

Hosting an Event

Hosting an event can seem like a daunting prospect. However, once broken down into a series of steps the organisation of the event becomes much more manageable.

This section is a step by step guide to help UCD Sport clubs in running a successful event. Whether you need to follow all or some of the steps will be dependent on the event itself. Each event you host will require the club to submit an event plan to the UCD Sport Development Manager and to the UCD Sport Booking Manager. To assist UCD Sport clubs an Event Plan Template is included in the appendices (Appendix 11). When using the template, these guidance notes should be read to ensure an understanding of what each section is asking for. To assist you a Sample Event Checklist can be found on page 43.

Key Date: Bookings for UCD Sport facilities must be made by the 31st of October each year.

Pre-Event Planning

Step 1: Organising Committee

- An organising committee with significant student involvement should be set up at an early stage.
- It should comprise of the club Chairperson/President, a Club Secretary, a Club Treasurer a Club Safety Co-ordinator/Officer and a number of other members.
- At the first committee meeting each committee member's role must be clearly defined and recorded. Roles should include (but is not limited to):
 - » The event manager: will have overall responsibility for the event and must remain present onsite for the duration of the event. The event manager can only participate/
 - » compete in an event when their deputy is in a position to take over their duties.
 - » A deputy event manager: should also be nominated in case the event manager is absent.
 - » Bookings Manager: Booking facilities/services/supplies.
 - » Communications Manager.
 - » Finance: Budget, payments, invoicing, cash handling.
 - » Safety Officer (Insurance confirmation, first aid requirements, a contact point for the safety office, emergency procedures).
 - » Developing the Event Plan (as per the areas outlined in this document).
 - » Roles for the day of the event (registration desk, event manager, safety officer, entertainments, venue set up). Please note that if a member of the club is the designated first aider for the event they must not partake in the event itself.
- Meetings should be scheduled on a regular basis to review the preparations for the event. Decide upon and document the action points with agreed deadlines. Each committee member must report back on the action points they are responsible for at each meeting.
- A timeline should be developed identifying key dates/deadlines and tasks.
- Regular contact should be made with the UCD Sport Office for advice and guidance. For advice and assistance in developing your plan you should contact the UCD Sports Development Officer Paula Cashman (paula.cashman@ucd.ie).

Step 2: Booking Facilities

UCD Facilities

- To book UCD Sport Facilities (Indoor and outdoor), you must contact the UCD Sport Booking Manager and obtain the relevant booking form. This form must be completed in full and signed by the Sports Development Manager. The completed form must then be returned to the UCD Sport Booking Manager no less than 48 hours upon receiving the form.
- UCD Sport endeavours to accommodate Intersport Competitions due to be hosted by UCD Sport Clubs, to avoid bookings issues please contact the UCD Sport Facilities bookings manager as soon as a club becomes aware that they are hosting the event. UCD Sport clubs hosting non-Intersport events are subject to the availability of the facilities.
- To accommodate as many UCD Sport Club bookings as possible the booking for UCD Sport facilities must be made before the **31st of October** each year. For clubs requiring non-UCD Sport facilities for their event it is best to book these well in advance of October 31st. Before a club signs any booking agreement the club must send the agreement to Suzanne Bailey (suzanne.bailey@ucd.ie) for approval.
- For UCD Sport facility bookings, the booking is only confirmed upon receipt of written confirmation from the UCD Sport Booking Manager.
- An event plan must be developed and sent to the Sports Development Manager, The UCD Safety Officer and the UCD Sport Booking Manager no later than one month in advance of the booking. All three parties must approve the event plan for the event to go ahead. For advice and assistance in developing your event plan please contact the Sports Development Officer Paula Cashman (paula.cashman@ucd.ie).
- For large or complex events with insurance or safety implications the event plan should be submitted to the aforementioned parties as early as possible, even if it is only available in draft format. The lack of a suitable event plan will result in insurance for the event not being made available and the permission to hold the event being withdrawn.
- Booking for the Clubhouse Bar should go directly through the Clubhouse Bar (See Useful Contacts page 45).
- Bookings for meeting/reception rooms should go through the Student Centre (See Useful Contacts page 45).
- Booking for Natural Grass areas should go through the associated Sports Development Officer.

