

Title:	Fire Safety Management Programme & Emergency Evacuation Plans Manual				
Issued by:	<i>Caroline Carlin</i>	Approved by:	<i>ISM</i>	Date:	<i>Dec 2011 Jan 2012 Nov 2015 April 2019 Jan 2023 Sept 2023</i>



Fire Safety Management Programme & Emergency Evacuation Plans Manual

September 2023

Emergency Evacuation Procedures Manual - REVISION LIST

Revision No.	Date of Rev.	Brief Description of Revision	Location (Section No; Page etc.)
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1.0 INTRODUCTION

This Manual has been prepared by the Estates Office of Dundalk Institute of Technology as a guide for staff and students on the Fire Safety Management Programme in place throughout the Institute. The purpose of the Manual is to ensure that all staff and students are fully aware of their obligations to the Programme and the procedures to be followed in the event of an emergency arising in any location on the campus.

Due to the facility expansion that has taken place on the Campus, particularly since the mid-nineties, it has been necessary to continuously review the Fire Safety Management Programme in place throughout the Institute. These newly constructed buildings and facilities have been accompanied by an ongoing programme of building modifications and improvements to ensure that the Institute's facilities and needs are accommodated within the constantly changing pattern of student enrolment and course development.

In particular, because of the continuous revision of the Emergency Evacuation Plan, all staff are required to read and fully understand their roles and responsibilities in relation to this. The success of this programme depends on the co-operation of everybody who makes use of the campus such as staff, students, contractors and members of the public.

All staff employed in Dundalk Institute of Technology are required to read and understand this Manual, and to fully co-operate and comply with the Fire Safety Management Programme set out in this Manual. Under Section 13 (d) of the 2005 Safety, Health & Welfare at Work Act, staff have a duty to co-operate in the operation of the Fire Safety Management Programme, which forms part of the Safety Management Programme set out in the Dundalk Institute of Technology Safety Statement.

2.0 BACKGROUND

The original campus facilities on a c. 18 Hectare (45 acre) site of the then Dundalk Regional Technical College were opened in 1970. Since then there has been major expansion and development to cater for increasing student enrolment. The major buildings and facilities, which have been provided since the original Building opened in 1970 are listed below:

- 1977 – South Block
- 1987 – Library & Computing Centre
- 1988 – Regional Development Centre
- 1991 -- Multi-Purpose Centre
- 1992 – Extension No. 1 to Regional Development Centre
- 1993 – Administration Block
- 1996 – Maintenance Building, & Eastern Perimeter Rd.
- 1996 – New Car Park 2.
- 1997 – New Car Park 1, Western Perimeter Rd. and New Campus Entrance onto Dublin Rd..
- 1997 – Extension No. 2 to Regional Development Centre

1998 – New Car Park 3
1998 – Hospitality Training Building
1999 – Car Park 4 & Northern Perimeter Rd..
2000 – Faulkner Building (Student Services Building).
2001 – Dr. T.K. Whitaker Building (New Library & Administration Block).
2001 – Acquisition of Carrolls’ Factory (17,750 Sq. m.) & adjoining lands c.
18 Ha. (45 acres).
2002 – Plumbing & Electrical Apprentice Training Facility (Carrolls).
2002 – Car Park 6.
2003 – Provision of 5 new playing pitches
2003 – Lease of Old Keytronic Factory, Rampart Rd., Dundalk for new Music
Technology course.
2005 – New Nursing & Health Studies Building
2005 – Extension No. 3 to Regional Development Centre
2005 – New Wind Turbine
2007 – New Theatre/Restaurant
2007 – New Car Park
2010 – Carroll Building

These new buildings and facilities have been added to the older building stock (early 1970’s) and are accompanied by an ongoing programme of building modifications and improvements to ensure that the Institute’s facilities and needs are accommodated within the constantly changing pattern of student enrolment and course development.

It is against this background of an ever changing environment that the Institutes Fire Safety Management Programme must be implemented

3.0 FIRE SAFETY MANAGEMENT PROGRAMME

The purpose of the Fire Safety Management Programme in the Institute is to guard against the outbreak of fire and to ensure as far as is reasonably practicable the safety of persons on the premises in the event of outbreak of fire. The Fire Safety Management Programme forms part of the Institute Safety Management Programme which is set out in the DKIT Safety Statement.

The following persons are responsible for the Fire Safety Management Programme:

Dr Diarmuid O’Callaghan - President

Dr Breda Brennan– Head of School of Engineering

Dr. Patricia Moriarty – Head of School of Business & Humanities

Dr. Edel Healy– Head of School of Health & Science

Professor Fergal Mc Caffery– Head of School of Informatics & Creative Arts

Dr. Shelia Flanagan – Vice President of Academic Studies

**Irene Mc Causland – Vice President of Strategy Planning, Communications &
Development**

Hugh Nolan - Vice President for Finance, Resources & Diversity

The Estates Office in conjunction with the President and Heads of Functional Safety Areas is responsible for the implementation and monitoring of the Fire Safety Management Programme. In order to implement the programme specific duties and responsibilities have been delegated members of staff. These duties are specified later in this document in addition to the duties and responsibilities of staff, students, contractors and visitors.

The programme incorporates arrangements for:-

1. **Fire Prevention.**
2. **Instruction and Training of Staff.**
3. **Maintenance of escape routes.**
4. **Fire protection systems and equipment.**
5. **Fire and Emergency Evacuation Plans & Drills.**
6. **Maintenance of Fire Safety Register.**
7. **Provision of information to Building users.**
8. **Assistance to the Fire Brigade.**

3.1 Fire Prevention

The following procedures will be implemented to assist in the prevention of fire outbreak:

- The daily removal of waste paper and rubbish by cleaning and caretaking staff.
- Limiting flammable liquids and gases to small quantities, handling them with care and storing them in appropriately labelled containers in designated suitable storage areas.
- Checking electrical and gas appliances regularly for defects. Any defects noted should be **immediately** brought to the attention of their Line Manager.
- Having propane and other gas or pressurized systems pressure-tested and maintained annually by specialist contractors to ensure that systems are safe and meet with the appropriate specifications. All suspected gas leaks must be brought to the attention of the Line Manager immediately after they are detected.
- A prohibition on the use of portable gas and electric heaters.
- “Hot Work Permit” required for contractors involved in any operation which generates heat, sparks, or flame. This permit will be issued by the Estates Manager, Asst. Estates Manager, or Clerk of Works as appropriate.
- All contractors engaged to carry out works on the Campus will be made aware of the Institute’s fire safety requirements.

- No services to be installed if passing through walls or floors without the prior permission and approval of the Estate's Manager, in the interests of maintaining the integrity of fire compartmentation.

3.2 Instruction and Training of Staff

All staff to whom specific duties have been assigned will be given appropriate training and instruction. Particulars of such training will be recorded in the Fire Safety Register and Human Resources Office.

3.3 Maintenance of Escape Routes.

It is the responsibility of the caretaking staff to ensure that all emergency escape routes are kept free from obstruction and immediately available for use, by checking the routes daily.

All staff, students, contractors and visitors are required to cooperate fully with caretaking staff in ensuring that these routes are kept free and unobstructed. Every staff member is responsible for fire safety by avoiding creation of fire hazards with either flammable materials (careful storage, disposal, etc.) or sources of ignition (smoking, electrical equipment).

3.4 Fire Protection Systems and Equipment.

Fire detection and alarm systems have been installed and maintained throughout the campus in accordance with BS 3218:1989. Emergency lighting systems are in operation in all parts of the Campus. These are installed to and regularly maintained in accordance with the requirements of BS 3217:1989.

Layout drawings, detailing the location of the fire detection and alarm systems, throughout the campus have been prepared by the Estates Office. Copies of these drawings are held by members of the Caretaking Staff, to assist in the identification of the location of any alarm signal.

Fire mains and Hydrants and Fire Hose Reels are inspected and maintained in accordance with BS 5306: Part 1: 1976 (1988). The date of the most recent inspection is noted on each hose reel. Test reports on ring mains and hydrants are held in the Estates Office and Fire Safety Register.

Portable fire extinguishers complying with I.S 290:1986 are inspected and maintained in accordance with I.S. 291: 1986. The date of testing is noted on each extinguisher.

3.5 Emergency Evacuation Drills

Emergency evacuation drills are planned and organised by the Estates Office in conjunction with the Executive Board and are held at least once per year. The procedures used during drills simulate real emergency procedures in so far as is reasonably practicable. Each drill is reviewed immediately afterwards by the Estates Office. A report on each drill is tabled at the next Institute Safety Monitoring Committee under Fire Safety Management Programme.

3.6 Maintenance of Fire Safety Registers.

A Fire Safety Register is maintained in the Estates Office. This document contains information relating to dates of fire and evacuation drills, Fire Wardens duties, inspection and testing of equipment, details of fire incidents and false alarms that occur, and any other information considered relevant by the Estates Office.

It is available for inspection at any time by any authorised Officer of the Fire Authority. It is the responsibility of the Estates Manager to ensure that the Fire Register is kept up to date.

3.7 Provision of Information to Building Users.

Fire Instruction Notices are posted in prominent locations throughout the Institute advising all building occupants of the emergency escape procedures. Floor plans are posted in prominent locations throughout the Institute indicating emergency escape routes and fire assembly points.

It is the responsibility of the Heads of each Functional Safety Area to ensure that all staff and/or students under their control are informed of the Emergency Evacuation Plan.

Staff hosting visitors, are required to draw their attention to the fire safety arrangements, and to guide them to the appropriate Assembly Point in the event of evacuation.

3.8 Assistance to the Fire Brigade

It is the responsibility of the Estates Office to liaise with authorised officers of the Fire Authority in relation to implementation of Fire Safety Management Programme. Bound sets of Layout Plans are kept at Reception Areas, for use by the Fire Brigade in the event of emergency. Fire Wardens are required to liaise and cooperate with Fire Brigade.

4.0 ORGANISATION & RESPONSIBILITIES DURING EVACUATIONS/DRILLS

4.1 Duties & Responsibilities

The following general duties and responsibilities apply as follows:

Visitors/Contractors

- All Visitors/Contractors are required to fully cooperate with any instructions or directions issued by designated Fire Wardens in the event of drills or evacuations.

Staff/Students

- All staff and students are required to familiarise themselves with fire and emergency evacuation procedures.
- All staff and students are required to fully cooperate with any instructions or directions issued by designated Fire Wardens in the event of drills or evacuations.

