



Fire and Emergency Procedure

1. Purpose

This procedure outlines the fire and emergency procedure for staff whether located at the Naas office or the College in Maynooth.

2. Roles and Responsibilities

All staff must comply with fire and emergency procedures as relevant to the building in which they are located on a given day. Currently, the CEO acts as the Health and Safety Officer and is responsible for the implementation of the procedure.

3. Documentation

UDOC004 UniHaven Health Safety Statement Rev 1 provides overarching guidance as to the College's policy on health and safety generally, but this procedure covers student and other emergency response procedures in more detail.

4. Procedure

Student Offsite Emergency

The College will provide minor students with a Guardian Nominee provider who will act as emergency support with contact details being provided to students on entering into agreements with them. Whether a minor student or not, all students will have access to the College emergency number that will be provided to students at induction. If a student is involved in any emergency situation including crime, illness, injury or other, they or, if relevant, their family or Garda/medical/emergency member should contact the College emergency number to set in motion the following College procedure:



1. The staff member who has the phone will notify the Academic Director. The Academic Director will be the College liaison person to deal with the student's family, to be the point of contact for any medical or other investigation or calls for information that is essential to help the situation and as agreed with the student and his/her family. The Guardian Nominee provider will work with the Academic Director in this context for minor students in their care. Should the Academic Director be unavailable, the CEO (first) or Programme Manager (second) will step in.
2. The Academic Director will travel to the site where the emergency has occurred.
3. S/he will meet the student to see if they are OK and will liaise with the emergency services, Garda/Police, hospital staff or other relevant personnel to help the student in whatever way is appropriate and possible. If the student cannot be spoken to for whatever reason, s/he will get as much information as possible from those present.
4. S/he will then contact the student's family/guardian/relatives based on the information provided by the student at registration and brief them on the situation.
5. S/he will also brief the CEO as soon as is possible so that s/he can help to manage any media or other contacts/communications that may be necessary and to trigger release of funds from the College's student emergency funds to provide financial assistance if relevant.

Fire Emergencies

Should staff be the ones to notice a fire, it is vital that they sound the alarm immediately also notify everyone else in the building of the fire present. Should the fire alarms sound, they will be loud and continuous as per fire drill alarms. Staff in either building will have been informed of local building fire procedures including alarms and fire drills, fire warden name, and assembly areas when they first start working in either building.

If discovered:

1. Activate fire alarm.
2. Call emergency services and give building address.



-
3. Evacuate building following fire route.
 4. Ensure that all students have left the area with you.
 5. Report to the assembly point.
 6. Take attendance as far as possible – update if any students/employees are known to be missing.
 7. Contact site emergency contacts.
 8. Keep driveways and access clear for the emergency services arrival.

Do:

1. Follow the instruction of any fire wardens or members of the emergency services.
2. Close classroom windows and doors as you travel, if safe to do so.
3. Alert colleagues and students to the need to evacuate.
4. Ensure you are familiar with the assembly point.

Do Not:

1. Stop or travel to collect belongings.
2. Attempt to tackle the fire.
3. Use the lift/elevator.
4. Attempt to re-enter the building or allow anyone else to do so until the all-clear has been given.
5. Leave site without updating a senior staff member.

Student On-Site Medical Emergencies

Stay Calm if student/employee is in distress:

1. Call emergency services 112 or 999.
2. Do not move the person unless they are at a risk of further injury.
3. Seek a qualified first aider to administer first aid in line with first aid training.



-
4. Call site emergency numbers if relevant.

Do:

1. Stay on the line with emergency services to get guidance until they arrive.
2. Get assistance from fellow staff.
3. Ask other persons to get assistance if needed.

Student Onsite Violence – Verbal or physically violent behaviour witnessed – including towards yourself or others within the vicinity

1. Wherever possible move yourself and anyone else away from the student/s.
2. Notify the emergency site contacts for support.
3. Secure area if possible, e.g., close door to room.
4. If risk of injury to yourself or others, reasonable force in restraining the student can be actioned.