Non-UCD Facilities

- The booking procedures for all external sports and entertainment (presentation/awards venue) facilities should be followed as per each respective venue.
- The booking should be made as soon as the club knows they are hosting the event. **However, clubs are advised that before signing any contract with an external facility provider they must submit the contract to the UCD Safety Office for approval. Always ensure you get written confirmation of the booking and associated cost.**

Note: See Page 45 for a useful contacts list.

Step 3: Confirming the Event Details with Student Sport Ireland (where required)

- When hosting an intersport event the following information must be sent to Student Sport Ireland (ciaran@studentsport.ie):
 - » Name of the Event
 - » Dates and times
 - » Venue
 - » Names and contact details of Organising Committee.

Step 4: Special Grants/Fundraising/Sponsorship

It may be necessary to raise additional funds to host the event to prevent any adverse impact on your clubs finances. Applying for and seeking a special grant/sponsorship and fundraising early in the process is key to staying within your budget. The procedures that should be followed with regards to raising additional funds are outlined in section 6.4-6.6. You can download an application form for Special Grants at www.ucd.ie/sport/clubs/clubforms.

Step 5: Budget/Finances

- The process of developing a budget focuses the attention on value for money and deciding on luxuries versus necessities whilst never compromising safety.
- A budget plan must be drawn up and submitted for AUC approval. Suggested budget income and expenditure includes:

Income	Expenditure
Participation Fees per team/Individual	Officials
Sponsorship	Refreshments/Meals
NGB Funding	First Aid/Medical
AUC Funding (Grant)	Posters/Printing
Fundraising	Medals/Trophies
	Equipment/Supplies
	External facility hire

Please note that the AUC will not provide any funding towards Awards/Varsity Dinners. The cost of such dinners should not be included in any application for funding to the AUC.

Step 6: Booking Services/Supplies

Booking all services/supplies required for an event as early as possible will greatly assist preparation for the event. It is good practice that you confirm all of these bookings closer to the event. These may include, but not limited to, the following:

- PA/Music system
- Sports Equipment
- First Aid Provision
- Bleacher Seating/Chairs/Tables (request as part of the UCD Sport booking form)
- Scoreboard
- Crew T-Shirts
- Match Programmes
- Trophies/Medals
- Catering (If required)
- Referees/officials

When renting equipment or using a service provider the UCD Safety Office will usually require you to submit evidence of the company's insurance cover.

When your event requires the use of referees/officials, the event plan must include details of their qualifications. It is the clubs responsibility to obtain evidence of their qualification.

Note: See page 45 for a useful contacts list.

Step 7: Organising Entertainment/Presentation Dinner/Awards Ceremony

- It has become customary that when hosting an intervarsity competition the host college may organise a variety of evening entertainment for the duration of the competition, for their guest clubs. This could include discos, folk nights, karaoke, or a quiz. This can also produce a good source of finance to assist in the organisation of the event.
- Any entertainment that is arranged should follow the guidelines set out by Student Sport Ireland (SSI) and UCD's Alcohol Policy (Further information can be found in section 9.6).
- The organising committee should consider very carefully the feasibility of a presentation dinner. If you are going to arrange this function, it should be conducted in the cordial and distinguished manner, which it merits. Please note that the AUC does not endorse the hosting of such functions.

- The plan for the medal ceremony must be decided upon (it should include the sequence for prize giving, thanking the venue managers, participants, announcing winners etc.). Ideally this should be done immediately after the last game or competition.

