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***Fire & Emergency Safety
Management Procedure***

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1.0 Introduction

The Letterkenny Institute of Technology has developed this Fire and Emergency management Procedure to safeguard and protect the building users and campus from fire or other campus wide emergencies that require building evacuation.

2.0 Fire Safety Management Programme

A fire safety management programme has been undertaken by the Institute 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 Safety Officer, with the assistance of the Estates Manager, is responsible for the implementation and oversight of the fire safety programme. Specific duties are also assigned to designated personnel named in the evacuation procedure.

It will be a function of the Estates Manager (Letterkenny Campus) and Facilities Assistant/Maintenance Foreman (Killybegs Campus) to maintain a Fire Safety Register for each campus.

The programme incorporates arrangements for:

- (a) Fire prevention
- (b) Instruction and training of staff
- (c) Maintenance of escape routes
- (d) Fire protection systems and equipment
- (e) Fire and evacuation drills
- (f) Emergency lighting system
- (g) Maintenance of a Fire Safety Register
- (h) Informing building users of the procedures to be used in the event of a fire or other emergency
- (i) Assistance to the Fire Brigade

3.0 Fire Prevention

The following are the major elements of the action to be taken by staff as appropriate to minimise the risk of the outbreak of fire:

- (a) Not allowing rubbish and waste materials to accumulate. Waste and rubbish will be placed in waste bins and larger items of refuse, e.g. packaging, will be clearly designated as refuse so that it may be removed daily by cleaning and maintenance staff.
- (b) Limiting flammable liquids and gasses to small quantities, handling them with care and storing them in suitably labelled containers in designated suitable storage areas.
- (c) Confine smoking to designated areas. Smoking is prohibited in all areas of the Institute with the exception of designated smoking areas. Please see campus map of designated smoking areas in smoking control section 21.0.

- (d) Checking electrical and gas appliances regularly for defects. Any defects should be brought to the attention of the Estates Manager so that repairs may be arranged and the equipment should not be used until the defect is remedied.
- (e) Periodic inspection and testing of laboratory and LPG gas systems 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 Estates Manager immediately after they are detected.
- (f) Inspection of upholstery regularly by maintenance staff. Any item which has its infill material exposed should be repaired or removed immediately.
- (g) Regular cleaning and clearance of oil and grease from mechanical extract equipment, machinery and cookers and regular servicing by competent persons.
- (h) Careful control of all sources of ignition to minimise fire risk.
- (i) Never propping or wedging open fire doors and smoke control doors.
- (j) A prohibition of the use of portable gas and liquid fuel heaters. The use of portable radiant heaters is not allowed in any area to which students and members of the public have access.
- (k) The use of electric kettles, electric toasters and other heat generating culinary appliances in areas other than designated kitchens is prohibited.
- (l) Persons involved in building or maintenance operations involving the use of flame or the use of heat producing equipment as sources of ignition, e.g.
 - Brazing/soldering/welding equipment
 - Blowlamps/oxy-acetylene torches
 - liquefied gas appliances
 - Bitumen boilers
 - Cutting and burning equipmentor any other hot-work equipment generating heat sparks or flame requires a "Hot Work Permit" issued by the Estates Manager, or Clerk of Works as appropriate.

The permit will be issued in consultation with staff only after a detailed examination of the work area has been carried out to establish that the contractors have taken all the steps necessary to prevent the occurrence of a fire and that they have available at hand the necessary fire fighting equipment to deal with the outbreak of fire. This activity is restricted where possible to times when students are not present in the Institute.
- (m) Making all building and service contractors engaged to work on the premises aware of the Institute's fire safety requirements. To this effect the Estates Manager will be informed of any new contractors coming on site.
- (n) Clear marking of areas of the building to which students and the public are not allowed access. Maintenance staff take care not to allow unauthorised admittance to rooms in the Institute.
- (o) Use appointed storage areas only. The use of plant rooms and services ducts for the storage of materials is prohibited
- (p) Confining the storage of cleaning materials to metal storage cabinets in appointed storage areas.

