (do not run) to the nearest exit point briskly. In the event that smoke is visible in the atrium, the exit route from the Clinical Skills labs is through the doors in the lab partitions and exiting by the far door in labs GEMS2-018 and GEMS2-031.

- Do NOT delay to pick up personal belongings. This could hinder evacuation of the building and put not only your own life in danger but also the lives of others.

- Disconnect all electrical appliances.

- Close all doors behind you (where practical).

- Do not use lifts. In the event of an emergency, electrical connections to lifts are disconnected.

- DO NOT RESTRICT EGRESS BY CONGREGATING IN THE STAIRWELLS.

- Assemble at the assembly point designated for the building. It is important to assemble at this assembly point, following the routes clearly marked, to avoid congestion and to allow unhindered access to the emergency services.

- During the evacuation and on arrival at the designated assembly points it is essential to follow the stewards' instructions as they endeavour to keep adjacent areas clear.

- Do NOT re-enter the buildings until authorised by the Assembly Point Steward.

- To relieve congestion on re-entering the building, it is important to use the same route by which you entered.

4.2   Fire Alarm - Outside Normal Working Hours

A   ON THE DISCOVERY OF A FIRE :

- Raise the alarm by breaking the nearest available break glass point.

- Phone the emergency services at 999 or 112. Contact extension 3333 immediately after so that Security can meet the emergency services at the main gate and direct them to the site of the emergency.

- If the fire is small and contained staff should consider using the nearest appropriate appliance provided, ensuring that the extinguisher is compatible with the fire e.g. do not use water on electrical or flammable liquid fires.

- IMPORTANT: Under no circumstances should students tackle the fire.

B   ON HEARING A CONTINUOUS ALARM:

Evacuate the building in the following manner:

- WALK (do not run) to the nearest exit point briskly.

- Do NOT delay to pick up personal belongings. This could hinder evacuation of the building and put not only your own life in danger but also the lives of others.

- Disconnect all electrical appliances.

- Close all doors behind you (where practical).

- Do not use lifts. In the event of an emergency, electrical connections to lifts are disconnected.

- Assemble at the assembly point designated for the building. Await instructions of security staff.

- Do NOT re-enter the buildings until authorised by the security staff.

4.3   Research Laboratory Gas Alarm

This procedure applies both within and outside normal working hours

ON HEARING A CONTINUOUS GAS ALARM

- All personnel within the vicinity of the Research Lab must evacuate immediately. This includes all areas and offices where the gas alarm can be heard.

- Do not delay to pick up personal belongings.

- Locate to an area within the building where the gas alarm cannot be heard. The entire building will not be evacuated unless the fire alarm sounds.

- Do not re-enter the lab until instructed to do so by the Chief Technical Officer or another SoM staff member.

5.0   Section 2 - Functional Plan

5.1   Porter Function – Fire Alarm activated automatically

On hearing the alarm security / porter / buildings staff will have the following responsibilities:

- Go to the main panel to ascertain the location of the alarm activation.

- Proceed immediately to the area indicated on the panel readout and determine if it is a genuine alarm.

- If there is a false alarm return to the panel and mute the sounders, reset the panel and advise Main Reception via radio or phone. Advise the Evacuation Co-ordinator.

- If there is a fire and it is small you may attempt to fight it with the 'first-aid' appliances available.

- DO NOT go into areas containing smoke

- DO NOT go into areas where you can see established fire

- If you find a door closed, feel it with the back of your hand before opening – if it is hot DO NOT OPEN IT

- If you cannot fight the fire, phone the emergency services at 999 or 112. Contact extension 3333 immediately after so that Security can meet the emergency services at the main gate and direct them to the site of the emergency.

- If the alarm is activated as a result of an explosion ask for an ambulance also.

- State there is a fire in the University of Limerick School of Medicine Building. Give your name and state that a security person will meet the emergency services at the West Gate.

- Assist in the all-out evacuation of the building.

- Contact security at Ext. 3333 and request that a person be sent to the West Gate if required by the fire brigade.