Do:

1. Remain calm and ensure you speak in a calm, clear voice.
2. Ensure that you and other students/employees are safe as a priority.

Do Not:

1. Retaliate any threats with threats.
2. Laugh, mock or joke with anyone threatening you.

Onsite Employee/External Persons Violence – Verbal or physically violent behaviour witnessed from employees or external persons i.e., contractor, visitor

1. Remove yourself and anyone else away from the person/s wherever possible.



-
2. Call the emergency site contacts for support.
 3. Wherever possible put a physical barrier between yourself and the person/s exhibiting violent behaviour.

Do:

1. Remain calm and speak in a calm, clear voice.
2. Remove yourself from the situation as far as possible.

Do Not:

1. Retaliate any threats with threats.
2. Laugh, mock or joke with anyone threatening you.

Onsite Student – Threatening to self-harm/hurting themselves/Suicidal thoughts

1. Stay with the student.
2. Contact site emergency contacts or ask another employee to do so.
3. Ensure any other student in the vicinity leave the area.
4. Speak calmly and clearly do not make sudden movements or raise your voice.
5. Only restrain if there is no risk of injury to yourself.

Do:

1. Stay with the student until help arrives
2. Ask open questions and keep the student talking

Do Not:

1. Raise your voice.



-
2. Suggest that the behaviour is silly or question their intentions.

Onsite Employee/External Persons - Threatening to self-harm/hurting themselves/Suicidal thoughts

1. Stay with the person/
2. Contact the emergency services T 112 OR 999.
3. Contact site emergency contacts or ask another employee to do so if possible.
4. Remove any students or other employees from the vicinity.
5. Speak calmly and do not make sudden movements or raise your voice.

Do:

1. Stay with the student until help arrives.
2. Ask open questions and keep the student talking.

Do Not:

1. Raise your voice.
2. Suggest that the behaviour is silly or question their intentions.

Onsite Armed Intruders

If possible, to do so safely evacuate the building with any other students/employees

1. Hide if unable to safely evacuate the building.
2. Call emergency services if safe to do so.
3. Contact site emergency contacts if safe to do so, can do so via text/email rather than call.
4. Put mobile phone on silent, instruct students/employees to do the same.
5. Assess the situation and remain calm.



-
6. Follow any instruction from authorities.
 7. Account for all students under your supervision.

Do:

1. Keep students and employees around you calm.
2. If possible, when hiding and if safe to do so.
3. Turn off lights.
4. Move out of sight as far as is possible.
5. Close blinds or curtains.

Do Not:

1. Attempt to disarm the intruder/s.
2. Threaten the intruders.
3. If directly involved/in contact with intruder/s.
4. Follow any instructions given.
5. Remain calm.
6. Do not argue with the intruders.
7. Do not try and be a hero.
8. If students are involved, keep them calm and minimise where possible their interaction with the intruder/s.

Hazardous Materials

Chemicals, Blood Borne Pathogens, Biological and Radiological Materials, Tear Gas, Toxic Fumes

1. Follow local procedures for spills or suspected leaks.
2. Radioactive materials – Follow guidance of local staff and procedures.

Evacuation (if instructed)



-
1. Evacuate from crisis area to safe area as instructed.
 2. Wait for instructions.

Reporting Suspected Issue:

1. Remove any employees/students away from the source.
2. Report materials, leaks/odours to site emergency contact list member.
3. Be prepared to describe the type of material.
4. Avoid contact and do not clear up if you are unsure what the material is.
5. If possible close the doors and windows to room when exiting.
6. Stay upwind from effected area.

Note: Always suspect airborne hazard. Many materials are invisible and odourless.

Severe Storm

1. Be prepared to move to a safe area, away from windows.
2. Ensure all windows and doors are secured.
3. Do not panic.
4. Follow instructions from Senior Management Team.