Step 8: Provision for People with Disabilities

- Consider
 - » Spectator and participant access and egress
 - » Viewing area
 - » Toilet facilities
 - » Parking
 - » Signage
 - » Emergency evacuation

Step 9: Captains Meeting (If required)

It is important that the organising committee schedule and prepare for a Captains' Meeting on the first day of the competition. This meeting should be attended by the organising committee, the University/College Sports Officer and two club members from each of the Universities/Colleges. At this meeting discussion should be held on:

- Competition rules
- Code of conduct
- Selection of representative team (if applicable)
- Initiation of Irish University Association (If not already taken place)
- Safety Information
- Next year's event dates (forwarded to SSI)

Step 10: Contacting Participating Teams

- The organising committee is responsible for ensuring that all participating teams are aware of the contact details for information about the competition.
- The organising committee is responsible for gathering the most up to date contact details of the club officers from the participating teams.
- At least two months in advance of the event the organising committee must send a comprehensive list of all hotels/guesthouses/B & Bs/Youth hostels contact details to participating teams.
- At least one month in advance of the event the organising committee must provide an information pack for the participating teams. This pack must include the following:
 - » Event Location
 - » Timetable of the days events (Fixtures, details of Presentation/Awards night,

captains meeting)

- » Contact details for further information
- » Transport and parking information (A communicating guide to UCD can be found at <http://ucdestates.ie/commuting/wp-content/uploads/sites/3/2015/07/UCD-commuting-guide-2015.pdf>)
- » Provision for people with disabilities
- » Alcohol Policy
- » Security of personal items
- » Eligibility and Student ID requirement
- » Insurance

Step 11: Promoting the Event

There is a variety of ways in which you can promote your event, these include:

- Contacting the local press (the event details, results and photos)
 - » The College Tribune (editor@collegetribune.ie or tel. 01 7168501)
 - » University Observer (sport@universityobserver.ie or tel. 01 7163835)
- Social Media (Pre and post event article).
- Website (Pre and post event article).
- Posters (contact UCD Sport management to display posters around UCD Sport Facilities).
- Send poster and photo to sport@ucd.ie.

Step 12: Insurance

- Check thoroughly with the UCD Sports Development Manager and the UCD Safety Office about issues pertaining to public liability insurance cover for the event.
- Advise participants to check their own insurance cover.
- If you are using an external venue you will usually be asked to provide a copy of the AUC's Public Liability Insurance for the external venue (see the UCD Sports Development Manager for details).
- If you are borrowing or renting equipment please contact the UCD Safety Office to determine what, if any, requirements they may have.
- Clubs are strongly advised to consider the use of participant waivers for sports with safety considerations. Advice can be sought from the UCD Safety Office.
- Inform the Sports Development Manager, the UCD Safety Office and the UCD Sports Development Officer if your event involves participants of under 18 years of age or members of the general public.

Step 13: Equipment Check

- Ensure you have sufficient and safe equipment (balls, whistle, flags etc.) to run the event. Document all equipment safety checks that are completed.
- Ensure that the use of equipment is as per the National Governing Body guidelines for your sport and as per your club safety statement.
- If the club is borrowing or hiring equipment for the event the club must consult with the UCD Sports Development Manager in the first instance.

Step 14: Eligibility (if Required)

- It is essential that participant's eligibility is checked before the start of the tournament. The eligibility of UCD students can be verified in the Sports Office. Organisers should decide if they require entry forms to be "stamped" by the respective Universities and if participants must bring student cards.
- Clarify in advance what eligibility rules are in effect e.g. Student Sport Ireland or those of the respective Governing Body.
- Decide whether the events require an accreditation system (VIP's, guest passes etc.).

Step 15: Venue Set- up and Take down

- When booking the facilities ensure you factor in time for venue set-up and take down.
- Members of the organising committee must be involved with the venue set-up and take down.
- A plan/map/checklist must be developed to guide and act as a check list to ensure the venue is ready before the event starts on the day. Consider; seating, specialist flooring, signage, tables, sports equipment, storage, PA systems, music system, registration etc.
- Ensure the venue is left in the exact state it was handed over to committee.
- For events hosted in UCD you should inform the UCD Sport manager on duty that you have arrived to set up, contact him/her should you have any issues setting up the venue and let them know when you have finished the event.
- Before the event starts you must perform a walk of the site to check for any hazards, access/egress points are clear, signage are in place etc.
- Design and print signage/schedules/programmes etc.