- Go to Assembly Point 22 and report to the Evacuation Co-ordinator.

5.2 Security / Porter Function – Power Failure

- Go to main panel behind the porter's desk basement floor to ascertain whether there is a power failure as a result of fire.

- Check with Main Security whether the power failure is local or campus wide.

- If it is a local power failure, contact Buildings & Estates.

- Buildings & Estates ascertain whether the failure can be rectified.

- If the power failure cannot be rectified within 2 hours, Buildings & Estates will instruct the Porter to activate the fire alarm and initiate the evacuation of the building.

- Go to Assembly Point 22 and inform the Evacuation Co-ordinator that there has been a power failure.

- Buildings Officer informs Security, Evacuation Stewards, Assembly Point Stewards and Heads of Departments as to the length of time required to rectify the situation.

- Depending on situation Assembly Point Stewards are instructed by the Evacuation Co-ordinator to give instructions to staff and students, e.g. 'Go to another building and return within the hour' or 'Go home, the power failure is campus wide'.

5.3   Evacuation Instructions for Evacuation Stewards

- In the event of an emergency two Evacuation Stewards will be required to check each of the Second and Third Floors. An Evacuation Steward will be required to check each of the First and Ground Floors.

- On hearing the alarm, Third Floor Evacuation Stewards should collect an ORANGE high visibility waistcoat from GEMS3-018, Second Floor Evacuation Stewards from GEMS2-004 and First and Second Floor Evacuation Stewards from GEMS0-029. If all the jackets are gone, they have been taken by other stewards so proceed immediately to the Assembly Point.

- Encourage people to respond to the alarm (occasionally people do need this encouragement). Check your designated areas and remember to check the toilets / store rooms / and office areas on your floor. Direct occupants to the nearest exits and tell them where to assemble (i.e. Assembly Point 22).

- Instruct staff and students not to use the lift.

- Conduct a quick search as you go to ensure that no one is left behind.

- Instruct un-cooperative persons to evacuate but under no circumstances delay your own evacuation. This check should not involve opening doors if the fire is believed to be behind them.

- Report to the Evacuation Co-ordinator at Assembly Point 22 the clearance of your area, or the number and location of persons still in the building.

- After evacuation prevent people from re-entering the building until the "All Clear" is given by the Evacuation Co-ordinator.

5.4   Evacuation Instructions for Assembly Point Stewards

- Collect an ORANGE high visibility waistcoat and the megaphone from GEMS0-029.

- Go to your designated Assembly Point.

- If necessary, use the megaphone to move people away from the doorways.

- Move staff and students further away from the School of Medicine Building to the Pavilion car park if requested to do so by the Evacuation Coordinator or a member of the fire service.

- Await instruction from the Evacuation Coordinator. Only the Evacuation Coordinator can give the All Clear signal.

- When the All Clear signal is received instruct staff and students to re-enter the building by the same door they exited if possible.

5.5   Evacuation Instructions for Safety Coordinator/Evacuation Coordinator

- Collect the YELLOW high visibility waistcoat marked "Evacuation Coordinator" from GEMS2-004 and pick up the clipboard containing a copy of the Evacuation Documentation Pack. The pack should contain Section 2 of this document, a copy of the checklist in Appendix 5 and a set of building plans.

- Go to Assembly Point 22 and then act as a liaison with the Emergency Services

- Receive status reports from the Evacuation Stewards and coordinate with staff from the Department, Buildings & Estates and the Safety Officer.

- In conjunction with staff from the Department and Buildings & Estates, provide information about the building layout and systems to emergency personnel.

- Ensure that all Evacuation Stewards report to the Assembly Point.

- Buildings & Estates will inform the Evacuation Coordinator as to the nature of the emergency based on information from the fire panel and visual (if appropriate) investigation.

- If it is a false alarm instruct the Evacuation/ Assembly Point Stewards to give the "All Clear" and allow re-entry to the building.

- If there is a fire await instructions from the fire brigade.