Shelter In Place/Invacuation

Secured Perimeter/Site

1. Bring all students into the building unless otherwise instructed.
2. All exterior doors will be locked and secured.
3. Immediately take attendance.
4. Keep away from windows.
5. Teacher to remain with class until "all clear" signal is provided.



-
6. Remain calm. Act as if there is no reason to change routine.
 7. No one will be allowed into the building during a "shelter-in-place".

Student With Gun or Weapon

1. If safe to do so alert the site emergency contacts – e.g., if student leaves the area.
2. Be compliant with the student - if the gun/weapon is not being displayed and no one is being threatened, time is on your side.
3. Assess the situation and remain calm.
4. Await further instructions from the Gardai/Police.
5. Follow instructions quickly without comment.
6. Do not threaten or attempt to intimidate or disarm the student.
7. If students are involved, attempt to keep them calm and minimize their involvement with the intruder.
8. Account for all students under your supervision.

Kidnapping/Hostage

1. Contact emergency services.
2. Notify site emergency contacts.
3. Try to calmly persuade the abductor not to commit the act.
4. Note physical appearance (e.g., type and colour of clothing; make, model, license plate of vehicle used in abduction).

If taken hostage:

1. Remember you are NOT the person in control of the situation.
2. Cooperate with the abductor and follow instructions.
3. Try to find a way to notify others of the situation.



-
4. Do NOT try to be a hero.
 5. Try not to panic; calm students if they are present.
 6. Treat the abductor as normally as possible.
 7. Ask permission to speak and do not argue or make suggestions.
 8. Be prepared for intervention to occur at any time.

Gas Leak

****DO NOT USE PHONES LINES****

1. Shut off main gas valve if possible or ask local staff to do so.
2. Activate the fire alarm system.
3. Once clear of building inform site emergency contacts.
4. Use emergency (exit) stairwells in evacuating the building(s).
5. DO NOT USE ELEVATOR

Opioid Overdose

Signs of an opioid overdose (what to look for):

- Blue skin tinge- usually lips and fingertips show first signs.
- Body very limp.
- Face very pale.
- Pulse (heartbeat) slow, erratic, or not there at all.
- Throwing up.
- Passing out.
- Choking sounds or a gurgling/snoring noise.
- Breathing is very slow, irregular, or has stopped.
- Unable to respond.

Responding to an opioid overdose



If an individual is unresponsive:

1. Call 112 or 999 to get help.
2. Check airway, breathing and pulse.
3. If not breathing, perform CPR if qualified or see if a local first aider can do so.
4. If unconscious but breathing, carefully place them on their side, loosen clothing, keep them warm.
5. Notify the site emergency services.
6. Try to determine/identify drug(s), and/or drug paraphernalia (needle in/on/around the individual, spoons, bottle caps, plastic baggies, etc.) or alcohol, Rx bottles.
7. Stay with the person until help arrives.

5. Quality Control

The Academic Director is responsible for ensuring that policies are developed and maintained, that they remain fit for purpose, that they remain in compliance with QQI guidelines, that they are updated as per agreed timetables, and that they are being implemented as intended. In the latter context, the Academic Director will inspect a sample of policies each year to check for the correct implementation and bring the findings to AC as part of the annual QA/QQI review and reporting process.



Quality Assurance Manual (QAM) Chapter 5

Quality Assurance Manual (QAM) Chapter 5	
Document Name	Fire and Emergency Procedure
Procedure Document Number	UPRO004
Version Reference	Rev.1
Document Owner	Academic Director
Roles with Aligned Responsibility	All staff
Approved By	Academic Council (AC)
Approval Date	3.2.2023
Date Procedure Becomes Active	1.4.2023
Revision Cycle	Annually
Revision History/Amalgamation History	Revised for text errors post programme validation
Additional Information	N/A
References/ Supporting Documentation	UDOC000 UniHaven Quality Assurance Manual Rev 2 UDOC004 UniHaven Health and Safety Statement Rev 1