Specific duties are assigned to the following members of staff:

Management

The heads of each Functional Safety Area are: -

Dr Diarmuid O'Callaghan - President

Dr Breda Brennan – Head of School of Engineering

Dr. Patricia Moriarty – Head of School of Business & Humanities

Dr. Edel Healy – Head of School of Health & Science

Professor Fergal Mc Caffery – Head of School of Informatics & Creative Arts

Dr. Shelia Flanagan – Vice President of Academic Studies

Irene Mc Causland – Vice President of Strategy Planning, Communications & Development

Hugh Nolan - Vice President for Finance, Resources & Diversity

They are responsible for the implementation and management of emergency evacuation procedures within their area. They are responsible for:

1. The appointment of sufficient Fire Wardens for each floor within their building.
2. Ensuring that resources are available to all Wardens to carry out their role.
3. Ensuring that Fire Wardens' recommendations are implemented.
4. Ensuring the effective implementation and management of the emergency evacuation procedures in buildings under his/her control.
5. Liaise with and assist the Estates Office in matters relating to the holding and timing of drills.

Fire Wardens

Fire Wardens shall be appointed in specified locations in each of the functional safety areas and are responsible for

1. Carrying out their duties in the event of an emergency as described in these procedures
2. Attending a debrief following any emergency evacuation drill
3. Reporting to the Head of the Functional Safety Area any observed fire or evacuation hazards or unsafe conditions
4. Participating in regular fire and evacuation safety inspections
5. Attending Fire Warden Training as arranged

4.2 Sounding of Fire Alarm

On hearing the fire alarm sound **intermittently** all occupants should **prepare** to evacuate the building. An intermittent bell signal indicates a fault or that the system is under test. When the intermittent bell sounds, the caretaking staff investigate the cause. If it is a false alarm, they will silence the bells and reset the system. If it is a real fire then they will trigger the continuous bell. If after three minutes of intermittent sounding, the system has not been reset, then the system will go into full alarm mode (continuous ringing).

A continuous bell signal indicates a fire. On hearing the fire alarm sound continuously all occupants must leave the premises immediately, using the nearest available exit, and proceed to their designated Assembly Point.

On discovering a fire, the alarm should be sounded by activating the nearest break glass unit. If this occurs during normal working hours the following people should be contacted and will be responsible for calling the Fire Brigade: -

Switchboard Operator. Dial "0"

Conor Lait. Estates Manager. Ext. 2670. Mobile 087-9015444

Christian Maas. Asst. Buildings Officer. Ext. 2671. Mobile 087 7998707

Henry McLoughlin. Foreman Caretaker. Ext. 2336, Mobile 087 2802521

Please note that all Caretakers have two way radio contact with Switchboard Operator

Outside normal working hours, or in the unlikely event that none of these people answer, call the Fire Brigade directly by dialling 9-999.

Please note that in the event of any emergency occurring, one or all of the people listed above should be notified immediately.

4.3 Procedure, (in the event of continuous Fire Alarm Sound).

4.3.1 Visitors/Contractors.

- Immediately, vacate the premises and proceed as directed to the appropriate Assembly Point.
- Follow any directions or instructions issued by Fire Wardens.
- Do not attempt to leave the grounds or re-enter the building until it has been signalled by the Fire Wardens that it is safe to do so.
- Report any faults/observations/comments to Estates Office or Fire Wardens

4.3.2 Students

- If not in class, immediately, vacate the premises and proceed as directed to the appropriate Assembly Point.
- If in class at the sounding of the alarm, follow any directions or instructions issued by the appropriate Fire Warden.
- Remain at Assembly Point with group until given all-clear to re-enter premises by the Fire Warden.
- Do not attempt to leave grounds during course of drill/evacuation.
- Report any faults/observations/comments to Estates Office or Head of Functional Safety Area.

4.3.3 Staff

General

- Immediately, vacate the premises and proceed as directed to the appropriate Assembly Point.
- Inform students and the public and direct them to the nearest escape route.

- Close all windows and doors as areas are vacated, checking nobody is left behind.
- Follow any directions or instructions issued by Fire Wardens.
- Advise the Fire Wardens of any persons left behind in the building.
- Do not attempt to leave the grounds or re-enter the premises until it has been signaled by the Fire Wardens that it is safe to do so.
- Report any faults/observations/comments to Estates Office or Head of Functional Safety Area.

Fire Wardens

- Put on high visibility 'Fire Warden' vests
- Enter all accessible rooms in their assigned location and instruct occupants to evacuate the building, closing all doors whilst progressing through the floor
- Direct building occupants to their nearest emergency escape routes
- Proceed to the Fire Assembly Point when the floor has been evacuated
- Only give the all clear to re-enter the building when authorised to do so by the Estates Office.
- Attend the post evacuation debrief and report any particular difficulties encountered during the evacuation

Lecturers

- If not in class, instruct students and public in immediate area to vacate premises in an orderly manner, and direct them to the Assembly Point appropriate to that area, using the nearest available escape route.
- If in Class, instruct Class Group to vacate premises in an orderly manner, and proceed with class as directed to the appropriate Assembly Point, using the nearest available escape route.
- Switch off all equipment in the room.

- Close all windows and doors of room when it has been vacated, checking nobody is left behind.
- Advise the Fire Wardens that your area has been cleared, and if any persons in your charge remain in the premises.
- Report any faults/observations/comments to Estates Office or Head of Functional Safety Area.

Bar, Canteen, Library, RDC, College Services Staff

- Instruct students and public in immediate area to vacate premises in an orderly manner, and direct them to the Assembly Point appropriate to that area, using the nearest available escape route.
- Switch of any gas/electricity/fuel lines applicable in your area.
- Make a head count of people as they leave the area.
- If there are any disabled persons in wheelchairs in the area, ensure they are positioned in refuge areas at stairs landings, to await evacuation by emergency services.
- Close all doors, windows and other openings prior to exiting your area.
- Advise the Fire Warden that your area has been cleared, and if any persons in your charge remain in the premises.
- Report any faults/observations/comments to Estates Office or Head of Functional Safety Area.

Technical Support Staff

- Instruct students and public in immediate area to vacate premises in an orderly manner, and direct them to the Assembly Point appropriate to that area, using the nearest available escape route.
- Switch of all gas/electricity/fuel lines where applicable in your area.
- Close all doors, windows and other openings prior to exiting your area.
- Advise the Fire Wardens that your area has been cleared, and if any persons in your charge remain in the premises.

- Report any faults/observations/comments to Estates Office or Head of Functional Safety Area

Caretakers

- Instruct students and public in immediate area to vacate premises in an orderly manner, and direct them to the Assembly Point appropriate to that area, using the nearest available escape route.
- Proceed to most remote part of allocated area, check for remaining persons and ask them to leave immediately by the nearest available escape route.
- If there are disabled persons in wheelchairs in allocated area, ensure they are positioned in refuge areas at stairs landings, to await evacuation by the Emergency Services.
- Lifts must not be used in the event of drills/evacuations. Caretakers are to check any lifts in their allocated area to ensure they are empty.
- When the area has been fully checked, leave the building and remain at your designated exit point to ensure nobody enters the building until the all-clear has been given by the Senior Fire Warden.
- Advise the Fire Wardens that your area has been cleared, and if any persons in your charge remain in the premises.
- Note the evacuation time.
- Report any faults/observations/comments to Estates Office or Head of Functional Safety Area.

APPENDICES

APPENDIX 1

PERSONAL EMERGENCY EVACUATION PLANS FOR MEMBERS OF STAFF

DkIT Personal Emergency Evacuation Plans (Staff)

INTRODUCTION

Personal Emergency Evacuation Plans (PEEPs) are designed to ensure the safe evacuation of persons with a disability in the event of an emergency, such as the activation of the fire alarm. Good health and safety practice requires that the Institute should ensure that they are in place. The following procedures are effective from January 2012. It is considered critical that the member of staff's Head of Functional Safety Area directly, or through a nominated delegate, takes the lead to ensure that the member of staff has a PEEP in place. Furthermore, this should be periodically reviewed by the Institute

PROPOSED PROCEDURE FOR PERSONAL EMERGENCY EVACUATION PLANS

1. The HR Manager will advise any staff with a Disability the purpose of PEEPs. Based on a discussion between the staff member and the HR Manager it will be determined whether it is necessary to develop a procedure for the individual staff member. The HR Manager can seek advice from the H & S Co-Ordinator in advance of this meeting as to whether a PEEP would be required based on a risk assessment. The identity of the staff member would not be disclosed.
2. Staff will be required to sign FORM 1 indicating that they have been made aware of the importance of developing a PEEP. They will also agree to complete the consultation form, FORM 2 by the specified date and attend planned meetings in order for the Institute to implement their individual plan.
3. Where a staff member disagrees with the advice of the HR Manager to have a PEEP developed, they will be asked to sign FORM 1A indicating that despite the recommendation, the staff member does not believe that a PEEP is necessary. This should be kept on file in the Human Resources office.
4. A copy of the completed FORM 2 will be forwarded from the HR Manager to the Institute's H & S Co-ordinator and Head of Functional Safety Area (or nominee). The Head of Functional Safety Area (or nominee) and the H & S Co-ordinator arrange to meet the staff member to discuss the evacuation procedures in the identified buildings. The HR Manager will be advised by the Head of Functional Safety Area (or nominee) if they are required to attend. The developed PEEP, FORM 3 will be completed and signed by the Student, Head of Functional Safety Area and Institute's H & S Co-ordinator.
5. Staff, who fail to attend the meeting, will be informed in writing by the Head of Functional Safety Area that due to health and safety regulations, the staff member is required to comply with the production of a PEEP within 2 weeks,

otherwise they will be asked to meet with the Head of Functional Safety Area to discuss non compliance with health and safety regulations. The HR Manager will be sent a copy of this correspondence for their information.

6. A copy of the completed PEEP, FORM 3 will be sent from the Functional Area to HR Manager, the Staff member, Estates Office and the Institute Health & Safety Co-ordinator.

FORM 1

Agreement to the development of a Personal Emergency Evacuation Plan

Personal Emergency Evacuation Plans are designed to ensure the safe evacuation of members of staff with disabilities in the event of an emergency, such as the activation of the fire alarm.

Based on a discussion with the HR Manager, I agree that I may have difficulty in exiting Institute buildings in the event of an emergency and therefore agree to the Institute developing an individual plan to meet my specific needs.

In order to facilitate the development of my individual plan I agree to the following terms:

- return the necessary information FORM 2 to the HR Manager by the specified date
- attend meetings as requested by the Head of Functional Area (or nominee) to develop a Personal Emergency Evacuation Plan
- advise the Head of Functional Area (or nominee) in writing if I use other buildings, than those identified in my individual PEEP, or my circumstances change which impacts on my safe evacuation from Institute buildings.

Signed

Date

FORM 1A

I have been made aware of the procedure for development of a Personal Emergency Evacuation Plan (PEEP) and have decided that I do not need such a plan in place.

Name:

Signature:

Date:

FORM 2

PERSONAL EMERGENCY EVACUATION PLAN CONSULTATION FORM

This questionnaire is intended to be completed by persons with a disability to assist the development of a Personal Emergency Evacuation Plan. Please provide as much information to enable the Institute to develop a suitable plan.

