

Fire Safety

If you discover a fire:

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

On hearing the fire alarm all building users must:

- ☒ Ensure the safe shutdown of equipment/ electricity/gas in use
- ☒ Evacuate the building by the nearest exit route
- ☒ Close all doors after you
- ☒ Proceed to the assembly point

Do Not:

- ☒ Go upstairs for any reason
- ☒ Go to lockers/workstations etc. to collect personal belongings
- ☒ Use the lift
- ☒ Re-enter the building until the "all-clear" has been given

Assembly Points

Assembly points are located in the car park areas of each campus. To locate your closest assembly point, check the fire evacuation maps in the room you are in or alternatively proceed to the closest car park where the assembly point will be clearly identifiable.

Always evacuate if you hear the fire alarm, do not assume it is a drill.

Contacting the Emergency Services

If you need to contact, the emergency services follow the advice below:

Dial 999 or 112. (Please note, you need to dial "9" first to get an outside line if calling from an SETU landline).

When connected:

1. Ask for the correct service i.e., Fire, Ambulance, Gardai
2. Give the following information:
 - *Your name*
 - *Telephone number*
 - *Campus location*
 - *Exact location on campus*
 - *Type of incident*
 - *Type of injury (if known)*
3. Do not hang up until the operator clears the line

After you contact the Emergency Services, please contact the Porter on duty or the Security Office and advise them of the situation. Contact details are outlined overleaf.

Additional Information

Further information can be obtained from the:

Waterford

Health and Safety Office
T: 051-845517, 051-302186
E: safety.wd@setu.ie

Carlow and Wexford

Health and Safety Office
T: 059-9175023
E: safety.cw@setu.ie

Health and Safety Guide

A quick reference for our university community

Version 1

South East Technological University (SETU) is committed to providing a safe and healthy place to work, study, and visit.

Health and safety is a shared responsibility. Everyone in our university community has a role to play. Whether you are working here, attending lectures, participating in sports, or enjoying campus events, we all play a role in looking after ourselves and one another.

In the interest of ensuring your health and safety while at the University, please take the time to read this information carefully.

Accident and Near Miss Reporting

If you have an accident or near miss while at the University, please report it immediately to one of the following:

- Your line manager
- Your lecturer/supervisor
- The Health and Safety Office
- Your designated SETU contact (visitors and contractors)

How to report an accident or near-miss?

1. Report the accident or near miss using the following link: **SETU Report an Accident**
<https://www.setu.ie/staff/report-an-incident>
- or
2. Scan the QR code to complete the accident report form:



First Aid and Medical Treatment

First aid facilities are available across all our campus buildings. If you require first aid or medical treatment, please refer to the following:

Medical Treatment

Minor Injury

Treated by On-Site Aid Responder

Requires Medical Attention

Contact as Appropriate

Medical Centre - Waterford
051 302873

Medical Centre - Carlow
059 9175606

Medical Services - Wexford

After Hours / Closed
Call Caredoc, 0818 300 365 or Visit the
local Emergency Department

Serious Injury or Emergency

Call Emergency Services

Dial 999 or 112

**Immediate
Action
Required**

Automated External Defibrillators (AEDs) Locations

Cork Road Campus

1. Engineering & Sciences Building - beside lift in atrium area.
2. Business School Building - beside office F31, ground floor atrium.
3. Tourism and Leisure Building - ground floor atrium area beside porter's desk.
4. Tourism and Leisure Building - 1st floor corridor outside Human Performance Lab.
5. Health Sciences Building - ground floor atrium area beside stairwell.
6. Library - foyer area opposite circulation desk.
7. ICT Building - ground floor atrium area inside main door.
8. Sports Hall - first floor area beside lockers.
9. Flexible Teaching Building - lobby area across from Maths Centre (FTG25).
10. Medical Centre - behind reception desk.
11. Student Services Building - main corridor.

College Street Campus

1. Main Building - across from Porter's desk
2. Main Building - next to room C004.
3. St Dominic's Building - corridor area near Porter's desk

Applied Technology Campus

1. Main Building - atrium area beside AG26
2. Apprentice Building - across from Technician's Store (Plumbing side)

West Campus

1. SETU Xcelerate Centre - behind reception desk
2. Netlabs Building - inside main entrance
3. Carriganore House - kitchen area
4. Land Sciences and Veterinary courtyard area

Granary Campus

1. Granary Building - across from lifts on the ground floor

Kilkenny Road Campus

1. Central Services Building - outside the main Reception
2. Barrow Centre - In the Sports Office
3. Engineering Technology Building - Main foyer

Kilkenny Road Campus

1. GAA Stand - Entrance Hall
2. Physiology Lab (C149) has a mobile unit.

Summerhill Road Campus

1. Main Corridor outside Library

Art and Design Campus

1. Entrance Lobby