



**SOUTH EASTERN EDUCATION
AND LIBRARY BOARD**

PREMISES RELATED EMERGENCIES

ADVICE BOOKLET

May 2010

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F O R E W O R D

This booklet contains advice and specifies the procedures to be followed in the event of various types of premises related emergencies. The adherence to the advice and procedures will prevent or minimise unnecessary damage and any related expenditure on corrective action.

I hope you find the booklet helpful.

S G Sloan
Chief Executive

1.0 Responsibility for Premises

- 1.1 Each school, youth and other relevant premises should have a named member of staff designated as responsible for that premises, and another to deputise in the case of holiday or sick leave. The designated person is normally the Building Supervisor or Building Superintendent.
- 1.2 The designated persons' names, home addresses and telephone numbers should be registered on the Board's Key-holder List held by the Property Services Unit and with the local police and fire stations. A request for updated information is circulated every May/June)
- 1.3 The delegated person should know the location and the method of activating/de-activating:
 - Fire and Intruder alarm systems;
 - Mains and other water supply valves;
 - Mains and other gas supply valves;
 - Fuel supply valves;
 - Mains electricity and other electrical supply panels;
 - Boiler and other heating control panels;
 - Frost protection system(s).
- 1.4 The designated person should be familiar with the location and content of their property's asbestos register as emergency contractors, fire officers etc. may need to consult it in an emergency situation.
- 1.5 The designated person should also have access to the contact telephone numbers for the appropriate Maintenance Officers and the Board's Emergency Telephone Number. Telephone numbers for contacting the Board are listed on pages 7-8.
- 1.6 The Board has a contract for the provision of a key-holding service for schools, and several schools have contracted into this service which ensures that security personnel respond to (out of hours) alarm activation at the school. For further information on this service please contact the Board's Procurement Unit.

The Contractor for this service is:

Property Support Services Ltd
Mount Oriel
Saintfield Road
BELFAST
BT8 7HR

Tel No: 028 9070 2111
Fax: 028 9070 5553

2.0 Measures to Minimise the Potential for Emergencies

2.1 General Routine Measures

Outside normal operating hours, the delegated person should ensure that:

- All windows and doors are securely closed, and locked, where possible;
- Fire and intruder alarm systems are set appropriately;
- Gas taps and valves are closed and safety systems are set;
- Electricity supply is cut off, where appropriate and possible (e.g. Technology equipment).

In addition, it is important that the designated person ensures that the following are serviced on a regular basis, as required:

- Alarm systems;
- Fire extinguishers;
- Electrical installations;
- Electrical equipment.

The designated person should check that there is sufficient fuel to sustain the heating system, where appropriate.

2.2 Specific Measures during Winter

In winter, if low temperatures/severe weather are forecast, the designated person should:

- All controls should be set at '**auto**' to give frost protection and under no circumstances be turned off at nights or weekends.
- Open trap doors into the roof space to ventilate the area round water pipes and storage tanks;
- Close off the water supply to any unheated rooms and drain off the water in those areas;
- Confirm, if possible, the frost protection systems are operative;
- Regularly check for leaks should be carried out after temperatures start to rise eg on a daily basis even during closure periods.

3.0 Emergency Situations

In the event of an emergency, the following steps should be taken, as appropriate

3.1 Fire Emergency

- Operate alarm(s), if appropriate.
- Evacuate the building, if appropriate.
- Dial 999, ask for Fire Service and report the name and address of the building.
- Wait for Fire Service and take the Senior Fire Officer's advice.
- When the Fire Service allows access ensure that services (gas, electricity, water) are safe.
- Contact the appropriate Maintenance Officer(s) if the emergency occurs during working hours.
- If the emergency occurs outside working hours secure the premises temporarily (where possible) and contact the appropriate Senior Maintenance Officer on the Board's Emergency Telephone Number – 028 9056 6888.
- Contact the appropriate Senior Maintenance Officer if the emergency occurs outside working hours and it has not been possible for you to secure the premises.
- Re-set the Fire Alarm system if appropriate.
- Advise the Board unless you have already contacted a Senior Maintenance Officer or Maintenance Officer so that arrangements can be made for permanent repair.

3.2 Flooding/Water Leakage Emergency

- Cut off water supply at mains and other appropriate valves;
- Check if electrical circuits or equipment have been affected by water;
- Collect any further leaking water in containers/bins if possible;
- Move equipment/materials in danger of water damage to a safer location;
- Contact the appropriate Maintenance Officer(s) if the emergency occurs during working hours;
- Refer contractors to the premise's asbestos register.