Once developed the Plan will be the intended means of escape in the event of an emergency (including drills). If the practice drills identifies concerns in the implementation of the evacuation, then please contact Human Resources for assistance in finding suitable solutions. Why you should fill in the form

As your employer, DKIT has a legal responsibility to protect you from fire risks and ensure your health and safety at work. The PEEP will be developed based on the information you provide.

What will happen when you have completed the form?

You will be provided with any additional information necessary about the emergency egress procedures in the building(s) you attend.

If you need assistance, the "Personal Emergency Evacuation Plan" will specify what type of assistance you need. There may be some buildings where safe evacuation cannot yet be provided without alterations to the building/structure. In these cases you will have to be patient whilst the solutions are considered and developed.

Name

Department

Brief Description of Duties

LOCATION

1 Where are you based for most of the time?

Please name: the building, the floor and the room number.

2 Do you routinely use more than one location in this building?

YES NO

If you feel it is necessary please provide further details below. (Please list the buildings and floors you used in each building)

AWARENESS OF EMERGENCY EVACUATION PROCEDURES

3. Are you aware of the emergency evacuation procedures which operate in the building(s) you attend?

YES NO

4 Do you require written emergency evacuation procedures?

YES NO

4a Do you require the emergency evacuation procedures to be in Braille?

YES NO

4b Do you require the emergency evacuation procedure to be on tape?

YES NO

4c Do you require the emergency evacuation procedures to be in large print?

YES NO

5 Are the signs which mark emergency routes and exits clear enough?

YES NO

EMERGENCY ALARM

6. Can you hear the fire alarm(s) in your place(s) or work?

YES NO DON'T KNOW

7 Could you raise the alarm if you discovered a fire?

YES NO DON'T KNOW

ASSISTANCE

8 Do you need assistance to get out of your place of work in an emergency?

YES NO DON'T KNOW

If **NO** please go to Question 12

9 Is anyone designated to assist you to get out in an emergency?

YES NO DON'T KNOW

If **NO** please go to Question 11. If **YES** give name(s) and location(s)

10. Is the arrangement with your assistant(s) a formal arrangement?

(A formal arrangement is an arrangement specified for them by the Head of Functional Area or written into their job description or by some other procedure.)

YES NO DON'T KNOW

10a Are you always in easy contact with those designated to help you?

YES NO DON'T KNOW

11 In an emergency, could you contact the person(s) in charge of evacuating the building(s) in which you work and tell them where you were located?

YES NO DON'T KNOW

GETTING OUT

12. Can you move quickly in the event of an emergency?

YES NO DON'T KNOW

13. Do you find stairs difficult to use?

YES NO DON'T KNOW

14 Are you a wheelchair user?

YES NO

Thank you for completing this questionnaire. The information you have given us will help us to meet any needs for information or assistance you may have.

Please return the completed form to: _____

FORM 3

THIS PERSONAL EMERGENCY EVACUATION PLAN HAS BEEN DEVELOPED BASED ON THE INFORMATION SUPPLIED IN FORM 2

Name	Staff Number
Functional Area	
Head of Functional Area	
Head of Functional Area Disability Nominee	
Description of Disability (Plain English) e.g. Wheelchair User	
Buildings / Areas to which this plan is applicable, e.g North Building, South Building	
1.	5.
2.	6.
3.	7.
4.	8.

AWARENESS OF PROCEDURE

The person is informed of a fire evacuation by:

- existing alarm system
- pager device
- visual alarm system
- Other (please specify) _____

DESIGNATED ASSISTANCE:

(The following people have been designated to give me assistance to get out of the building in an emergency).

Name _____

Contact details _____

Name _____
 Contact details _____

METHODS OF ASSISTANCE:

(eg: Transfer procedures, methods of guidance, etc.)

EVACUATION PROCEDURE:

(A step by step account beginning from the first alarm)

SAFE ROUTE(S)/REFUGE AREA):

Staff Name:	
Signature:	
Date:	
Human Resources Manager / Nominee	
Signature:	
Date:	
Health & Safety Co-Ordinator:	
Signature:	
Date:	

APPENDIX 2

PERSONAL EMERGENCY EVACUATION PLANS FOR STUDENTS

DkIT Personal Emergency Evacuation Plans (Student)

INTRODUCTION

Personal Emergency Evacuation Plans are designed to ensure the safe evacuation of people with disabilities in the event of an emergency, such as the activation of the fire alarm. Good health and safety practice requires that the Institute should ensure that they are in place. The following procedures are effective from January 2012. It is considered critical that the student's School, either the Head of School directly, or through a nominated delegate, takes the lead to ensure that the student has a PEEP in place. Furthermore, this should be periodically reviewed by the School.

PROPOSED PROCEDURE FOR PERSONAL EMERGENCY EVACUATION PLANS

1. The Disability & Student Quality Officer will advise any Students with Disabilities the purpose of PEEPs. Based on a discussion between the student and the Disability & Student Quality Officer it will be determined whether it is necessary to develop a procedure for the individual student.
2. Students will be required to sign FORM 1 indicating that they have been made aware of the importance of developing a PEEP. They will also agree to complete the consultation form, FORM 2 by the specified date and attend planned meetings in order for the Institute to implement their individual plan.
3. Where the student disagrees with the advice of the Disability & Student Quality Officer to have a PEEP developed, they will be asked to sign FORM 1A indicating that despite that the recommendation, the student does not believe that a PEEP is necessary. This should be kept on file in HR/School office.
4. A copy of the completed FORM 2 will be forwarded from the Disability & Student Quality Office to the Institute's H & S Co-ordinator and Head of School (or nominee). The Head of School (or nominee) and the H & S Co-ordinator arrange to meet the student to discuss the evacuation procedures in the identified buildings. The Disability & Student Quality Office will be advised by the Head of School (or nominee) if they are required to attend. The developed PEEP, FORM 3 will be completed and signed by the Student, Head of Functional Area and Institute's H & S Co-ordinator.
5. Students, who fail to attend the meeting, will be informed in writing by the Head of School that due to health and safety regulations, the student is required to comply with the production of a PEEP within 2 weeks, otherwise they will be asked to meet with the Head of School to discuss non-compliance with health and safety regulations. The Disability & Student Quality Office will be sent a copy of this correspondence for their information.

6. A copy of the completed PEEP, FORM 3 will be sent from the School to Disability & Student Quality Office, the Student, Estates Office and the Institute Health & Safety Co-ordinator.

FORM 1

Agreement to the development of a Personal Emergency Evacuation Plan

Personal Emergency Evacuation Plans are designed to ensure the safe evacuation of students with disabilities in the event of an emergency, such as the activation of the fire alarm.

Based on a discussion with the Disability & Student Quality Office, I agree that I may have difficulty in exiting Institute buildings in the event of an emergency and therefore agree to the Institute developing an individual plan to meet my specific needs.

In order to facilitate the development of my individual plan I agree to the following terms:

- return the necessary information (pro-form 2) to the Disability & Student Quality Office by the specified date
- attend meetings as requested by the Head of School (or nominee) to develop a Personal Emergency Evacuation Plan
- advise the Head of School (or nominee) in writing if I use other buildings, than those identified in my individual PEEP, or my circumstances change which impacts on my safe evacuation from Institute buildings.

Signed

Date

FORM 1A

I have been made aware of the procedure for development of a Personal Emergency Evacuation Plan (PEEP) and have decided that I do not need such a plan in place.

Name:

Signature:

Date:

FORM 2

PERSONAL EMERGENCY EVACUATION PLAN CONSULTATION FORM

This questionnaire is intended to be completed by persons with a disability to assist the development of a Personal Emergency Evacuation Plan. Please provide as much information to enable the Institute to develop a suitable plan.

Once developed the Plan will be the intended means of escape in the event of an emergency (including drills). If the practice drills identifies concerns in the implementation of the evacuation, then please contact the Disability & Student Quality Officer for assistance in finding suitable solutions.

Why you should fill in the form

DKIT has a legal responsibility to protect you from fire risks and ensure your health and safety at work. The PEEP will be developed based on the information you provide.

What will happen when you have completed the form?

You will be provided with any additional information necessary about the emergency egress procedures in the building(s) you attend.

If you need assistance, the "Personal Emergency Evacuation Plan" will specify what type of assistance you need. There may be some buildings where safe evacuation cannot yet be provided without alterations to the building/structure. In these cases you will have to be patient whilst the solutions are considered and developed.

Name

Department

Brief Description of Duties /course

LOCATION

1. Where are you based for most of the time?

Please name: the building, the floor and the room number.

2. Do you routinely use more than one location in this building?

YES NO

If you feel it is necessary please provide further details below. (Please list the buildings and floors you used in each building)

AWARENESS OF EMERGENCY EVACUATION PROCEDURES

3. Are you aware of the emergency evacuation procedures which operate in the building(s) you attend?

YES NO

4. Do you require written emergency evacuation procedures?

YES NO

4a Do you require the emergency evacuation procedures to be in Braille?

YES NO

4b Do you require the emergency evacuation procedure to be on tape?

YES NO

4c Do you require the emergency evacuation procedures to be in large print?

YES NO

5. Are the signs which mark emergency routes and exits clear enough?

YES NO

EMERGENCY ALARM

6. Can you hear the fire alarm(s) in your place(s) or work?

YES NO DON'T KNOW

7. Could you raise the alarm if you discovered a fire?

YES NO DON'T KNOW

ASSISTANCE

8. Do you need assistance to get out of your place of work in an emergency?

YES NO DON'T KNOW

If **NO** please go to Question 12

9. Is anyone designated to assist you to get out in an emergency?

YES NO DON'T KNOW

If **NO** please go to Question 11. If **YES** give name(s) and location(s)

10. Is the arrangement with your assistant(s) a formal arrangement?

(A formal arrangement is an arrangement specified for them by the Head of Department or written into their job description or by some other procedure.)

YES NO DON'T KNOW

10a Are you always in easy contact with those designated to help you?

YES NO DON'T KNOW

11. In an emergency, could you contact the person(s) in charge of evacuating the building(s) in which you work and tell them where you were located?

YES NO DON'T KNOW

GETTING OUT

12. Can you move quickly in the event of an emergency?

YES NO DON'T KNOW

13. Do you find stairs difficult to use?

YES NO DON'T KNOW

14. Are you a wheelchair user?

YES NO

Thank you for completing this questionnaire.
The information you have given us will help us to meet any needs for information or assistance you may have.

Please return the completed form to: _____

FORM 3

THIS PERSONAL EMERGENCY EVACUATION PLAN HAS BEEN DEVELOPED BASED ON THE INFORMATION SUPPLIED IN FORM 2

Name	Student Number
Functional Area	
Head of Functional Area	
Head of Functional Area Disability Nominee	
Description of Disability (Plain English) e.g. Wheelchair User	
Buildings / Areas to which this plan is applicable, e.g North Building, South Building	
1.	5.
2.	6.
3.	7.
4.	8.

