Treoracha i gCás Dóiteáin
Instructions in the Event of Fire

Dear all,

The NUI Galway Fire Procedures give basic and essential information which all University staff and students need to know and comply with. As a member of staff who will be convening lectures or practicals during the forthcoming academic year, you need to be personally aware of these procedures and as the "person in control" you should ensure that:
all the venues you use have the capacity for the classes you are teaching and that students in your classes are also familiar with these procedures and their implementation

Therefore, at your introductory classes this term you need to brief students on these procedures and the response expected of them. These procedures will be put into practice early in the new academic term when a series of fire drills will be carried out to familiarise University personnel with these procedures. All personnel are advised that the sounding of the evacuation alarm at any time must be treated as a genuine situation and you must vacate the area in accordance with these University procedures.

INSTRUCTIONS IN THE EVENT OF FIRE

1. On discovering a fire, make your escape and raise the alarm by operating the nearest fire alarm call point
2. Call the Fire Brigade using the 999/112* phone system
3. Do not put yourself at risk in order to either extinguish a fire or rescue other people in the building.

EVACUATION IN THE EVENT OF FIRE

The **continuous ringing** of the Fire Alarm indicates a fire emergency – respond IMMEDIATELY and proceed as follows:

1. EVACUATE THE BUILDING BY THE NEAREST EXIT ROUTE AND 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 ringing** of the Fire Alarm indicates a fire emergency 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

BE PREPARED

1. Think ahead and plan your escape route including alternative escape routes
2. On a daily be mindful of what you are doing and ensure your actions will not compromise fire safety
3. Report any fire safety concerns you have
4. Be familiar with the location of the nearest call point and fire safety equipment
5. Know the location of your relevant fire assembly point

Kind Regards,

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A chairde,

Tugtar eolas bunúsach agus riachtanach i Nósanna Imeachta Dóiteáin OÉ Gaillimh agus ba cheart go mbeadh an t-eolas seo ag foireann agus ag mic léinn na hOllscoile ar fad agus go gcloífidís leis. Mar chomhalta foirne a bheidh ag tionól léachtaí nó ranganna praiticiúla an bhliain acadúil seo romhainn, caithfidh tú féin go pearsanta a bheith eolach ar na nósanna imeachta seo agus ó tharla gur tusa “an duine atá i gceannas” caithfidh tú a chinntiú:
go bhfuil do dhóthain spáis agat do na ranganna atá á múineadh agat agus go bhfuil na mic léinn i do chuid ranganna eolach ar na nósanna imeachta seo agus ar an gcaoi a gcuirtear i bhfeidhm iad.

Dá bhrí sin, ag na chéad ranganna a bheidh agat an téarma seo, caithfidh tú na nósanna imeachta seo a chur in iúl do na mic léinn chomh maith lena bhfuil le déanamh acusan a mhíniú dóibh. Déanfar na nósanna imeachta sin a thástáil go luath sa téarma acadúil nua nuair a dhéanfar sraith druileanna dóiteáin chun go mbeidh foireann na hOllscoile ar an eolas faoi na nósanna imeachta seo. Moltar don fhoireann ar fad glacadh leis go bhfuil cás éigeandála i gceist nuair a bhuaileann aláram aslonnaithe ag tráth ar bith agus caithfear imeacht as an limistéar de réir nósanna imeachta na hOllscoile.

TREORACHA I GCÁS DÓITEÁIN

1. Má thagann tú ar thine, déan do bhealach amach agus cuir daoine ar an eolas trí úsáid a bhaint as an nglaophointe aláram dóiteáin is gaire duit
2. Glaoigh ar an mBriogáid Dóiteáin ar 999/112*
3. Ná cuir thú féin i gcontúirt in iarracht tine a mhúchadh ná daoine eile san fhoirgneamh a thabhairt slán

ASLONNÚ I GCÁS DÓITEÁIN

Cuireann **bualadh leanúnach** an Aláraim Dóiteáin in iúl gur éigeandáil dóiteáin atá i gceist – gníomhaigh AR AN BPOINTE agus lean ort mar seo a leanas:

1. FÁG AN FOIRGNEAMH TRÍD AN MBEALACH ÉALAITHE IS GAIRE DUIT AGUS LEAN ORT GO DTÍ AN TIONAD TIONÓIL DÓITEÁIN
2. DÚN GACH DORAS I DO DHIAIDH
3. NÁ HÚSÁID NA HARDAITHEOIRÍ
4. NÁ TÉIGH ISTEACH SAN FHOIRGNEAMH ARÍS

Má chloiseann tú aláram **ag bualadh go huaineach** ciallaíonn sé go bhfuil éigeandáil dóiteáin i limistéar cóngarach duit – ba cheart duit na nithe seo a leanas a dhéanamh:

1. FAIGH AMACH CÁ BHFUIL AN TALÁRAM AG BUALADH
2. NÁ CUIR THÚ FÉIN I GCONTÚIRT
3. NÁ HÚSÁID NA HARDAITHEOIRÍ
4. BÍ RÉIDH CHUN AN FOIRGNEAMH A FHÁGÁIL

BÍ ULLAMH

1. Smaoinigh chun cinn agus pleanáil do bhealach éalaithe lena n-áirítear bealaí éalaithe eile
2. Go laethúil tabhair aird ar a bhfuil á dhéanamh agat agus cinntigh nach gcuirfidh do ghníomhartha isteach ar shábháilteacht dóiteáin
3. Tuairiscigh aon ábhar imní atá agat maidir le sábháilteacht dóiteáin
4. Bí ar an eolas cá bhfuil an glaophointe agus an trealamh sábháilteachta dóiteáin is gaire duit
5. Bíodh a fhios agat cá bhfuil an t-ionad tionóil dóiteáin a bhaineann leat

Le dea-mhéin,

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