- If there is a bomb threat (or other risk of explosion) and the bomb is thought to be in the School of Medicine Building, instruct Evacuation/ Assembly Point Stewards to move staff / students to the Pavilion car park.

- Await instructions from the Fire Brigade / Gardaí.

5.6   Action in the event of a gas alarm

5.6.1 During working hours

- Should the gas alarm activate during working hours, the lab and any areas where the alarm can be heard, must be vacated immediately.

- The Chief Technical Officer, Senior Technical Officer or designated alternate School of Medicine staff member will assess the nature of the alarm and decide when the lab is safe to enter.

5.6.2 Outside of working hours

- If the gas alarm is activated outside of normal hours, Security will contact the CTO, or a designated alternate in the event that the CTO is unavailable.

- The School of Medicine staff member will wait to meet with an electrician, who will also be notified on activation of the alarm.

- The School of Medicine staff member must assess the nature of the alarm and if satisfied that it does not pose a risk, will request for the alarm to be deactivated.

- All lab users and occupant of the neighbouring offices will be notified when it is clear to return to the lab and offices.

5.7   Action in the event of a Chemical Spill or Release

5.7.1 Small Spills

- Spills that do not endanger staff or students in the immediate area may be cleaned up by laboratory staff using the spill kits provided.

- Eliminate all sources of heat and ignition for all flammable materials and also for those which form more toxic substances on exposure to heat.

- Wear suitable personal protective equipment – lab coat, nitrile gloves, eye protection.

- Ensure that all other personnel either leave the affected area or, if they remain to help, are also adequately and suitably protected.

- If a liquid spill is small, absorb on paper towels and evaporate in a fume cupboard;

- If large, absorb on sand, vermiculite or chem-sorb (industrial absorbent for liquid spills, available in the research laboratory), put into a covered container, label and remove for disposal.

- Solid materials should be swept up dry or mixed with dry sand before being swept up and placed in buckets for removal and subsequent disposal.

- Following removal of the material from the site of the spillage, the area should be ventilated to remove any residual vapour and/or washed with water and soap or detergent to remove any traces of material.

- Any contaminated personal or protective clothing should be thoroughly cleaned to remove all traces of contaminant. In some cases it may be necessary to discard contaminated clothing.

- Report the incident to the appropriate researcher/staff member so that it can be thoroughly investigated to evaluate the cause of the spillage with a view to preventing further similar incidents and also to ensure that the instructions for handling such incidents are satisfactory.

5.7.2 Spillage onto the person

- In the case of spillage onto the person, affected areas of the skin should be immediately treated with liberal quantities of water and any contaminated clothing removed. It is good practice to follow the initial water sluice by washing with soap and water.

- The eyes should be well washed, either with water or some suitable eye lotion, by the victim's colleagues: firm instructions to open the eyes for treatment and gentle restraint are normally needed. Entry of dangerous materials into the eyes should always be treated as a matter of concern and hospital examination should always follow the emergency first-aid procedure.

- Any person requiring emergency first-aid treatment, after initial treatment (preferably by a trained first-aider) should be brought to the Student Medical Centre who will advise if further hospital treatment is required. It is important that medical staff are informed of the nature of the accident, the time at which it occurred and the chemicals involved.

5.7.3 Large spills/unknowns

If the spill is large, if the chemical is not easily identified, or if the chemical is extremely hazardous, then the technician, postgraduate or lecturer should:

- Evacuate all personnel from the area.

- Phone the emergency services at 999 or 112 and request the fire brigade and ambulance if required.

- Contact Security at 3333 and request that they meet the emergency services at the West Gate and direct them to the School of Medicine Building.

- When making an emergency call:
  - ➢ Give your name.
  - ➢ Give your location (room and building).
  - ➢ Give the phone number you are using.
  - ➢ Describe the emergency/injuries.

- If possible, remain in vicinity, away from danger, to assist the emergency services.

- Await instruction from the emergency services before re-entry.

- Report the incident to the University Safety Officer

5.8 Action in the event of a Bomb Threat – instruction to person receiving call

- University personnel receiving telephoned threats should attempt to get the exact location where the bomb has been planted, or is going to be planted.