AWARENESS OF PROCEDURE

The person is informed of a fire evacuation by:

- existing alarm system
- pager device
- visual alarm system
- Other (please specify) _____

DESIGNATED ASSISTANCE:

(The following people have been designated to give me assistance to get out of the building in an emergency).

Name _____
Contact details _____

Name _____
 Contact details _____

METHODS OF ASSISTANCE:

(eg: Transfer procedures, methods of guidance, etc.)

EVACUATION PROCEDURE:

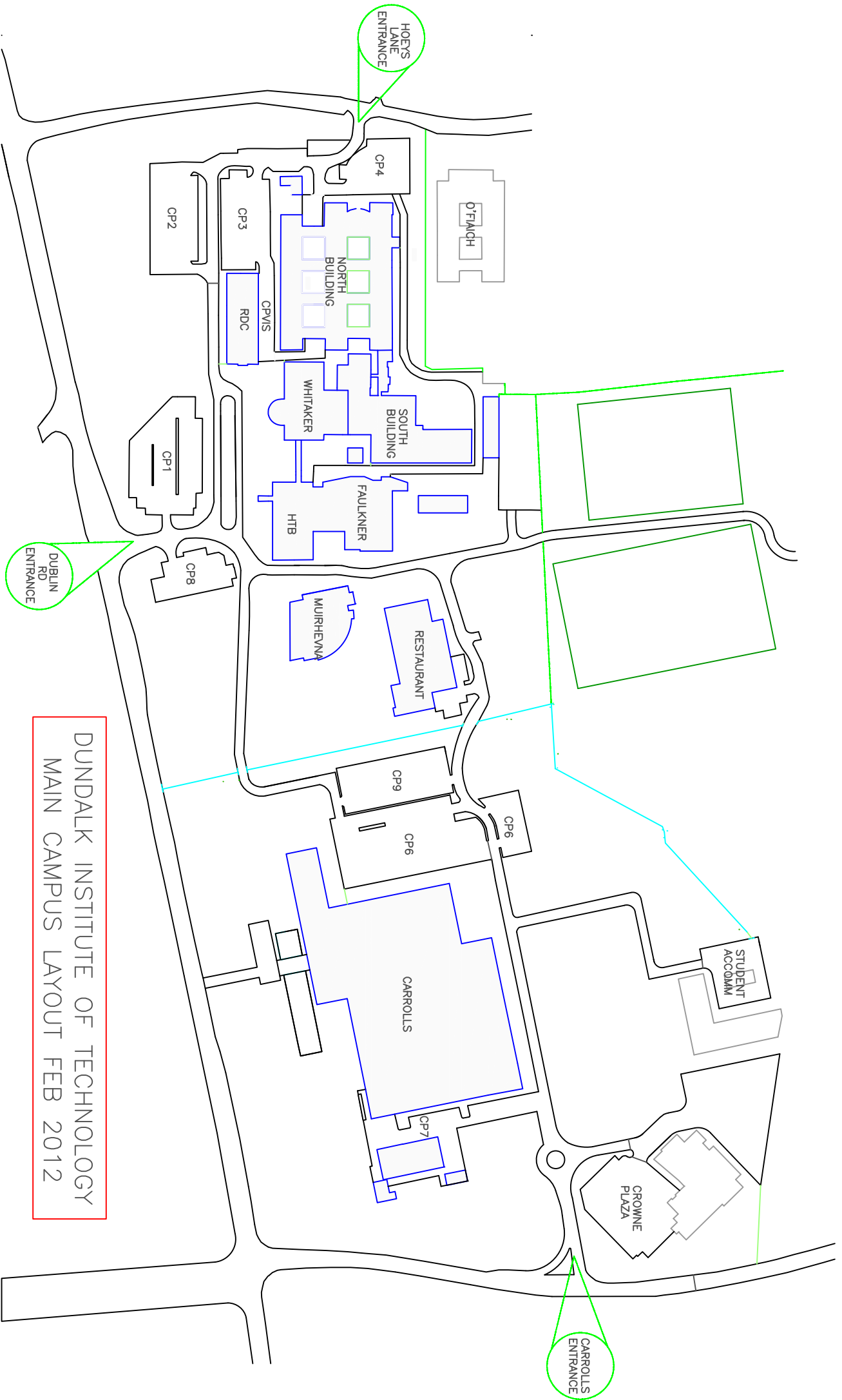
(A step by step account beginning from the first alarm)

SAFE ROUTE(S)/REFUGE AREAS:

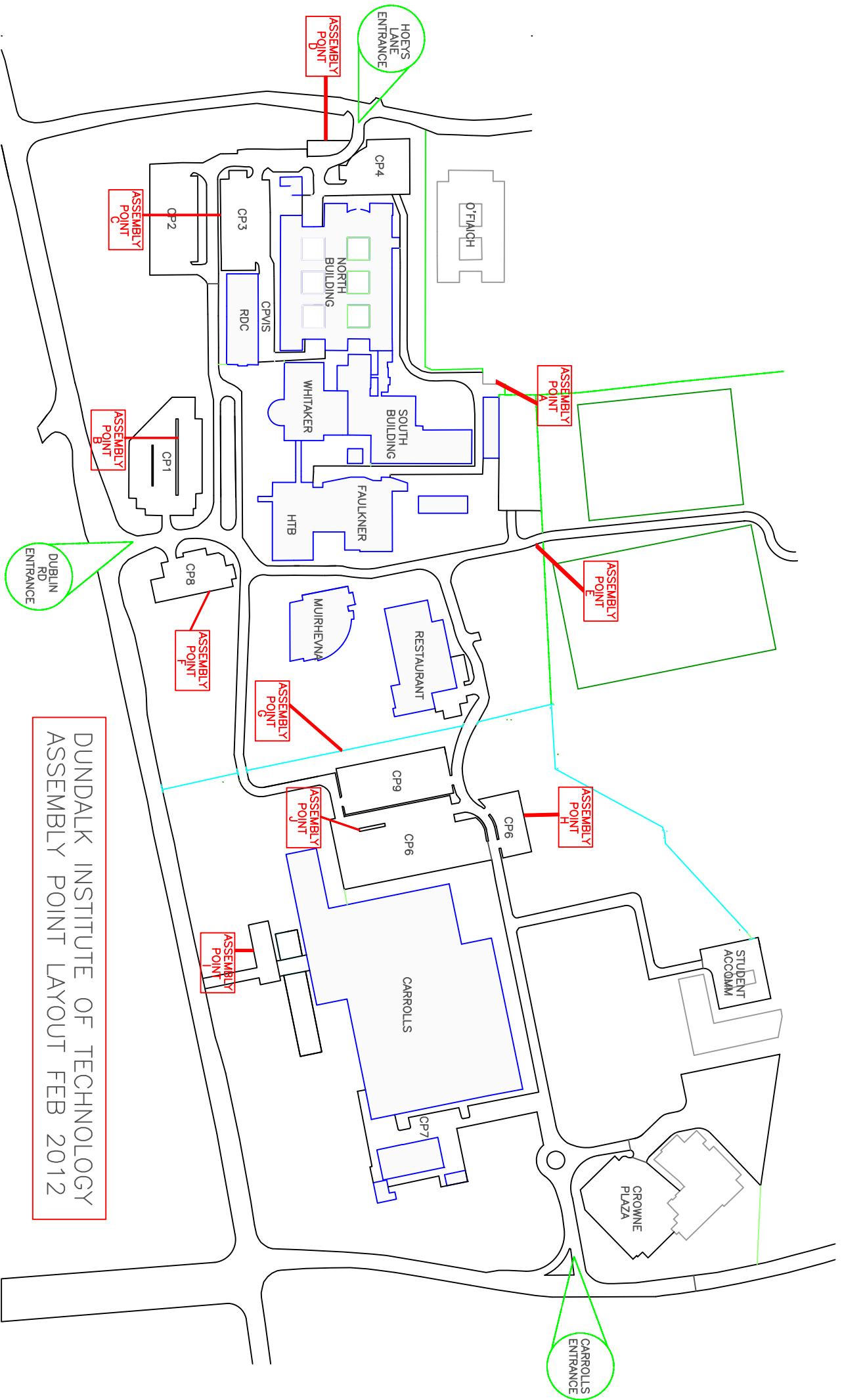
Student:	
Signature:	
Date	
Head of School:	
Signature:	
Date:	
Health & Safety Co-Ordinator:	
Signature:	
Date:	