Step 16: Communications Plan

- Consider:
 - » Whether music is required and how this will be played.
 - » How PA announcements will be made (if required).
 - » What signage will be used and the location of same.
 - » If loud hailers will be used/allowed.
 - » The impact any noise will have on other activities taking place in the same venue.
 - » How the results will be communicated (on the day, post event, social media updates).
 - » How will committee members communicate to each other on the day and during the planning phase.

Step 17: Event Health & Safety

- **First Aid Provision:** The organising committee is responsible for ensuring there is adequate first aid provision for the duration of the event. It should be organised in consultation with the UCD Sports Development Manager. A specific location should be designated as a first aid station and this location must be known by all. If a qualified club member is providing first aid cover they must not participate in the event itself.
- **Incident/accident Reporting:** Follow the procedures outlined in Section 8.6 and 8.7.
- **Emergency Procedures:** Your event plan must include emergency reporting procedures, evacuation procedure (See page 46 for Evacuation Procedures of UCD Sport Indoor facilities), medical emergencies, fire extinguisher locations, safety and security announcements. Most of the information on emergency procedures for UCD Sport facilities can be obtained from UCD Sport Facility managers. In the event of an evacuation you will follow the instructions of the UCD Sport manager on duty.
 - » If an ambulance is needed one nominated person from the club only is required to call the UCD Sport reception on the Emergency Number tel. 7162121. If the incident is within the UCD Sport building one member of the club is sent to seek first aid assistance at the UCD Sport reception desk. In both instances ask to speak to the manager on duty and state the nature of the injury and the location of the casualty. The UCD Sport reception will then contact the UCD First Response Room at 7167999 advising them of the incident and requesting that an

ambulance be called, then met and brought to the incident by UCD Services. In the event that you are unable to contact the UCD Sport reception please contact the UCD First Response room at 7167999 and then advise the UCD Sport reception.

- » If your club is using Non-UCD facilities for hosting an event the club is responsible for finding out the emergency procedures pertaining to the venue they are using. These procedures must be included in the event plan.
- **Risk Assessment:** Carry out a risk assessment for your event. There are five basic steps to risk assessment;
 1. Identify the hazards/Emergency,
 2. Identify what control measures are in place,
 3. Identify if the hazard/Emergency is likely to cause harm,
 4. Identify if additional risk reduction measures are practical/necessary,
 5. Record the findings in writing and include in the event management plan. Guidelines on identifying risk can be found in section 8.2.
- **Traffic Management Plan:** Discuss how and when participant/spectators will arrive (If required), details of stewards at car parks or around the venue, any road/paths closures, conflicts with other events, traffic volumes, traffic flow, main access points, communication plan. Where deemed necessary you may be required to provide stewarding for the event.
- **Traffic Restrictions:** Within the UCD Campus traffic barriers are in place to prevent through traffic. The barriers are in operation from 7am-10.30am and from 4-7.30pm Mon-Fri. Parking restrictions are also in place on campus. All information relating to transport and parking can be found in the Commuting Guide to UCD which is located at <http://ucdestates.ie/commuting/wp-content/uploads/sites/3/2015/07/UCD-commuting-guide-2015.pdf>.
- **Capacity:** It is important to accurately determine the number of spectators and participants that you can safely allow into your event. You may need to contact the venue manager in this regards.
- **Security:** Schedule numerous announcements throughout the event with regards to securing personal belongings. If the event requires cash handling, ensure all transactions are accounted for, receipted and ensure that the cash is stored safely. In some instances the event may require security personnel to be present, the club will

meet the cost of this.

