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Section 2 - Venue Safety

2.1 Venue Capacity

Campus Living can provide a range of venues with various capacities and seating styles. Venue seating and standing capacity is indicated for each venue below and has been calculated based on fire safety requirements. The capacity listed below is based on the rooms' normal layouts. Campus Living is legally required to adhere to these capacities and to ensure venues can be evacuated quickly and efficiently. As an event organiser, you are responsible for adhering to the set capacities.

Aras Cairnes	
Room Number	Capacity
CA001	30
CA002	30
CA003	30
CA004	30
CA005	30
CA114	20
CA115	20
CA116A	60
CA117	48
CA118	60
CA111 Chapel	100
CA101 Old MBA Room	35
CA107	14
Aras Moyola	
	Capacity
MY243	200
MY123	30
MY124	30
MY125	30
MY126	30
MY127	80
MY129	120
MY231	20

MY232	20
MY336	30
MY337	30
MY338	30
Engineering	Capacity
ENG2001	74
ENG2002	75
ENG2003	52
ENG2033	50
ENG2034	50
Engineering	Capacity
ENG3034 (Note set up round table)	25
ENG3035	74
ENG3036	40
ENG-G017	136
ENG-G018	246
ENG-G047	117
IT Building	Capacity
IT125	125
IT125G	125
IT250	250
IT202	60
IT203	40
IT204	59
IT206	20
IT207	40
Arts Millennium	Capacity
AM250 Theatre (O'hEocha)	250
AM200 Theatre (Fottrell)	200
AM150 Theatre (O'Tnúthail)	150
AM214 Siobhan Mc Kenna	100

AM104	29
AM105	29
AM107	39
AM108	39
AM109	39
AM110	40
AM112	29
AM121	12
AM205	20
AM215	15
AMB-G036 AM Extension	45
AMB-G043 AM Extension	30
AMB-G065 Training Room 1	48
AMB-G066 Training Room 2	30
AMB-G067 Training Room 3	42
Quadrangle	Capacity
Aula Ground	120/160 standing
Aula 1st Floor	200
Alexander A. Boardroom	28
John Hynes Boardroom	40
Art Gallery	NA
Arts/Science Building	Capacity
AC001 Theatre (O'Flaherty)	356
AC002 Theatre (Alexander)	242
AC003 Theatre (D'Arcy Thompson)	160
SC001 Theatre (Kirwan)	309
SC002 Theatre (Larmor)	98
SC003 Theatre (Dillon)	94
SC004 Theatre (McMunn)	98
AC201	98
AC202	88

AC203	50
AC204	50
AC213	70
AC214	56
AC215	70
AC216	89
TB301	19
TB302	19
TB303	29
TB304	19
TB305	19
TB307	19
SC200A	30
SC200B	40
Life Course Institute	Capacity
LCI-G018 Lecture Theatre	220
LCI – G001 Meeting Room 2*	10
LCI – G006 Seminar Room 5*	60
LCI – G007 Seminar Room 3*	30
LCI – G008 Seminar Room 2*	30
LCI – G009 Seminar Room 1*	30
LCI – 2015 Boardroom *	25
Aras Na MacLeinn	Capacity
BAH Full A,B & C	1,000
BAH Per 1 Section	200/300
Cube	130
Stage	40
Cube & Stage	130
The View	120
Meeting 1 & 2	50
Space	30

MRI Annex & Áras Ui Chathail		Capacity
MRA201 (MRI Theatre)		152
UC102 (Theatre, Áras Uí Chathail)		180
Hardiman Library		Capacity
G010 - Moore Institute Seminar Room		60
G011 - Seminar Room		60
Aras Na Gaeilge		Capacity
104		35
106		25
107		10
112		10
116		40
119		9
204		42
210		9
211		18
214		42
Lecture Theatre		100
University College Hospital		Capacity
Lecture Theatre 1		140
Room 216		70
Clinical Science		Capacity
Room 122		15
Room 229		20
Room 325		35
Room 337		15
Room 340		25