APPENDIX 3

MAPS AND LAYOUT PLANS



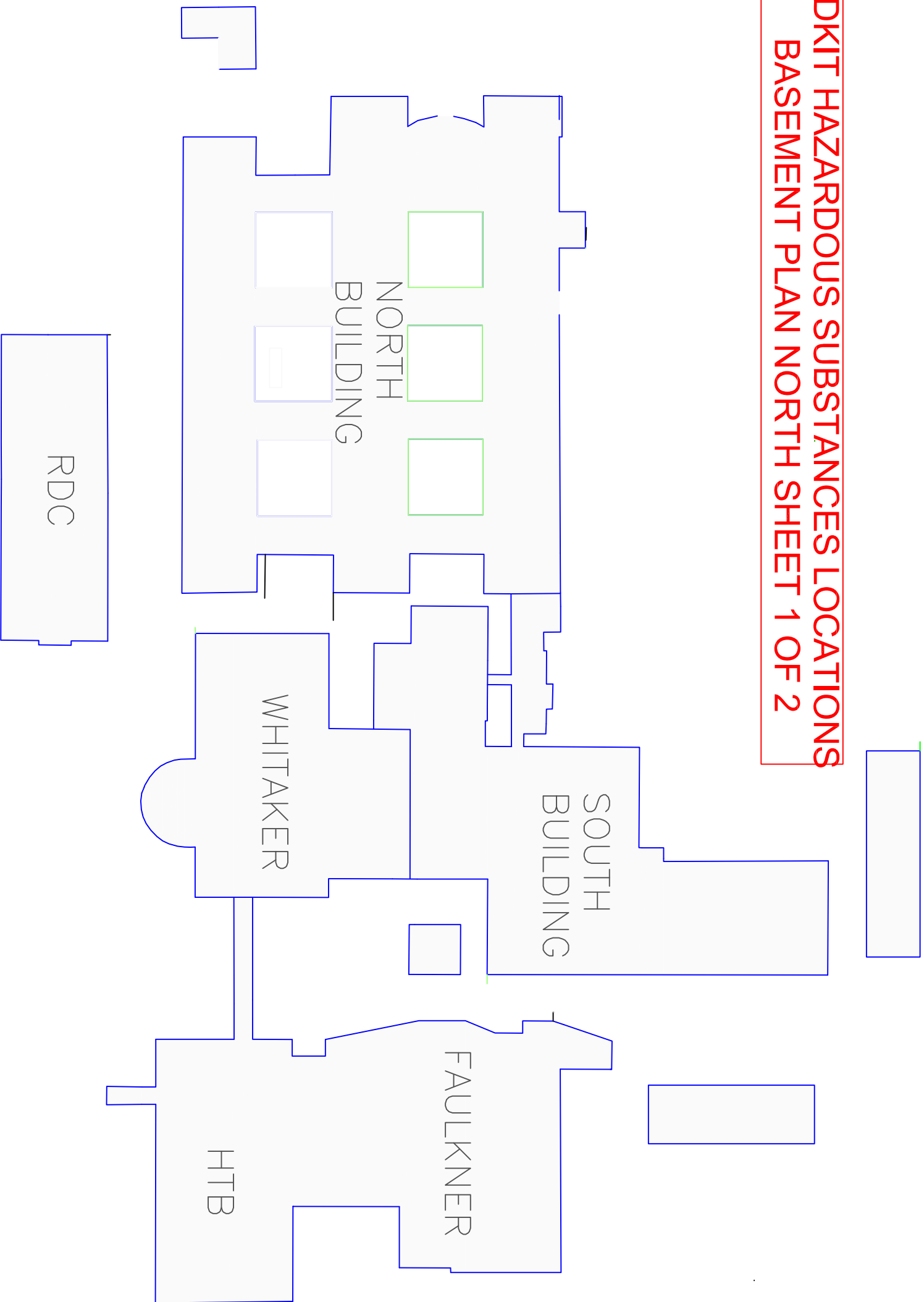
DUNDALK INSTITUTE OF TECHNOLOGY
 MAIN CAMPUS LAYOUT FEB 2012



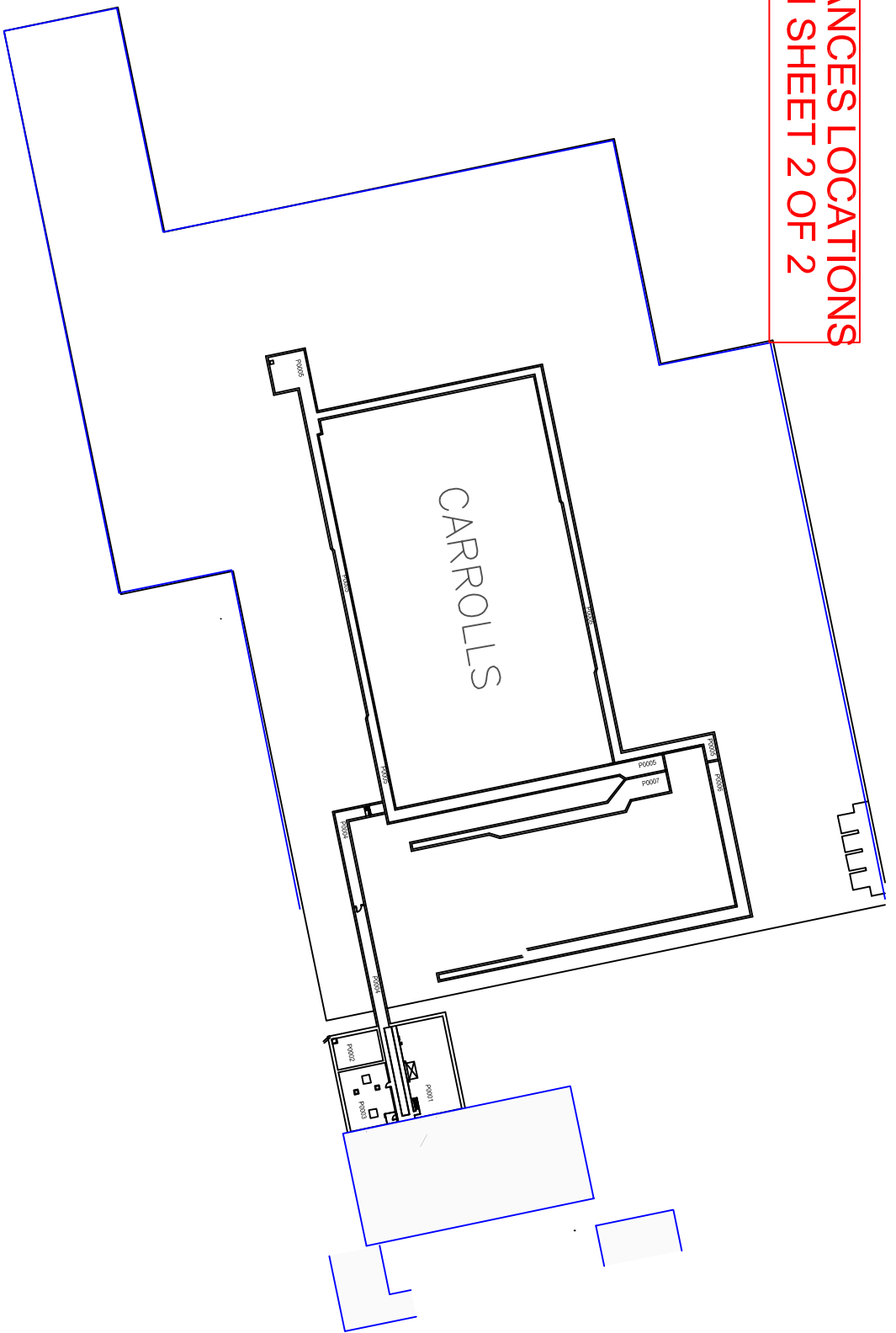
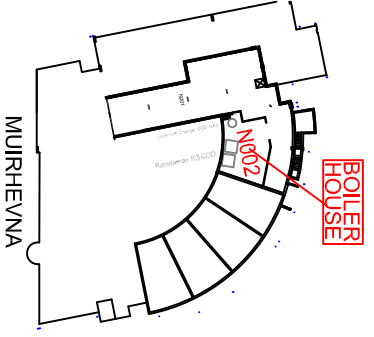
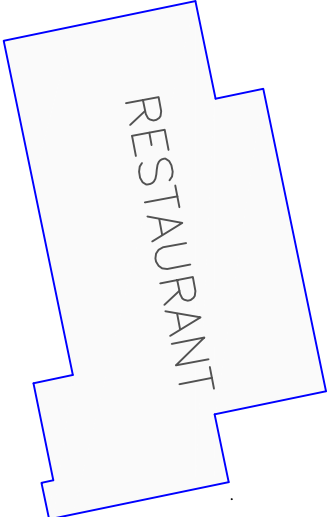
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 ASSEMBLY POINT LAYOUT FEB 2012

**DKIT HAZARDOUS SUBSTANCES
LOCATIONS**

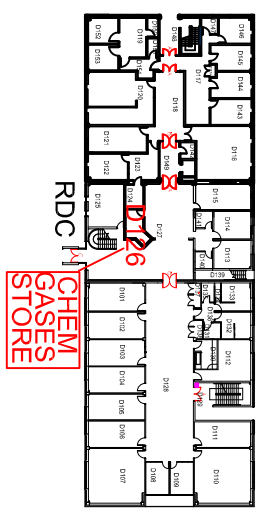
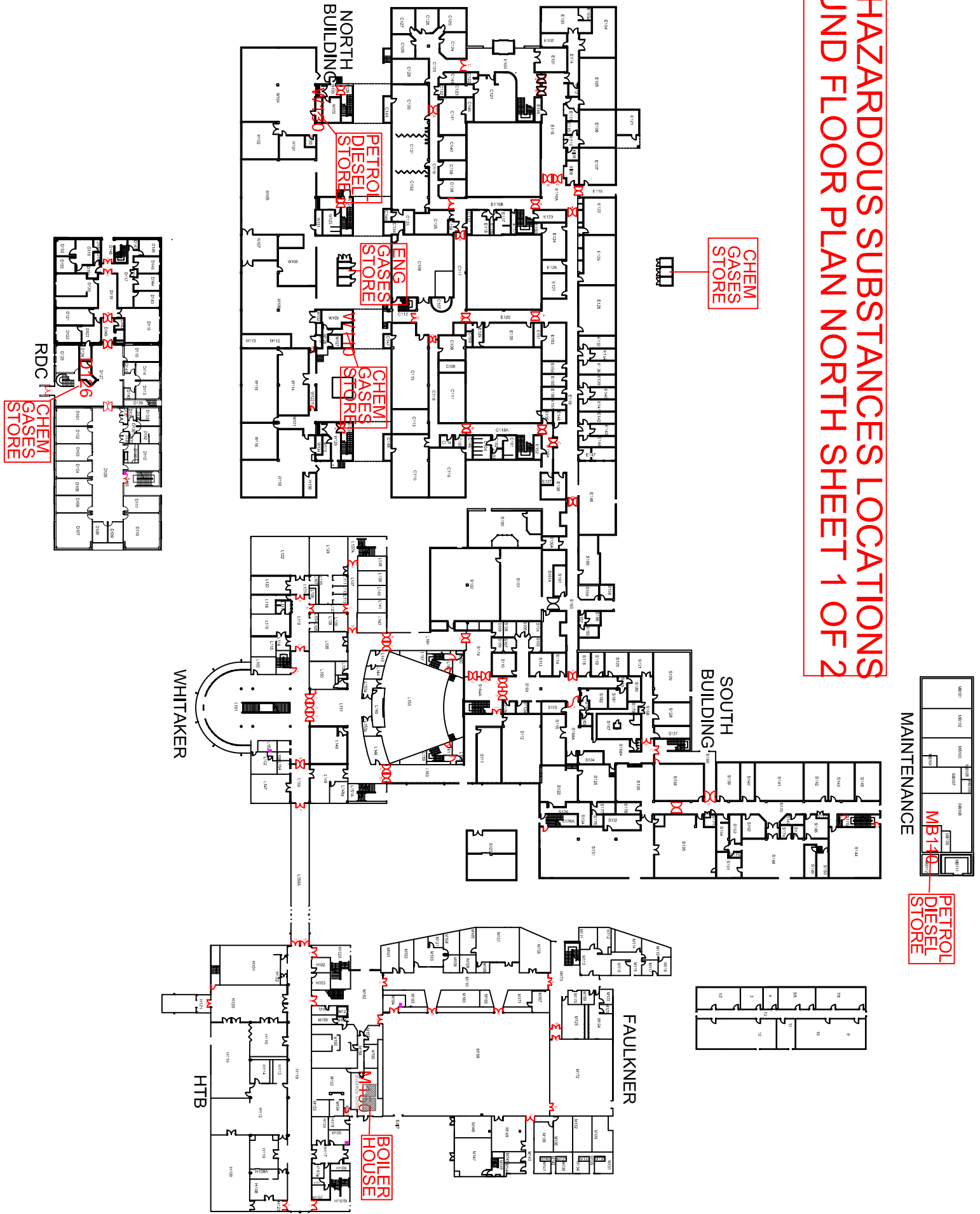
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BASEMENT PLAN NORTH SHEET 1 OF 2**