- Attempt to get as much information as possible about the caller, for example, male or female, accent, etc.

- Listen for any background noise that may indicate the location of the caller.

- Report it immediately to the Gardaí on 999.

- Act on the advice of the Gardaí with respect to evacuation.

- If the Gardaí recommend evacuation activate the fire alarm system by operating the nearest break glass unit.

- Go to Assembly Point 22 and inform the Evacuation Co-ordinator as to the nature of the emergency.

- Complete the checklist as soon as possible after receiving the threatening call.

- Bomb threats received through the post or by other means are also to be reported immediately to the Gardaí.

Appendix 1 – Responsible Individuals

Evacuation Coordinator

Name	Location
Margaret Toomey	GEMS2-005

One of the other Technical Officers will act as Evacuation Coordinator in the event that the assigned person is not available.

Evacuation/Assembly Point Stewards

Name	Location
Laoise Hogan	GEMS0-029
Elizabeth Guihen	GEMS2-004
Jeffrey Lennon	GEMS2-004
Hilda Fogarty	GEMS3-029

First Aid Contacts

Name	Location	Ext:
Margaret Toomey	GEMS2-005	3748
Hilda Fogarty	GEMS3-009	4711
Jeffrey Lennon	GEMS2-004	4920
Miranda Kiernan	GEMS3-026	

Appendix 2 - Emergency Evacuation for Persons with Disabilities

Staff and students with disabilities must develop their own evacuation plans and identify their primary and secondary evacuation routes from each building they use.

Disabled visitors unfamiliar with the building must be assisted in evacuation.

Personal Emergency Egress Plans for mobility-impaired students should be appended here.

Appendix 3 - Hazardous Locations and Key Laboratory Personnel

The following areas have been identified as unusually hazardous locations. The first responsibility in case of an emergency is getting yourself to safety. If time permits, it is recommended that all hazardous processes, gas and power in these areas be shut down by the operator before evacuating the building.

List unusually hazardous locations, who the Supervisor and lab contacts are for each location and how to contact them.

Room	Hazard(s)	Responsible Persons
Research Laboratory	Flammable gases Flammable liquids Hazardous chemicals	Director of Research – Colum Dunne CTO – Margaret Toomey Senior Technical Officer – Hilda Fogarty Technical Officer – Miranda Kiernan
Gas Store	Flammable gases	Director of Research – Colum Dunne CTO – Margaret Toomey Senior Technical Officer – Hilda Fogarty Technical Officer – Miranda Kiernan

Appendix 4 - Emergency Contact Numbers

Gardai / Fire Brigade / Ambulance   112/999

Campus Emergencies ext.   3333 or (061 213333)

Student Medical Centre ext.   2534 or (061 202534) (9am-5pm)

Safety Officer ext.   2239

Buildings and Estates ext.   2001 or 2006 or 2090 or 2128

Security ext.   3333 or (061 213333)

The first location for the Crisis Management Centre is:

Keating Room Plassey House

The secondary location is: Foundation Building F1-030

Appendix 5 – Evacuation Checklist for Evacuation Coordinator

On hearing the alarm collect YELLOW high visibility waistcoat, the clipboard containing the Emergency Evacuation Management Procedures and checklist. Proceed to the designated Assembly Point (AP 22).

Evacuation Stewards (Names):

Third Floor:
1._____2._____

Second Floor:
1._____2._____

First Floor:-
_____

_

Ground Floor:
_____

Assembly Point Steward: _____ Megaphone ☐

Areas Checked:

