

Health & Safety Information for Visitors & Contractors



In the interest of ensuring your health & safety while at the Institute, it is essential that you are aware of the emergency procedures for each Campus. Please take the time to read this information carefully.

Fire & Emergency Evacuation Information

Action on Discovering a Fire:

- Raise the alarm by breaking a break glass unit (red square box with glass panel).
- To break, use your thumb to apply pressure on the black dot in the centre panel of a break glass unit.

On hearing the fire alarm all building users must:

- Evacuate the building by the nearest exit route.
- Do not use the lifts.
- Close all doors after you.
- Do not go upstairs for any reason.
- Do not go to lockers/workstations etc. to collect personal belongings.
- Do not lock office doors.
- Do not congregate in internal roads or close to buildings.
- Proceed to your designated assembly point (listed below).
- Under no circumstances is any unauthorised person to re-enter the building until the all clear is given by WIT's Evacuation Control Team or Fire Officer in-charge.

Assembly Points:

Assembly points are located in each campus and are clearly identified. In the event of an emergency evacuation please proceed to the assembly point listed below:

<u>Area</u>	<u>Assembly Point</u>
Main Campus	No. 1: Side car park
College St.	No. 1: In main car park
Applied Technology	No. 1: In main car park
Carriganore	No. 1: In main car park

Accidents/Near Misses

If you have an accident/near miss while at the Institute, please report it immediately to the Porters, Medical Centre or the Health & Safety Officer

First Aid

If you require first aid assistance, please contact the Porters and/or Security on each campus.

Smoking

A no-smoking policy operates throughout the Institute. Smoking is prohibited in all areas inside all buildings at the Institute.

If you require additional information on these issues, please contact the Health & Safety Officer. Tel: (051) 845517. Email: h&s@wit.ie