Building	Room Number	Capacity
Aras Ui Chathail	UC102	180
Block E	E212	

MRI	MRA201	152
Library	G010	60
Library	G011	60
Building	Room Number	Capacity
Áras Na Gaeilge - 1st Floor	206	15
Áras Uí Chathail - Ground Floor	101	60
Arts/Sciences - 1st Floor	209	13
Arts/Sciences - 1st Floor	228/228A	40
Arts/Sciences - 1st Floor - Room	229/229A	35
Arts/Sciences - Ground Floor	105	45
Arts Millennium - 1st Floor	201	51
Block E - Ground Floor	E102	39
Cairnes Building - 1st Floor	112	38
Clinical Science Terrapin - First Floor	MIME	21
Building	Room Number	Capacity
Clinical Sciences - Ground Floor - Library	Clinical Science Library*	13
Clinical Sciences Building - 1st Floor	Clinical Science	21
Education - Ground Floor - Room D101	D101	30
Engineering - Ground Floor	G0046	80
Engineering - Second Floor	ENG2016	41
Engineering - Second Floor	ENG2017	43
I.T. - Ground Floor	IT Lab106	67
James Hardiman Library	Library 1st Fl.	20
James Hardiman Library - 2nd Floor	Library 2nd Fl.	32
St Anthony - Ground Floor - Room 102	Menlo/102	19
St Anthony - Ground Floor - Room 105	Friary/105	31
O' Donoghue Centre for Theatre, Drama & Performance	Capacity	
Black Box	120	
Foyer	120	
Bank of Ireland	80	

Seminar Room	50
Rehearsal 1	30
Rehearsal 2	30
Human Biology	Capacity
Tiered Lecture theatre	220
Tiered Lecture theatre	120
Flat Teaching /Seminar Room 1	50
Boardroom	18

2.2 Emergency Exits

Every venue has an appropriate number of emergency exit doors that bring delegates to a place of safety. Every emergency exit door has signage in the form of a green running man sign. This directs delegates to a place of safety. Emergency exits must be kept free of obstruction and must be visible at all times. Any temporary structures including additional staging must include emergency exit signage and be illuminated, where required. A revised emergency route and access plan should be put in place should any exits be out of bounds by the general public (this must be agreed in advance with the University fire officer). All room layouts must be presented to Campus Living and be pre-approved for capacities in advance of any event.



2.3 Break Glass Units/Manual Call Points

All venues have a break glass unit or manual emergency call point that when activated triggers the fire alarm. The unit is activated by pressing on the black dot in the centre. If you or your stewards become aware of a fire at your venue the manual call point should be activated immediately.

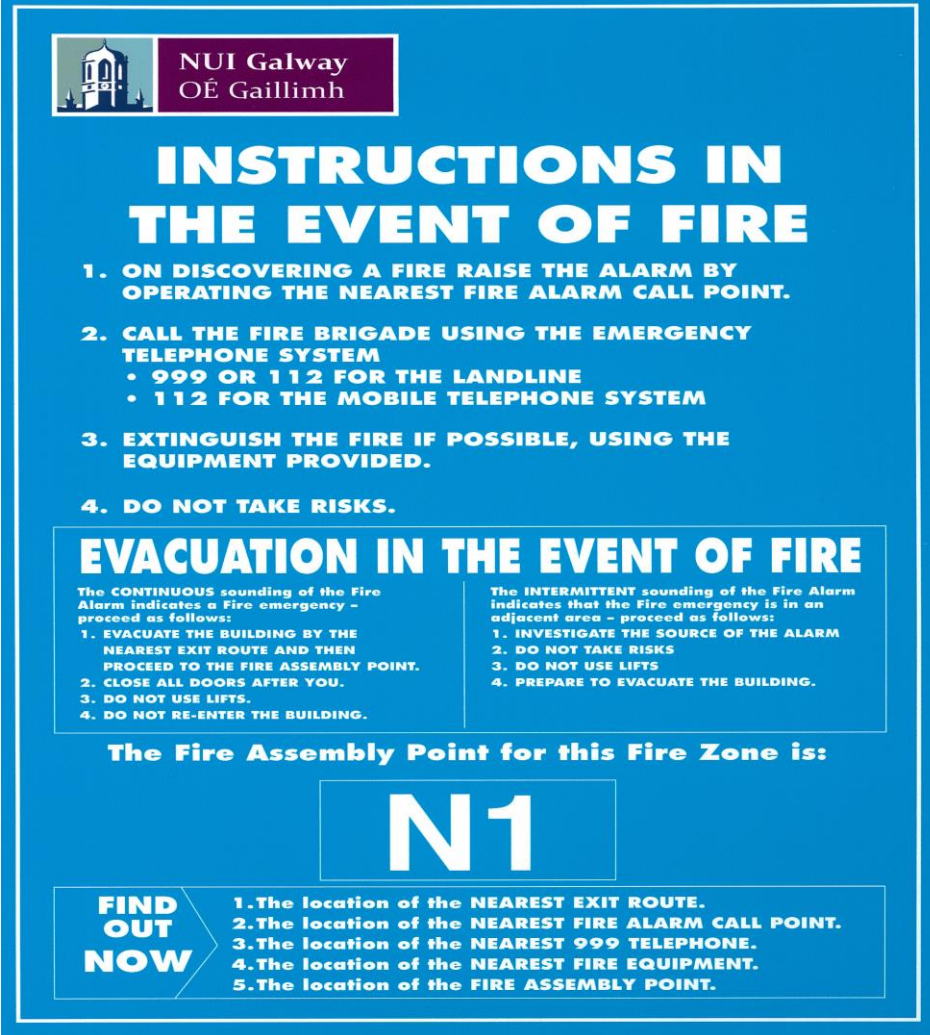


2.4 Fire Extinguishers

Fire extinguishers are available in or close to all venues. These should only be used to tackle very small fires and only by those who are trained. The first response to fire is to activate the manual call point and evacuate. Please familiarise yourself with location of these extinguishers.