Third Floor: ☐

Second Floor: ☐

First Floor: ☐

Ground Floor: ☐

Evacuation Coordinator in possession of Evacuation Pack, including building plans? ☐
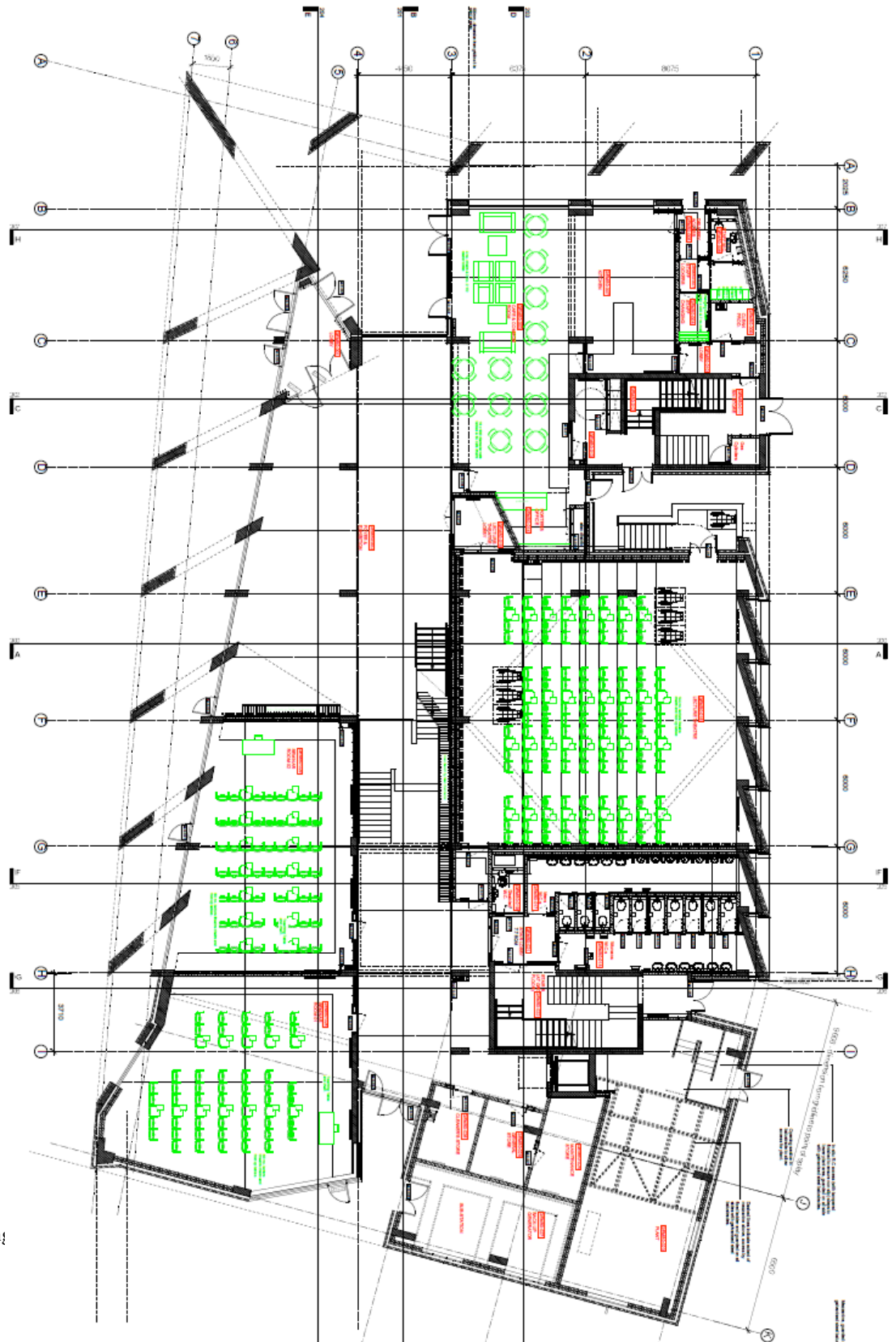

Alarm sounded at (time): _____

All clear given at:_____

School of Medicine	Written by: Chief Technical Officer
Building Emergency Plan	Approved by: Head of School