- (q) Inspection by maintenance staff of all vacant areas of the Institute and removal of any potential fire hazard prior to locking rooms at the end of each day.
- (q) No services to be installed if passing through walls or floors without the approval of the Estates Manager. This is in the interests of maintaining the integrity of fire compartmentalisation. The Estates Manager will make arrangements for fire-stopping around services on completion and will arrange for periodic inspection and recertification of fire compartmentalisation

4.0 Instruction and Training of Staff

All staff to which specific duties have been assigned will be given appropriate instruction and training. Particulars of such training will be recorded by the Safety Officer.

Staff will receive training and /or instruction in relation to:

- (a) fire prevention measures set out above
- (b) the emergency procedures and fire and evacuation drills devised for the premises
- (c) the evacuation of occupants, paying particular attention to the young, disabled and infirm
- (d) arrangements for ensuring that escape routes and exit doors are unobstructed and available for use
- (e) arrangements for the provision of assistance to the fire brigade
- (f) fire control techniques including the use of fire extinguishers and fire blankets; closing doors and windows to inhibit fire spread; shutting off of electricity, fuel supplies and ventilation systems where applicable; the layout of the building including escape routes; the location of fire alarm call points, fire fighting equipment and assembly points.

5.0 Maintenance of Escape Routes

All emergency escape routes must be kept free from obstruction and all doors on these routes must be kept clear and immediately available for use. All doors and gates must be easily opened by persons leaving the premises. Escape routes including escape stairways are checked regularly by maintenance staff and noted in the Fire Safety Register.

Fire resisting doors, smoke stop doors, exit doors, self-closing devices and panic bolts are checked regularly by Maintenance staff and are maintained in a usable and fault free condition.

Doors which are designated "Emergency Exit Only" must only be used as such. They must not be used as regular entry/exit doors in the interest of protecting the panic ironmongery and ensuring it will be functional when required.

Materials and equipment must not be stored in escape stairwells.

External areas at or near escape routes as well as internal escape routes must be kept unobstructed and immediately available for use. Vehicles must not be parked on escape routes. Disabled Refuge Points are provided in fire protected stairwells. Disabled persons are to be assisted to these areas to await safe evacuation by the Fire Brigade. Disabled refuge areas are numbered for identification purposes and have a contact number to be rang to contact security and estates. Plans are underway to provide direct two-way communication between disabled refuge points and the main reception area for use by the fire brigade. Such a system has been installed recently in the CoLab building.

6.0 Fire Protection Systems and Equipment

- (a) A fire detection and alarm system has been installed in each campus within the Institute. The systems are regularly maintained in accordance with the requirements of IS 3218 2009

The signal emitted by the alarm system sounder varies:

- (a) An intermittent audible warning signal indicates a fault or that the system is under test. Intermittent audible warning signals operate only in Letterkenny Campus. In this case all persons may remain in the building but should prepare to evacuate. When the intermittent audible signal activates, caretaker's security staff, and estates office investigate the cause of the alarm. If it is a false alarm, then they will silence the bells and reset the system. If it is a real fire then they will trigger the continuous bell.
- (b) A continuous audible signal indicates a fire or other emergency requiring evacuation of the building. In the Killybegs Campus it could also indicate a fault or test situation as outlined above, however all continuous audible alarms must be treated as a signal to evacuate. In all cases all persons must leave the building and make their way to the nearest assembly point following the evacuation procedure appropriate to their location. All persons should reach an Assembly point within 5 minutes of the alarm sounding continuously.

The system is linked to corridor dividing fire doors. In the event of alarm activation the doors will close automatically thereby preventing the spread of fire to adjoining compartments.

For security reasons as well as energy conservation considerations, many exit doors are permanently electro-magnetically locked, but are linked to the fire alarm system. When the alarm is activated the doors will open automatically. In the cases where the electro-magnetic lock does not release these can be manually overridden by breaking the green break glass unit beside the door and pushing the push bar on the door to open the door. These doors can also be opened in this manner in cases of medical emergencies to gain access or egress. All such doors have appropriate signage in place.

7.0 Emergency Lighting System

Emergency Lighting Systems operate in all Institute buildings. It is regularly maintained in accordance with the requirements of IS 3217:2008.

8.0 Fire Fighting Equipment and Systems

Fire mains and Hydrants are inspected and maintained in accordance with BS 5306. The date of the most recent inspection is noted on each appliance. Test reports on ring mains and Hydrants are held in the Estates Office and noted in the Fire Safety Register on each campus. Fire Hydrant locations are noted on the floor plans posted at prominent locations throughout the building. Fire Hydrant covers are painted yellow and are indicated by posts with an "H" symbol in black on a yellow background.