2.5 Assembly Points

All venues have a designated fire assembly point. Each venue has a poster giving the Assembly point letter designation. Please familiarise yourself with location of assembly points in advance of your event.



NUI Galway
OÉ Gaillimh

INSTRUCTIONS IN THE EVENT OF FIRE

- 1. ON DISCOVERING A FIRE RAISE THE ALARM BY OPERATING THE NEAREST FIRE ALARM CALL POINT.**
- 2. CALL THE FIRE BRIGADE USING THE EMERGENCY TELEPHONE SYSTEM**
 - 999 OR 112 FOR THE LANDLINE
 - 112 FOR THE MOBILE TELEPHONE SYSTEM
- 3. EXTINGUISH THE FIRE IF POSSIBLE, USING THE EQUIPMENT PROVIDED.**
- 4. DO NOT TAKE RISKS.**

EVACUATION IN THE EVENT OF FIRE

The **CONTINUOUS** sounding of the Fire Alarm indicates a Fire emergency - proceed as follows:

- 1. EVACUATE THE BUILDING BY THE NEAREST EXIT ROUTE AND THEN PROCEED TO THE FIRE ASSEMBLY POINT.**
- 2. CLOSE ALL DOORS AFTER YOU.**
- 3. DO NOT USE LIFTS.**
- 4. DO NOT RE-ENTER THE BUILDING.**

The **INTERMITTENT** sounding of the Fire Alarm indicates that the Fire emergency is in an adjacent area - proceed as follows:

- 1. INVESTIGATE THE SOURCE OF THE ALARM**
- 2. DO NOT TAKE RISKS**
- 3. DO NOT USE LIFTS**
- 4. PREPARE TO EVACUATE THE BUILDING.**

The Fire Assembly Point for this Fire Zone is:

N1

FIND OUT NOW

- 1. The location of the NEAREST EXIT ROUTE.**
- 2. The location of the NEAREST FIRE ALARM CALL POINT.**
- 3. The location of the NEAREST 999 TELEPHONE.**
- 4. The location of the NEAREST FIRE EQUIPMENT.**
- 5. The location of the FIRE ASSEMBLY POINT.**

The Fire Safety Map overleaf shows the buildings and their associated Assembly Points. For the larger venues, ensure your stewards or staff assisting with evacuation are familiar with the location of the Assembly Point. When giving fire safety announcements for your venue please describe the location of the Assembly Point.

Léarscáil um Shábháilteacht ó Dhóiteán Fire Safety Map



2.6 Fire Safety Announcement

At the beginning of each session in a new venue the chairperson or similar person is required to make a fire safety announcement as follows:

There are x number of fire exits in this venue. They are located (state locations). Please take a moment to look at the exit nearest to you bearing in mind it may be behind you.

The Assembly Point for this venue is located (state location). If you hear the fire alarm, please make your way to the exit nearest you. Do not run. If you are a wheelchair user, there is a refuge point (state location) where you can wait in safety. Our stewards will direct you to the Assembly Point. Do not re-enter the venue until you get the all clear from Security staff.

2.7 Automatic External Defibrillators

There are 13 automatic external defibrillators located throughout the campus (see the map overleaf). Check where the AED nearest your venue is located. There is a telephone at each AED location with the number of the nearest trained person. Trained staff are available during daytime only. It is recommended that a certified AED user is identified in advance of your event should they be required, for events with an expected attendance of over 500 delegates, this is a requirement. AEDs are for use on an unconscious casualty who is not breathing and after 2 minutes of CPR has been administered. Locations of AED units are listed below.

1. Áras na Mac Léinn (Main Foyer)
2. Áras Moyola (Main Foyer)
3. James Hardiman Library (Main Foyer)
4. Engineering Building - North Campus (Riverside Reception Ground Floor)
5. Sports Pavilion Dangan (Reception Area)
6. NCBES (Orbsen Building, 1st Floor, Adjacent to Reception)
7. CSI (Entrance Level, Adjacent to Main Restaurant)
8. DERI (1st Floor Meeting Room Corridor)
9. Sports Complex Kingfisher (at Main Reception)
10. Sports Complex Kingfisher (First Aid Room)
11. Quadrangle (Archway)
12. Concourse (Bank of Ireland end, outside O'Flaherty Theatre)
13. Cairnes Building (St Anthony's side of Friar's)