Date: _____
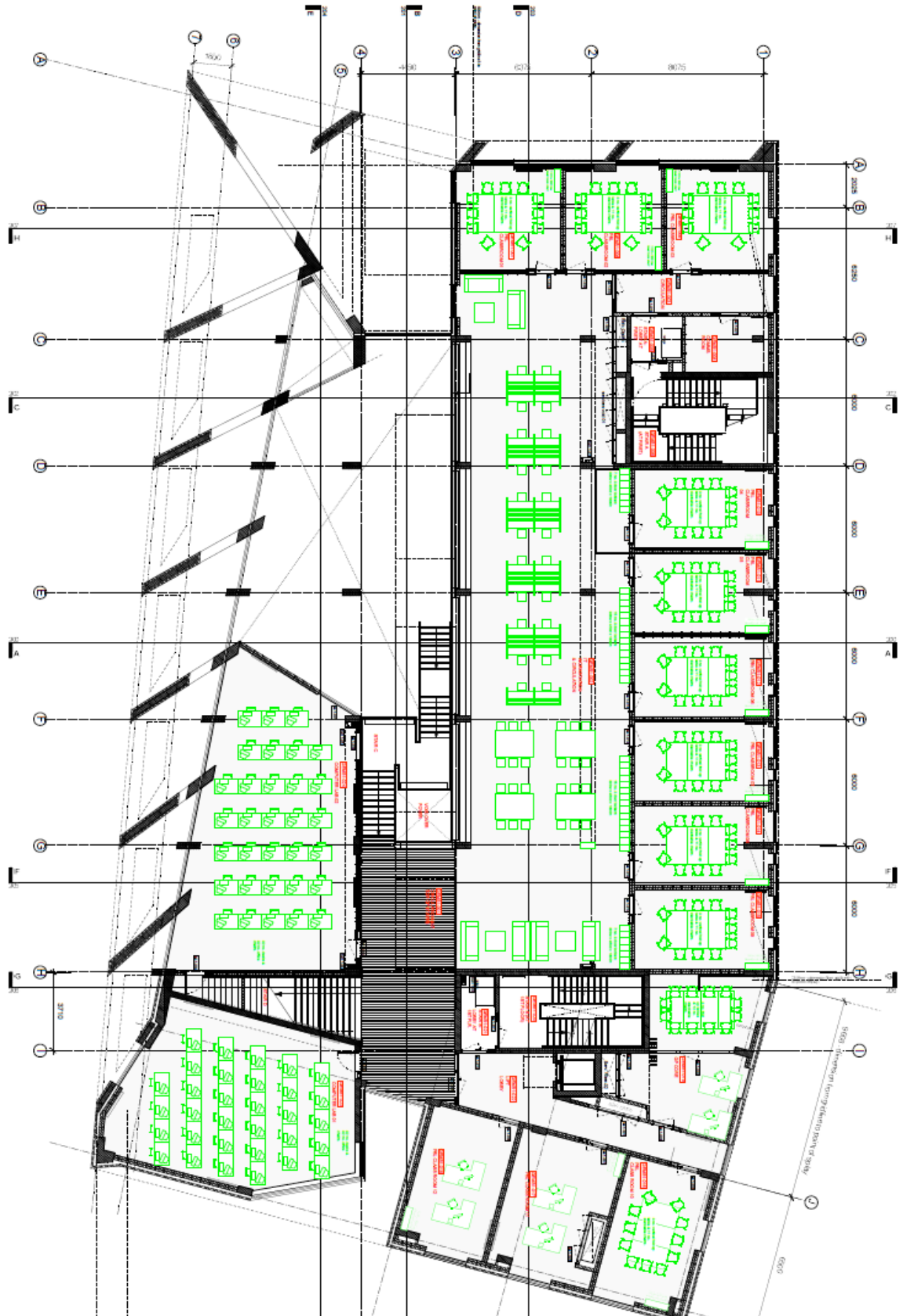
Comments to be recorded on the back of this document:

Ground Floor

SoM Building

First Floor

SoM B

School of Medicine	Written by: Chief Technical Officer
Building Emergency Plan	Approved by: Head of School