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 and records of inspections kept by Estates Manager.

Fire points holding a range of suitable extinguishers are provided in common areas. Laboratories, workshops, kitchens etc. each have extinguishers particular to the type of operations being carried out in that area. All extinguishers have instructions on their suitability or otherwise to various types of fires.

It is an offence to tamper with fire fighting equipment. It is the responsibility of maintenance staff and of lecturing and technical staff in control of laboratories to report any discharged damaged or missing extinguishers to the Estates Manager immediately after they are discovered.

9.0 Fire Safety Register

A Fire Safety Register and related records are maintained on each campus under the supervision of the Estates Manager (Letterkenny Campus) and Facilities Assistant/Maintenance Foreman (Killybegs Campus). The records are available at any time for inspection by any authorised officer of the Fire Authority. These records contain the following data:

- a) The date of each fire and evacuation drill, the building and staff taking part are recorded.
- b) The type, number and location of fire protection equipment on the premises including water supplies and hydrants etc.
- c) The date of each inspection and test carried out on fire protection equipment and systems, along with brief comments on the results of the checks and actions taken (and by whom) to remedy defects.

10.0 Fuel Storage

Oil tanks are located at a safe distance from buildings and are protected from unauthorised access.

LPG gas is extremely flammable. Its handling and storage must be in accordance with I.S. 3216. It is enclosed by secure fencing and is labelled with appropriate warning and safety signs.

Laboratory gas is also hazardous and is stored in secure locations externally. Staff members working with gas must have completed BOC gas safety training. This gas supply is labelled with appropriate warning and safety signs.

Please note smoking is strictly prohibited close to any fuel storage areas (Gas or oil) please see section on smoking on campus.

11.0 Fire and Emergency Evacuation Procedures

1. These fire and emergency evacuation procedures have been prepared for use in the event of a fire or other emergency evacuation.
2. Regular fire and evacuation drills are planned and organised by the Safety Officer in Letterkenny Campus and Head of School of Tourism in Killybegs. The procedures used during drills will simulate real emergency procedures. All staff and students must participate in the drills and apply the procedures efficiently and promptly. Each drill is reviewed immediately after the drill by the Chief Fire Marshal and the Checkers. A report on the drill is circulated to all staff and the Safety Monitoring Committee agrees modifications arising from the drill where necessary.
3. Floor Plans are located at prominent locations throughout the Institute, the plans indicate:
 - (a) Emergency escape routes,
 - (b) Fire points i.e. fire fighting equipment locations,
 - (c) Fire alarm panel location,
 - (d) Fire Assembly points,
 - (e) Gas and power cut off devices,
 - (f) Fuel tanks, boiler houses and all areas of high risk e.g. Kitchens and Chemical Stores,
 - (g) Fire Hydrant locations.

Each plan indicates its own location by the words "*You are here*". Bound sets of these plans are kept at Security and Caretakers Offices for use by the Fire Brigade.

4. Illuminated emergency exit signs or directional exit signs are positioned in all areas of the Institute indicating the nearest escape route. It is important to note the alternative escape routes from various areas.

12.0 Assembly points

Fire Assembly Points are at various locations A to E identified below and displayed on Floor Plans at the main entrance. The Assembly Points are identified by a green and white sign stating "Fire Assembly Point"

Fire Assembly points Letterkenny Campus

Assembly Point	Location	Senior Fire Marshall
A	Rear Car Park to Ramelton Rd. side of grounds	Head of School of Engineering or Head of Department of Engineering
B	Car Park to East side of Business Innovation Centre	Caretaker 1
C	Front Car Park to Port Rd. side of grounds	Head of School of Science or Head of Department of Computing or Head of Dept of Nursing
D	Front Car Park to Port Rd. side of grounds	Head of School of Business
E	Car Park near CoLab	Institute Librarian or Assistant Librarian Institute Secretary/Financial Controller Head of Development

Fire Assembly Point Killybegs Campus

Assembly Point	Location	Senior Fire Marshall
1	Front Lower Car Park	Head of Department School of Tourism and/or deputy
2	Wind Energy Workshop Car Park	Wind Energy Engineering Staff

13.0 Responsibilities of Employees

13.1 All staff

All staff must familiarise themselves with these fire and emergency evacuation procedures and must be aware of all fire escape routes in the areas where they work. They must proceed via the nearest available exit to the nearest Fire Assembly Point.