Uath-Dhífhibrileoírí Seachtracha Automatic External Defibrillators (AED)



- Na Foirgnimh The Buildings**
- 1 Institiúid na hEolaíochta Cliniúla Clinical Science Institute
 - 2 Institiúid Lambe don Taighde Aistritheach Lambe Institute for Translational Research
 - 3 Oileán Ealtanach Nuns Island
 - 4 Ionad na hÉireann do Chearta an Duine Irish Centre for Human Rights
 - 5 Oileán an Iarla Earls Island
 - 6 Scoll Scannán & Meán Digiteach Huston Huston School of Film & Digital Media
 - 7 Áras Mháirtín Uí Ráin Ryan Institute (Martin Ryan Building)
 - 8 An Chearnóg Quadrangle
 - 9 Áras na Mac Léinn (Sclathán Bailey Allen) Áras na Mac Léinn (Bailey Allen Wing)
 - 10 Bitheolaíocht Dhaonna Human Biology
 - 11 Áras Uí Chathail (S.I.D.) Áras Uí Chathail (S.I.D.)
 - 12 Áras Uí Argadáin The Hardiman Building
 - 13 Áras Dán na Milaoise Arts Millennium Building
 - 14 Foirgneamh na nDán/na hEolaíochta Arts/Science Building
 - 15 Áras Oirbsean Orbsen Building
 - 16 Foirgneamh IT IT Building
 - 17 Oifig Slándála Security Office
 - 18 An tIonad Spóirt Sports Centre
 - 19 An tIonad Taighde agus Nuálaíochta Research & Innovation Centre
 - 20 Áras Mhaighde Seola Moyola Building (Áras Moyola)
 - 21 Innealtóireacht Engineering
 - 22 Áras Cairnes Cairnes Building
 - 23 An tIonad Taighde don Chothú Sláinte Health Promotion Research Centre

Campas Thuaidh, an Daingean North Campus, Dangan

Na Foirgnimh The Buildings

- 24 Eolaíochtaí Bitheleighs Biomedical Sciences
- 25 Cúrsa Saollífe Úsáid LifeCourse

Páircéil agus Taisteal Park and Ride

Eochair Legend

- Priomhbhealaí isteach d'fheithiclí Main vehicular entrances
- Priomhbhealaí isteach do choisithe Main pedestrian entrances
- Ionaid pháirceála Parking locations
- 🚑 Uath-Dhífhibrileoír Seachtrach (AED) Automatic External Defibrillators (AED)
- 💧 Tobar Uisce le hÓl Drinking Water Fountain

2.8 Venue Specific Information

2.8.1 Bailey Allen Hall

A PDF and autocad drawing of the layout of the Bailey Allen Hall is available from Campus Living which shows the emergency exits and allows you to plan the layout/set up of your event while keeping all exits clear and visible.

In order to keep the exits unobstructed, parking of service vehicles during the event is not permitted. A transport management plan should be developed if you expect your event will bring a high volume of delivery or service vehicles.

There is a refuge area upstairs for wheelchair users. If you have wheelchair users among your delegates you must draw their attention to the location of the refuge. In the event of evacuation, delegate one person to inform the fire brigade that there may be a person waiting in the area.

Two well-stocked first aid boxes are available in the Hall. Incident reporting is the responsibility of the event organiser and copies of same should be forwarded to Campus Living.

2.8.2 O' Donoghue Centre

There is a refuge area upstairs for wheelchair users. This is equipped with an emergency phone. If you have wheelchair users among your delegates, you must draw their attention to the location of the refuge. In the event of evacuation, delegate one person to inform the fire brigade that there may be a person waiting in the area.

2.8.3 Human Biology Building

There is a refuge area upstairs for wheelchair users. If you have wheelchair users among your delegates, you must draw their attention to the location of the refuge. In the event of evacuation, delegate one person to inform the fire brigade that there may be a person waiting in the area.

2.9 General Campus Safety and Supervision of Children

The campus is considered a safe environment however, it is an open campus and the public have access to many areas.

For educational groups with children (under 18 years of age) it is important that those supervising are aware of the potential hazards and are vigilant in certain areas.

The campus is open to cars and vans and in certain areas the roadway is shared between pedestrians, vehicular traffic and bicycles. Care is required particularly in the area of the Arts/Science building roadway, crossing Distillery Road and at the entrance to the Quadrangle.

The campus is fortunate to be located on the river Corrib and the Eglinton Canal also flows through. Careful supervision is required close to the water and boisterous play must be discouraged.

The Arts/Science concourse and access steps have low parapets. Rollerblading and skateboarding is prohibited and general play near the edges must be discouraged.

As an organiser, you will need to ensure that there are adequate numbers of adult supervisors in place, taking into account the nature of the activities.