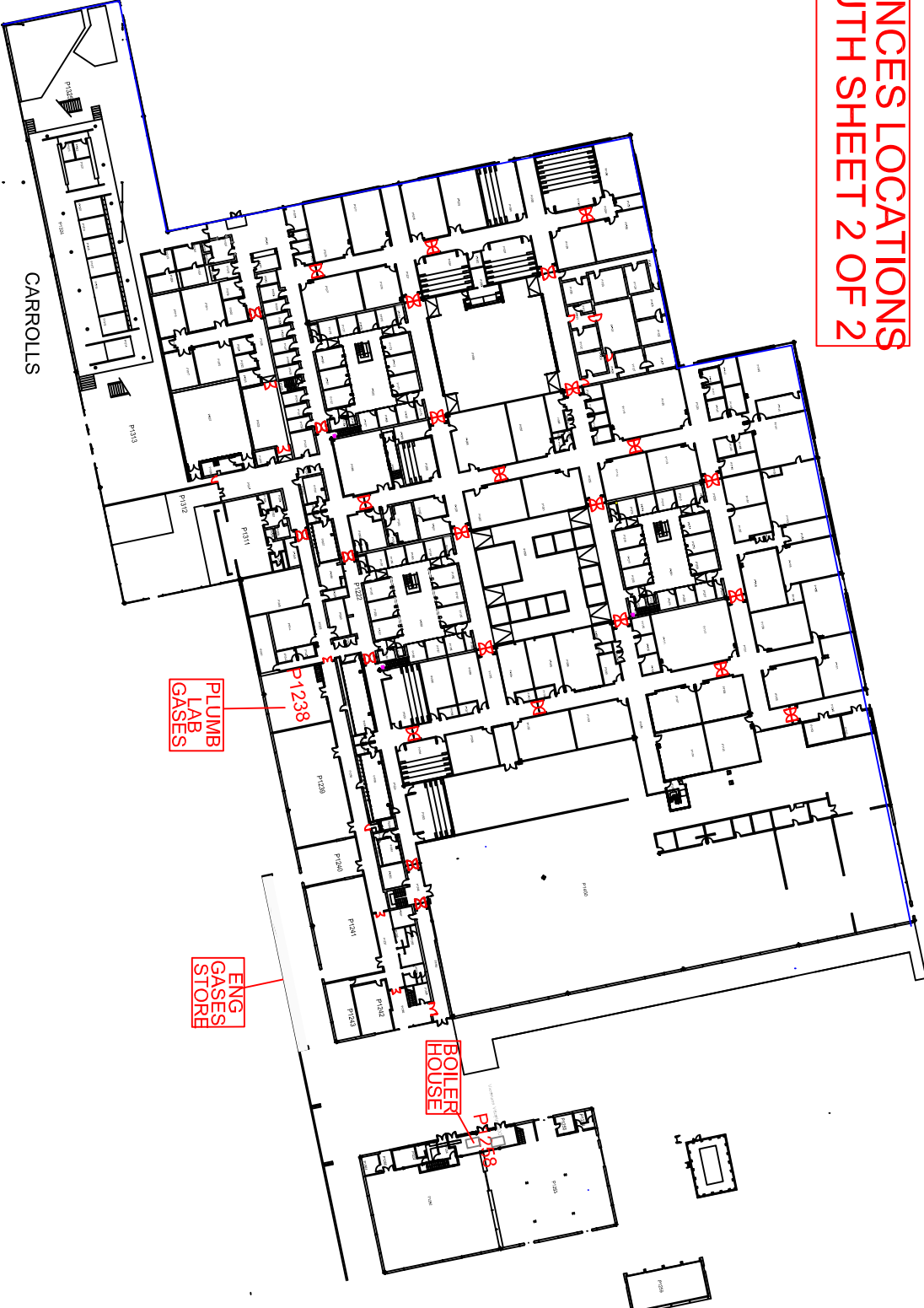
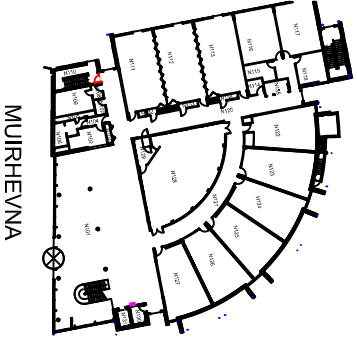
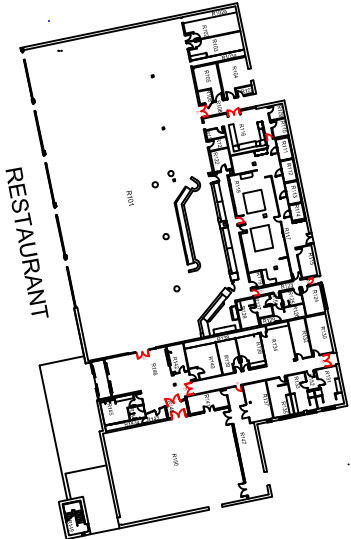
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BASEMENT PLAN SOUTH SHEET 2 OF 2**



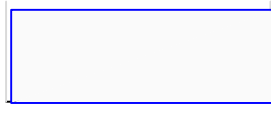
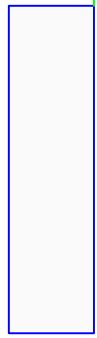
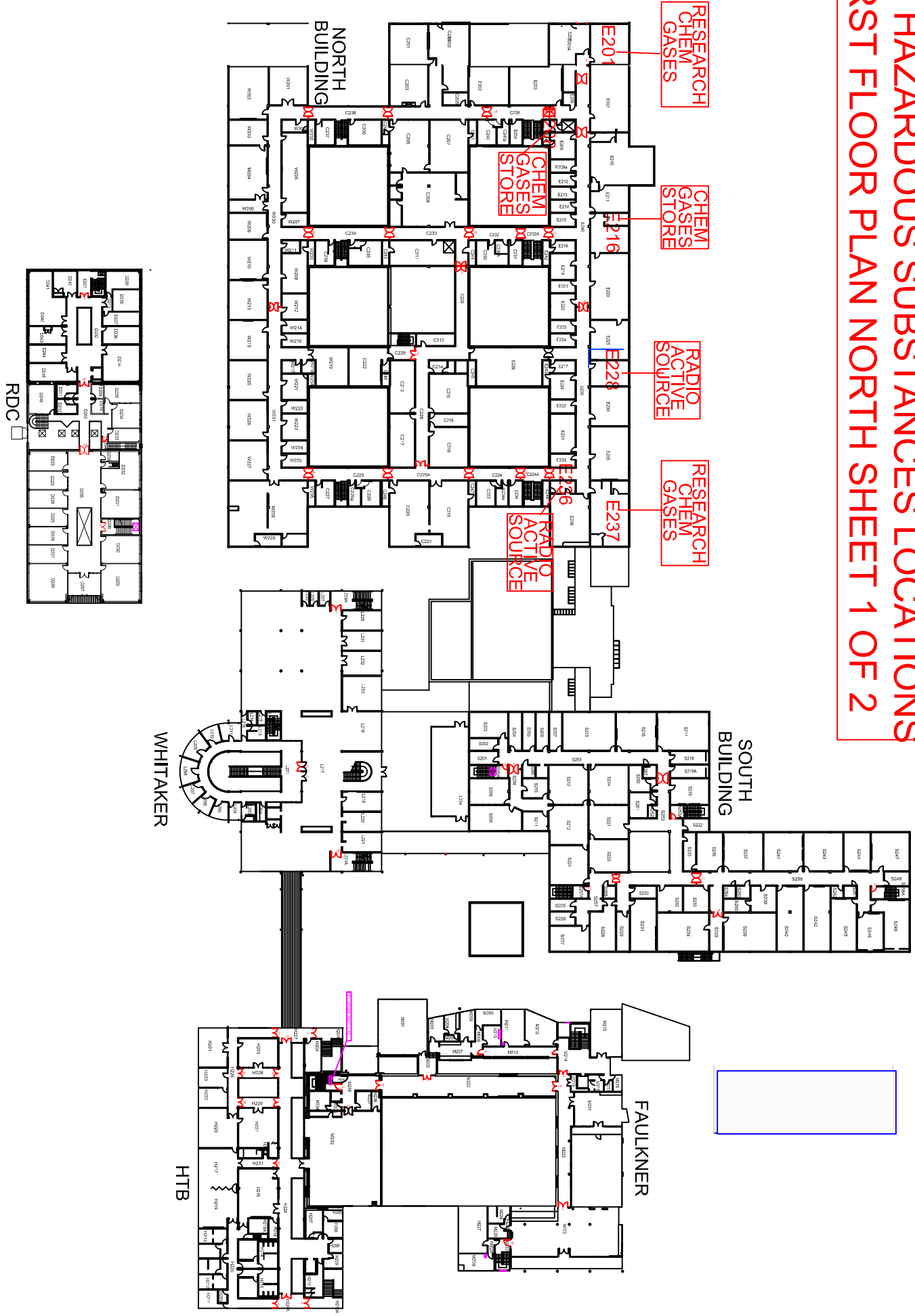
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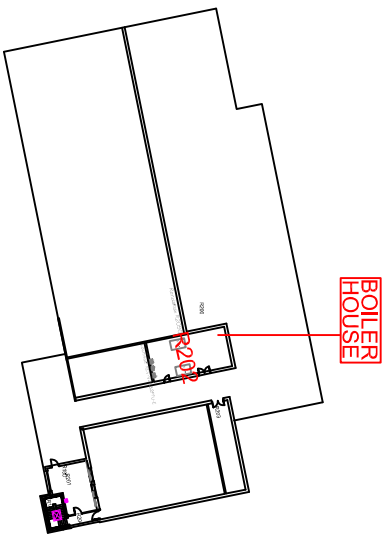
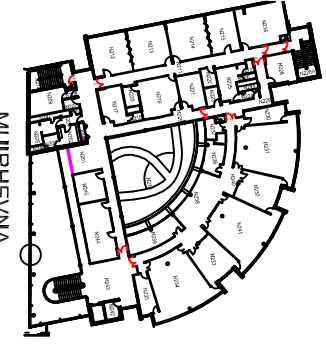
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GROUND FLOOR PLAN SOUTH SHEET 2 OF 2**