13.2 Chief Fire Marshals

The Safety Officer will act as Chief Fire Marshal at Letterkenny Campus. Facilities Assistant/Maintenance Foreman will act as Chief Fire Marshal at Killybegs Campus. The Estates Manager will deputise for the Safety Officer in his absence at Letterkenny campus. The Head of School will deputise for Facilities Assistant/Maintenance Foreman in his absence. The Chief Fire Marshal will arrange and manage fire drills and real evacuations, liaise with Senior Fire Marshals and the Fire Brigade signal the end of the drill or evacuation and review and report on the drill or evacuation.

13.3 Senior Fire Marshals

Heads of Schools, Heads of Departments and Heads of Function will act as Senior Fire Marshals/Deputies at the Fire Assembly Points. They will ensure that all class or staff groups present at the assembly point will remain there in an orderly fashion until instructed otherwise. Senior Fire Marshals areas of responsibility are listed in the assembly point table under section 12.0 above.

13.4 Fire Marshals

To assist in a speedy evacuation, Lecturers will act as Fire Marshals for the class group of which they are in charge. At the beginning of each academic year they should do a trial evacuation with each class group from where they lecture.

13.5 Checkers

A team of checkers has volunteered to check all specific nominated areas to ensure evacuation is complete and to report on the evacuation duration for their area and any operational difficulties highlighted by the drill. They will ensure nobody re-enters the building until it is safe to do so. The checkers, together with the caretakers and grounds man will ensure nobody leaves the grounds until all persons have been accounted for. The role of Checker is vital to ensuring the evacuation of Public Buildings such as ours. The roles and responsibilities of the checkers are outlined in section 17.0.

14.0 Action to be taken by Employees

14.1 On hearing the fire alarm sound **continuously**, Fire Marshals will take the following action:

- (a) Evacuate occupants using the nearest available escape route
- (b) Make a head count of people as they leave the room
- (c) Close the room door when empty
- (d) Not allow anybody to re-enter the premises for any reason

- (e) Not use the lift
- (f) Assemble at the nearest assembly point
- (g) Advise the Senior Fire Marshall at the assembly point of any persons in their charge remaining in the building.
- (h) Advise the Senior Fire Marshall of the location of the fire if discovered in their area.
- (i) Assist the Fire Brigade on arrival.

14.2 On discovering a fire, all employees should:

- (a) Operate the alarm system using the break glass in the nearest Fire alarm call point
- (b) Alert management and other staff
- (c) If necessary, call the fire brigade (see 'Calling the Fire Brigade below)
- (d) Inform students and the public and direct them to the nearest escape route
- (e) Do not use the lift
- (f) Attack the fire using the nearest suitable equipment (only if safe to do so)
- (g) Leave whenever danger threatens
- (h) Close all doors as areas are vacated, checking nobody is left behind
- (i) Assemble at the nearest Assembly point. Do not attempt to leave the grounds or to re-enter the building until it has been clearly signalled that it is safe to do so.
- (j) Assist the Fire Brigade on arrival
- (k) Assist Fire Marshals/Senior Fire Marshals/Chief Fire Marshal.

14.3 On hearing the Fire Alarm sound continuously, Senior Fire Marshals should,

- (a) Proceed to the designated assembly point.
- (b) Organise and retain Fire Marshals and class/staff groups in an orderly fashion at the assembly point.
- (c) Seek information from Fire Marshals and advise the Chief Fire Marshal of any missing groups/persons/disabled persons left in the building.
- (d) Assist with any requests from the Fire Brigade.

15.0 Responsibilities of Students / Members of the Public

It is the responsibility of all students and members of the Public to leave the premises immediately on hearing the fire alarm sound continuously, go via the nearest available exit route to the nearest Assembly Point, assemble in an orderly fashion under the direction of the Senior Fire Marshal and remain there with their group until hearing the siren denoting the all clear/end of drill. They may then re-enter the building. They must at all times obey the instructions of the Fire Marshals, Checkers and Senior Fire Marshals.