- Contact the appropriate Senior Maintenance Officer if the emergency occurs outside working hours and it has not been possible for you to stop the flooding/leakage or to arrange for emergency repairs;
- Advise the Board unless you have already contacted a Senior Maintenance Officer or Maintenance Officer so that arrangements can be made for permanent repair.

3.3 Break-in Emergency

- Contact Police Service - Dial 999, ask for Police Service and report the name and address of the building;
- Wait for Police Service and take the Senior Police Officer's advice;
- When Police Service allow access ensure that services (gas, electricity, water) are safe;
- Secure the premises temporarily (if possible) and contact the appropriate maintenance officer as soon as possible to arrange permanent repair;
- Contact the appropriate Senior Maintenance Officer if the emergency occurs outside working hours and it has not been possible for you to secure the premises.
- Re-set the Intruder Alarm System if appropriate;
- Advise the Board unless you have already contacted a Senior Maintenance Officer or Maintenance Officer so that arrangements can be made for permanent repair.

3.4 Vandalism/Other Damage Emergency

- Contact Police as for Break-in Emergency;
- Ensure that services (gas, electricity, water) are safe;
- Secure the premises temporarily if possible and contact the appropriate Maintenance Officer(s) as soon as possible to arrange permanent repair;
- Refer contractors to the premise's asbestos register;
- Contact the appropriate Senior Maintenance Officer if the emergency occurs outside working hours and it has not been possible for you to secure the premises.
- Re-set Fire/Intruder Alarm systems if appropriate;
- Advise the Board unless you have already contacted a Senior Maintenance Officer or Maintenance Officer so that arrangements can be made for permanent repair.

3.5 Gas Leak Emergency

In the event of a suspected Gas Leak:

- Act promptly;
- Extinguish all sources of ignition;
- Evacuate the area;
- Shut all valves on emergency control including valves outside the building, if appropriate;
- Restrict access;
- Check that gas appliances have not been left on;
- Ring appropriate Gas Emergency Number and contact the appropriate Maintenance Officer(s);
- Do not operate electrical switches, use matches or naked flames;
- Open all doors and windows and ventilate at low level, if safe to do so.

Gas Emergency Numbers

Phoenix Gas: 0800 002 001

Calor Gas: 0845 7444 999

Flogas: 028 9073 2611

4.0 Property Services Unit

4.1 Working Hours Contact Numbers

Assistant Senior Education Officer Tom Walsh (028) 9056 6329

Buildings Maintenance

Senior Maintenance Officer Jimmie Cousins (028) 9056 6242

Maintenance Officers: Eugene Doyle (028) 9056 6249

David Martin (028) 9056 6251

John Hamilton (028) 9056 6252

Derek Montgomery (028) 9056 6253

James Brennan (028) 9056 6448

Mechanical and Electrical Services Maintenance

Senior Maintenance Officer Noel Wishart (028) 9056 6261

Maintenance Officers Alan Ballantine (028) 9056 6257

Jim Gibson (028) 9056 6258

Jim Adams (028) 9056 6256

Grounds Maintenance:

Manager Patrick Mulholland (028) 9056 6398

Cleaning Services:

Manager Cecil Lee (028) 9056 6580

Energy Conservation:

Energy Conservation Officer Billy Mills (028) 9056 6254

Health and Safety:

Health & Safety Officer Brendan O'Reilly (028) 9056 4162

Environmental Hazards including Asbestos:

Environmental Hazards Officer Gail Haslett (028) 9056 6556

4.2 Emergency Telephone Number

**In the event of an emergency outside normal working hours
(after 5pm and before 8.30am) please ring:**

EMERGENCY NUMBER: (028) 9056 6888

When calling the above Emergency Telephone Number (**outside normal working hours**) you will be connected to an answering service. The caller is then given a choice of contacting one of the officers listed below.

- | | |
|---|------------------|
| 1. Senior Maintenance Officer (Buildings) | Jimmie Cousins |
| 2. Senior Maintenance Officer (Mechanical and Electrical) | Noel Wishart |
| 3. Chief Administrative Officer | Nicky McBride |
| 4. Senior Education Officer | Alice Lennon |
| 5. Assistant Senior Education Officer | Tom Walsh |
| 6. Health and Safety Officer | Brendan O'Reilly |

This Booklet has been prepared by the Board's Property Services Unit in consultation with the Health and Safety Officer.

If you have any comments regarding its format or content, or the Board's service in response to emergency situations, please contact **Clare Caldwell, Health and Safety (028) 9056 4000**. (Health and Safety is a shared service with BELB).