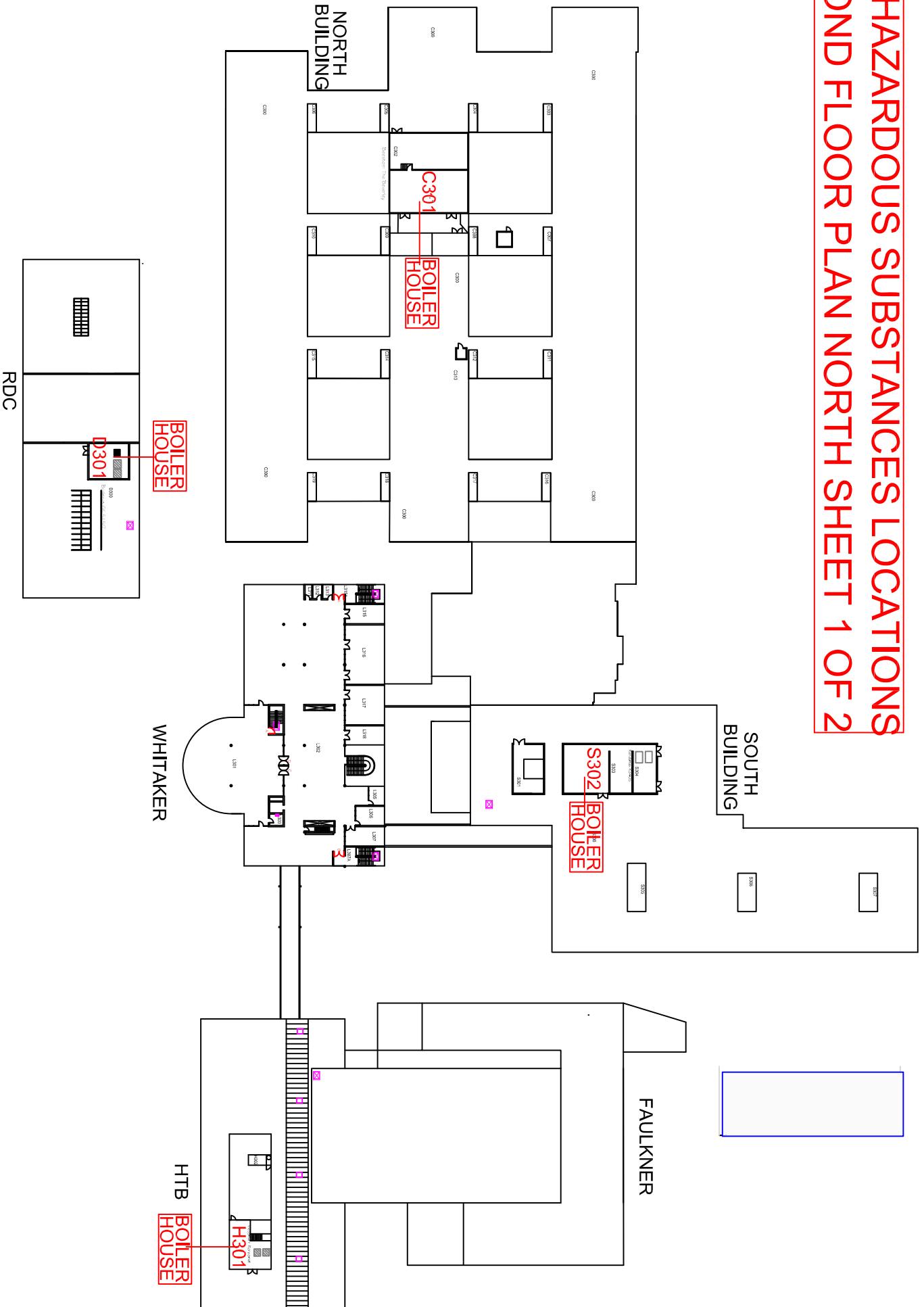
DKIT HAZARDOUS SUBSTANCES LOCATIONS FIRST FLOOR PLAN NORTH SHEET 1 OF 2



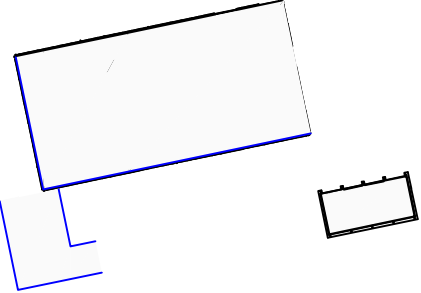
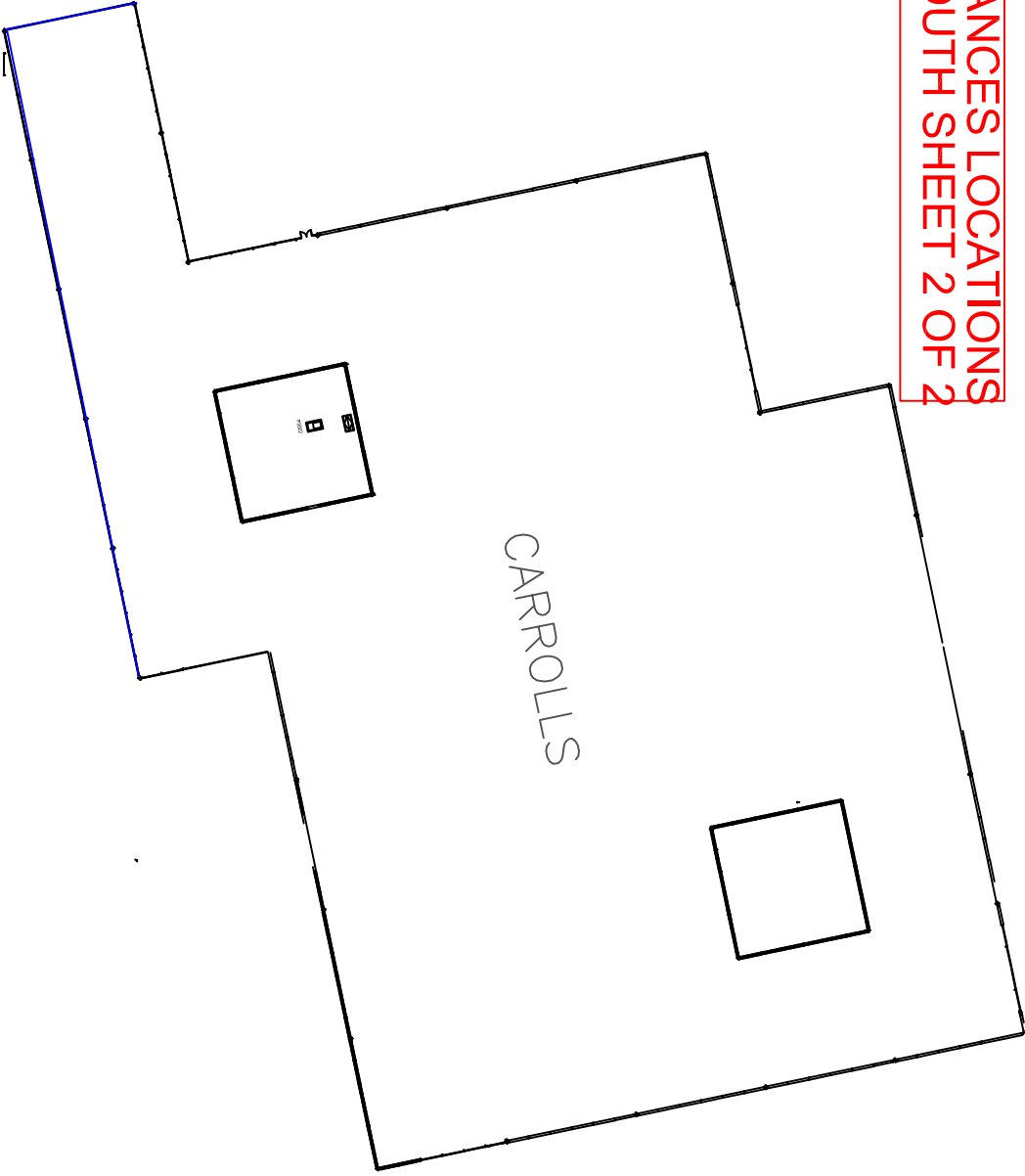
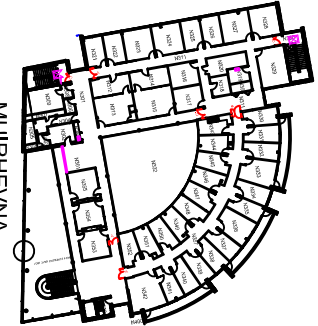
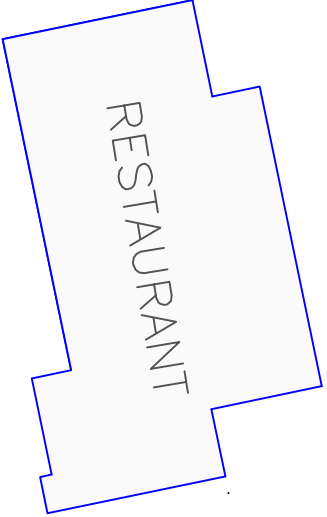
**DKIT HAZARDOUS SUBSTANCES LOCATIONS
FIRST FLOOR PLAN SOUTH SHEET 2 OF 2**



**DKIT HAZARDOUS SUBSTANCES LOCATIONS
SECOND FLOOR PLAN NORTH SHEET 1 OF 2**

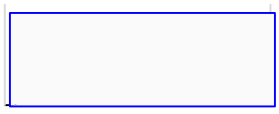
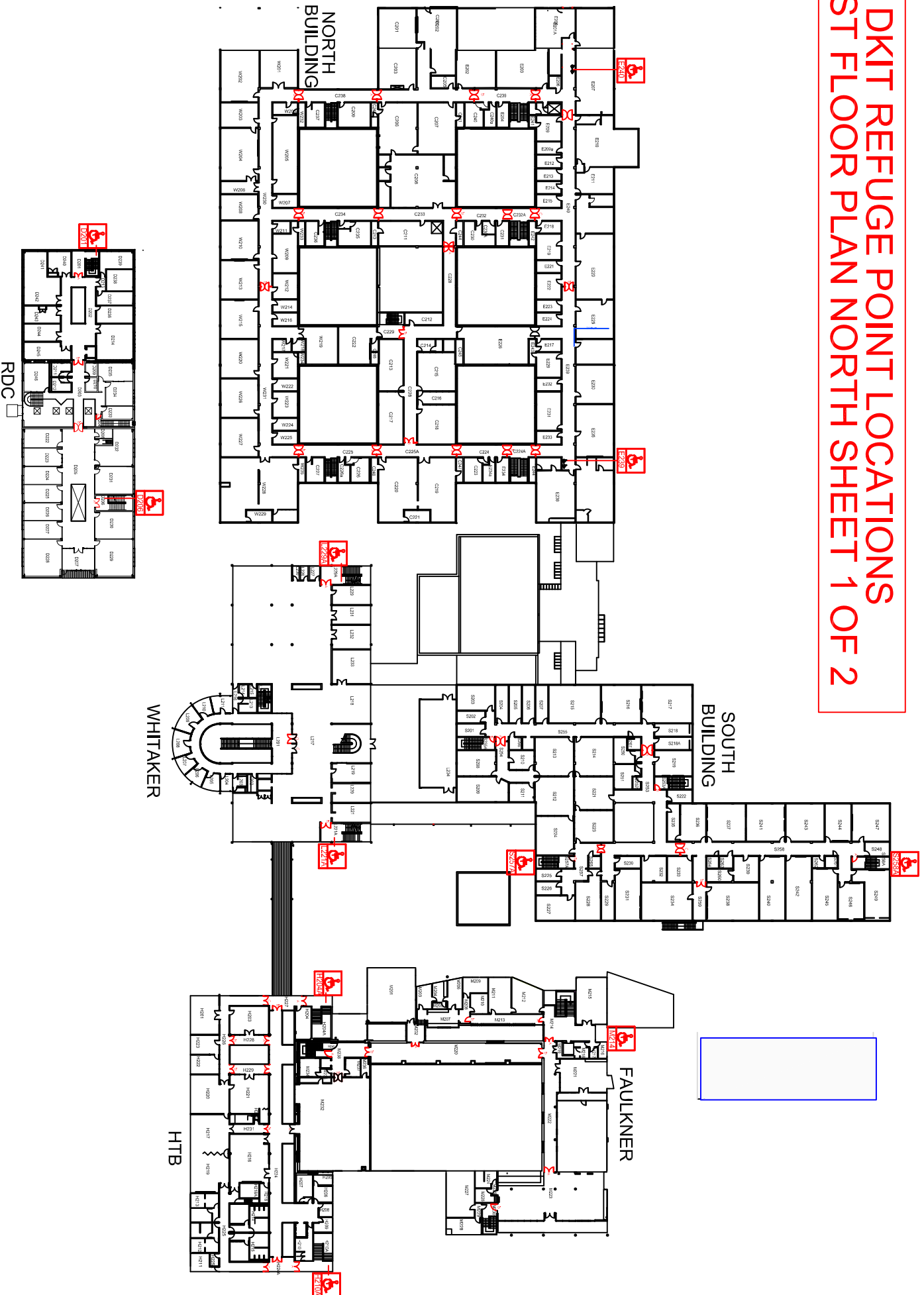