16.0 Fire Instruction Notices

Fire Instruction Notices will be posted in prominent areas throughout the Institute advising all building occupants of the emergency escape procedures. (Please see below)

Fire Instruction Notice

On discovering a fire

1. Sound the alarm by activating the nearest alarm call point.
2. Inform staff of the location of the fire.
3. Leave the premises immediately using the nearest available exit. Follow the directional Exit Signs.
4. Obey the instructions of staff.

On hearing the fire alarm bell sound

5. Leave the premises immediately using the nearest available exit. Follow the directional Exit Signs
6. Obey the instructions of staff.
7. Report to nearest Assembly point.

Note: Intermittent Alarm Bell = Test or Alert status only (**in Letterkenny Campus only**)

1. Do not use the lift
2. Do not rush.
3. Do not re-enter the premises

17.0 Checker Roles/Responsibilities during an emergency evacuation or drill:

1. On hearing the intermittent alarm (Letterkenny Campus only), prepare for evacuation i.e. locate checker tunic and stop clock.
2. On hearing the continuous alarm, start stop clock and proceed to most remote part of the allocated area i.e. the furthest point from an escape door or escape stairs.
3. Check the area for remaining persons and ask them to leave immediately by the nearest available exit route. All rooms including toilet areas to be checked.
4. If persons refuse to leave, please note that checkers have full authority to insist on it. The names of non-co-operative persons are to be reported to the Chief Fire Marshal.
5. If there are disabled persons in wheelchairs in your area, take them to a refuge to await evacuation by the Fire Brigade. Refuges are located at all first and second floor storey exits, i.e. stairs landings or fire protected lobbies adjacent to escape stairs landings, and also at Ground Floor exits with steps outside where not serviced by external wheelchair ramps. Checkers should familiarise themselves with the locations of refuges in their area. They are identified by signs displaying the wheelchair logo with the word 'refuge'. Take care to locate the wheelchair so that it does not create an obstruction on the escape route. Ask a couple of class members/friends to wait with the disabled person until the fire brigade arrive.
6. If there are persons with disabilities other than requiring the use of a wheelchair in the area, enlist the assistance of classmates to escort them to the Fire Point.
7. Lifts must not be used in the event of a fire. Lifts return to ground floor and open automatically (Letterkenny campus only). Checkers to check that there are no people in lifts in your area.
8. When the area has been fully checked, leave the building and remain at your designated exit point to ensure nobody re-enters the building until the drill is complete. Stop the stop clock and note the evacuation time.
9. If a checkers exit point is at an access point to the car park or road you must prevent persons from leaving the grounds.
10. The Chief Fire Marshal will check with you to ensure your area has been evacuated. You must inform them of the location of any disabled persons in refuges. The Chief Fire Marshal will inform the Fire Brigade.
11. Prevent persons leaving grounds until drill is over in conjunction with caretakers and grounds man.
12. On hearing the siren denoting the end of the drill, allow persons to re-enter the building.
13. Attend a short meeting to review performance with the Chief Fire Marshal afterwards.

18.0 Checker Area/Exit point allocation

Each checker has been issued with a drawing and information table indicating the area for which they are responsible and the Exit point they will guard on completion of the evacuation. Please note that where a checker is deputising for another checker, then the Exit point which applies is the point associated with their own area. After the area has been evacuated by a deputy checker they should command the assistance of a member of the academic staff not at that time in charge of a class or a student if no staff are available to man the exit point to ensure nobody re-enters the building.

19.0 Calling the Fire Brigade

During the hours when the switchboard is in operation, currently 9am to 1pm and 2pm to 5pm, the switchboard operator will be responsible for calling the Fire Brigade. The switchboard operator may be contacted by dialling “0”.

When calling the switchboard operator, please confirm the location of the fire as precisely as possible. Outside the hours stated or if the switchboard operator does not answer, call the fire brigade directly by dialling 9-999 or 9-112.

20.0 Smoking Control

Smoking is prohibited in all areas of the Institute in compliance with the Public Health (Tobacco) Act, 2002. However, there are a number of outdoor designated smoking areas where smoking is permitted. The Institutes Executive Board have also prohibited the smoking of e-cigarettes in all areas of the institute except for outdoor designated smoking areas. For further detail and a map of the designated smoking areas please Letterkenny Campus map.

Designated Smoking Areas