Second Floor

SoM Buildin

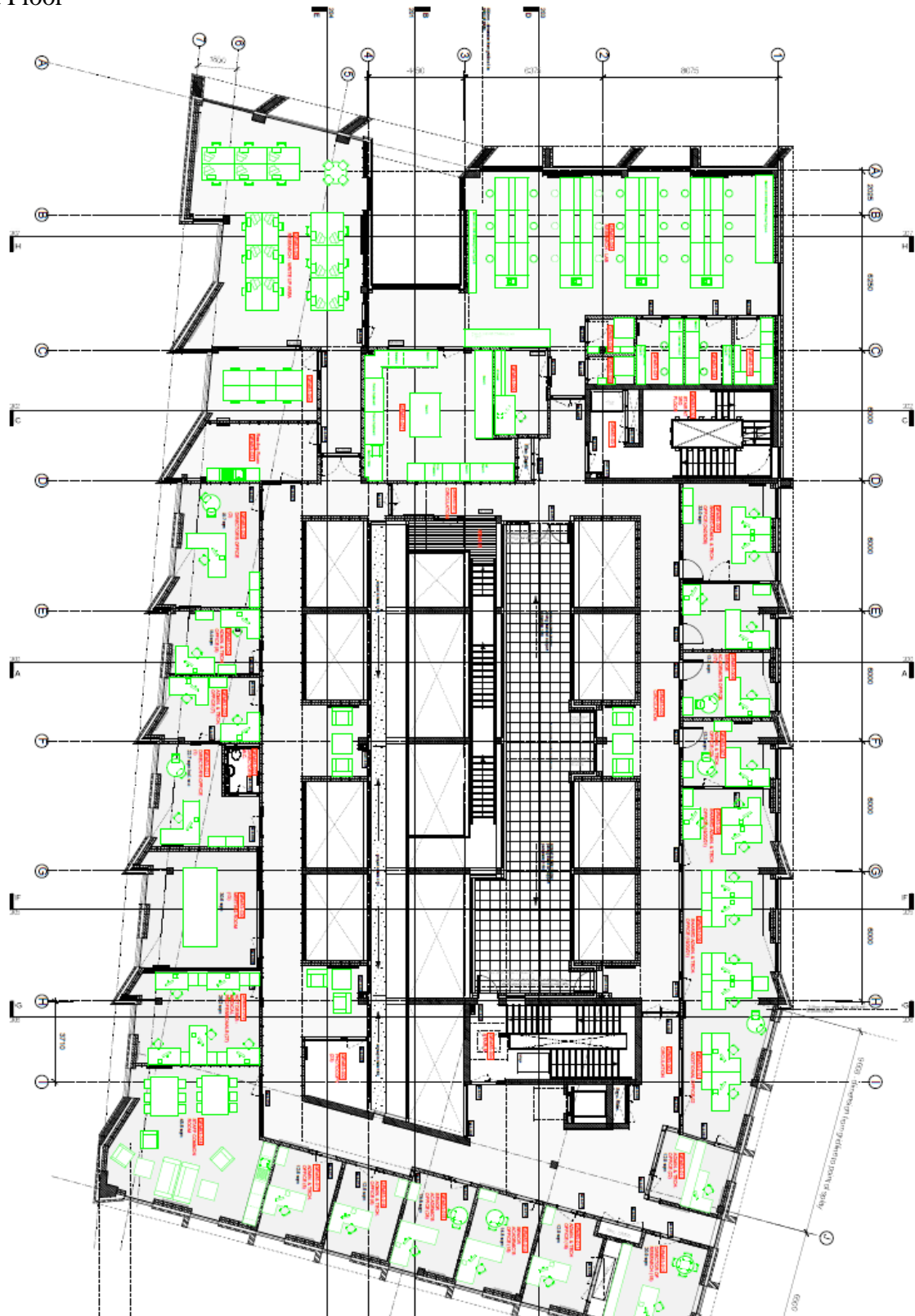| School of Medicine	Written by: Chief Technical Officer
Building Emergency Plan	Approved by: Head of School

Third Floor

SoM B

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