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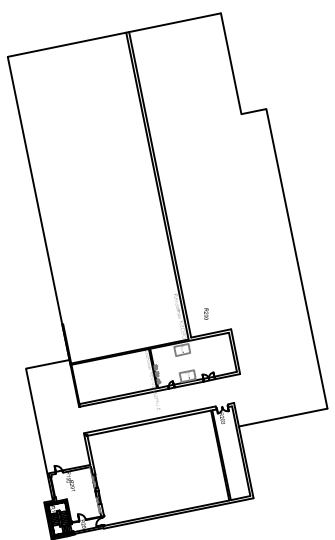
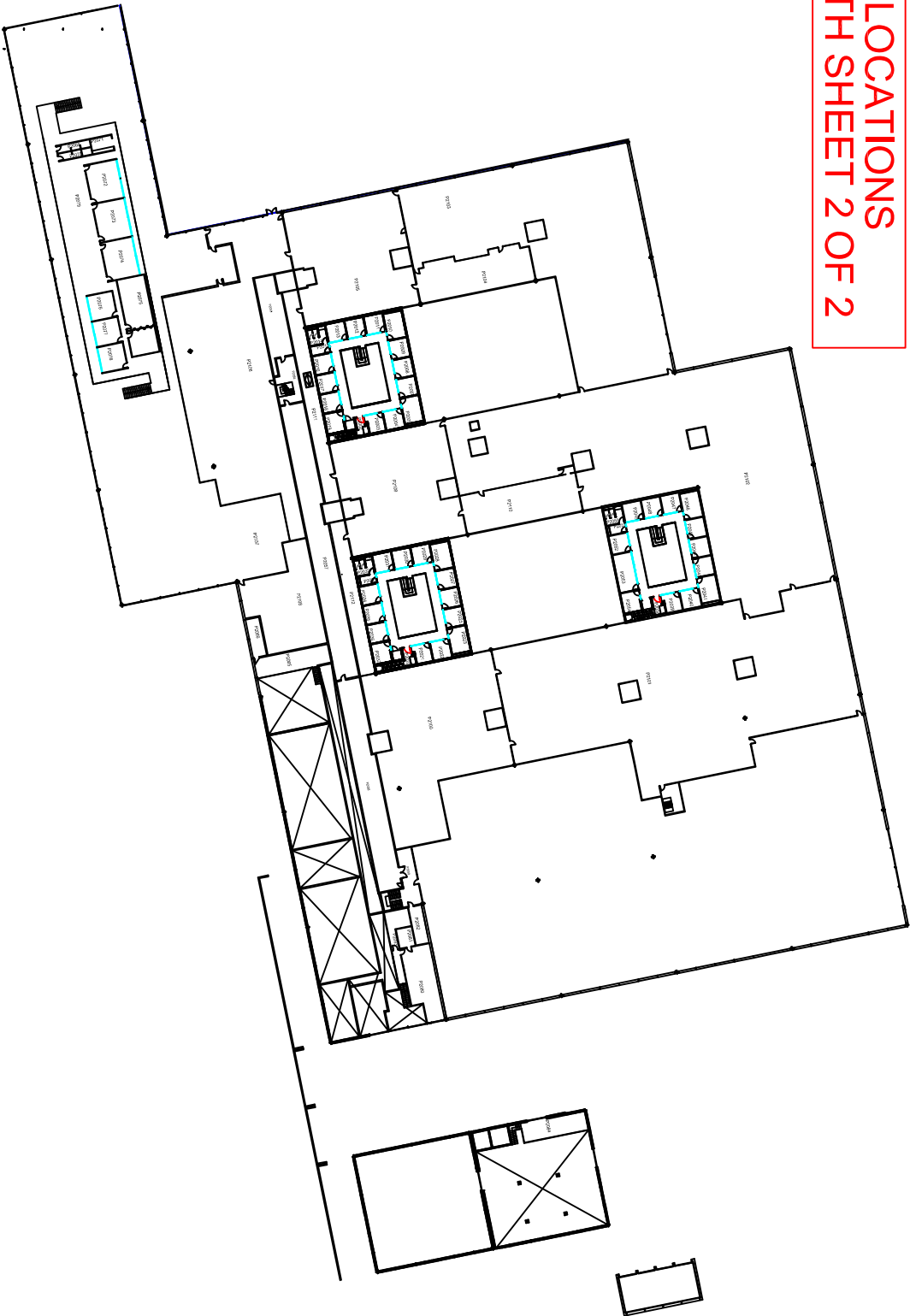
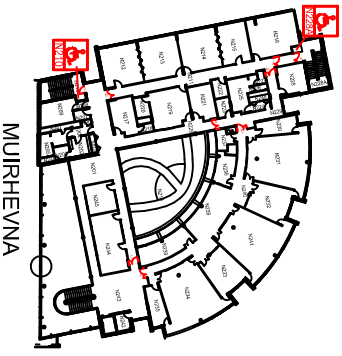


**DKIT REFUGE
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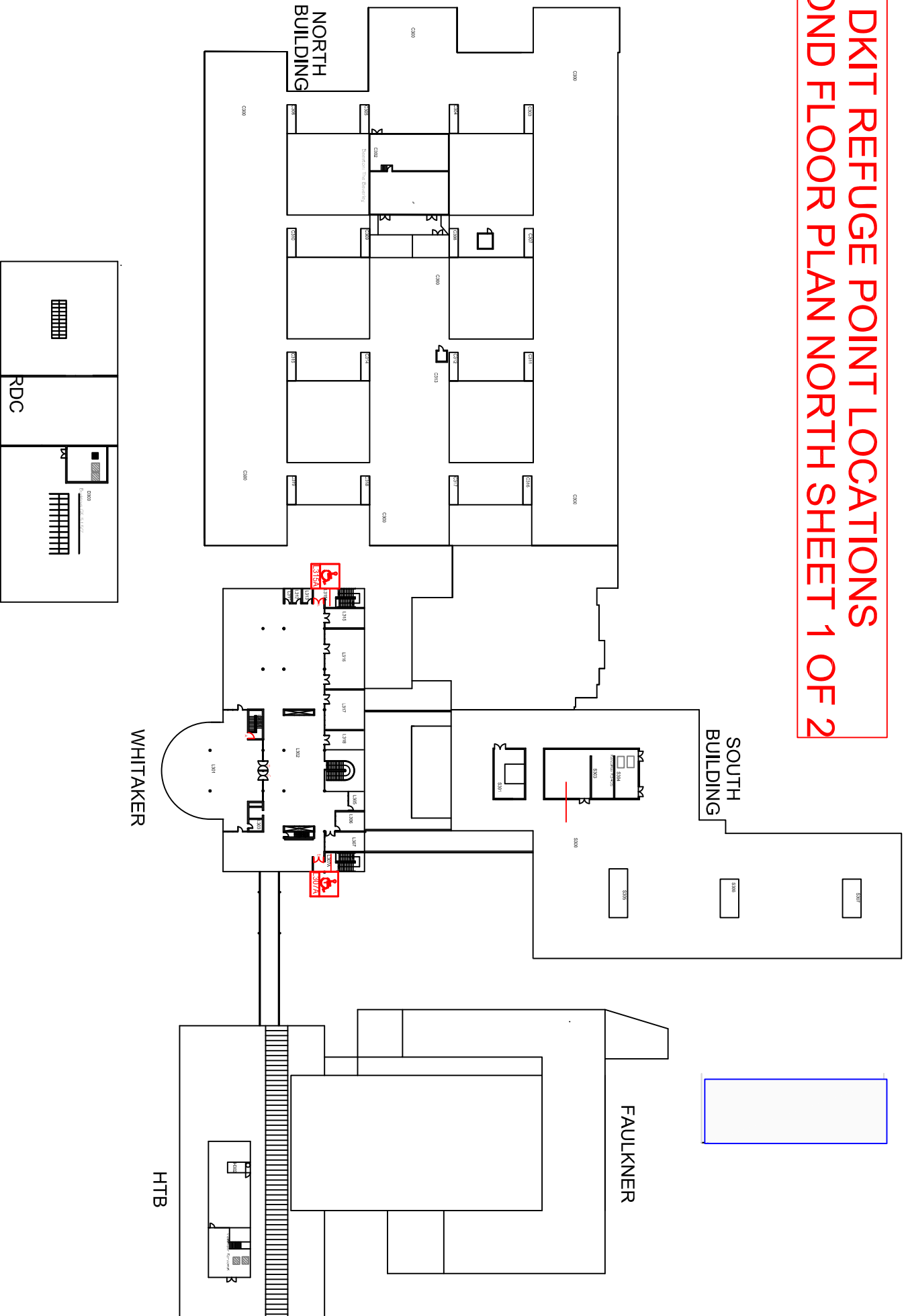
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**DKIT REFUGE POINT LOCATIONS
FIRST FLOOR PLAN SOUTH SHEET 2 OF 2**



DKIT REFUGE POINT LOCATIONS SECOND FLOOR PLAN NORTH SHEET 1 OF 2



**DKIT REFUGE POINT LOCATIONS
SECOND FLOOR PLAN SOUTH SHEET 2 OF 2**