- **Alcohol:** Ensure the event abides by the UCD policy on the Consumption of Alcohol on Campus (see section 9.6). As per this policy, alcohol can only be consumed in designated areas i.e. the Clubhouse Bar.
- **Campus Impact:** If the event is large and is being held on campus it may have implications for other campus users, e.g. large number on site; extra traffic and coaches on site, etc. If you think your event falls into this category must inform the UCD Sports Development Manager.
- **Water Safety:** Health and Safety procedures for water based sports clubs must include a Water Safety Plan which must consider both participant and spectator safety. Some of the areas to cover include: access to water, roles (land steward, first aid, safety officer etc.), safety equipment, signage, safety boat/s, communication, statutory authorities involved, eligibility to participate, spectator safety, details of any venue agreements, first aid (land & water).

Step 18: Filming/Photography

- Details of any filming or photography during the event must be outlined in the event plan.
- You may be asked to complete a permission to film form and to produce evidence of Public Liability Insurance which indemnifies UCD and Employers Liability Insurance of any external parties who will be filming/photographing.
- Written permission must be sought from those being filmed/photographed. Written parental consent must be secured for those being filmed/photographed and are under the age of 18 years.
- If you wish to film your event using a drone there are significant regulatory and university requirements around same – contact UCD Safety Office for details.

Step 19: Waste Management

- If bins are overflowing you should contact the UCD Sport manager on duty where the event is being hosted in UCD Sport or alternatively the venue manager.
- Schedule in PA announcements to remind participants/spectators to use the bins provided.
- When the event is being hosted in UCD Sport and extra bins are required please note this on the booking form.

Step 20: Contingency Plan

Contingency planning is a vital aspect of event planning. To react quickly and effectively to problems, if they arise, the organising committee should dedicate some time

to anticipate what problems or emergencies may arrive and develop a plan to best deal with the situation. For example; adverse weather conditions or a team/referee arriving late.

After the first step of identifying possible problems and how you will deal with these you must then decide on the criteria for cancelling an event. An event may be cancelled for a variety of reasons by the club itself, by the venue manager or by others associated with the event such as UCD Sport, UCD SIRC Office etc.

Your event plan must include the procedures for cancelling the event, these include, but not limited to:

- Decide who is responsible (most qualified) to make this call?
- Document the cancellation criteria e.g. specific weather conditions, or if a service provider fails to show etc. What procedures have you in place to ensure the decision to cancel an event is made in a timely manner.
- Document the communication process that must occur if the event needs to be cancelled prior to or during the event – consider the means of communication to be used and consider everyone who needs to know (participants, spectators, venue manager, service providers or suppliers etc.).
- Ensure the organising committee are aware of these procedure.
- Ensure participating teams/individuals are informed about how a cancellation will be communicated.
- Consider whether the event can be rescheduled.

Step 21: Developing your Event Plan

The event plan will develop out of the discussions and decisions made at the series of Organising Committee meetings that will have taken place. To support you in developing your event plan the UCD Sports Development Officer, Paula Cashman, should be contacted to provide you with assistance and advice (paula.cashman@ucd.ie). The event plan must be sent to the Sports Development Manager, the UCD Sport Booking Manager and the UCD Safety Office no later than **one month** in advance of the booking (see step 2).

To assist the host club the UCD AUC have developed an event plan template (See appendix 11).

Step 22: Pre-Event Briefing

- Decide on the content to be discussed at the pre event briefing, this may include but is not limited to; overview of the event schedule, health and safety information, confirmation of roles for the event, basic do's and don'ts, venue set up.
- The pre-event briefing should take place close

to the event itself, allowing time for some last minute adjustments.

Event

Step 23: Running the Event

Now it's time to put your event plan into action, things may not always go exactly to plan but all the work you have done to this point will limit the effect any last minute issues may have. As a precaution you should incorporate some time at various points to allow for potential over runs. Track the event schedule to ensure you are keeping to it, if an event is running over time you should inform the UCD Sport manager or venue manager (when using non-UCD Sport Facilities) on duty as soon as you become aware.

A typical itinerary of the day may be along the following lines:

- Inform the venue manager that you have arrived and are about to set-up
- Walking the site
- Team Arrivals
- Event Registration
- Captains Meeting
- Spectators Arrival
- Safety Announcement before the first fixture
- First Fixtures announced
- Fixtures take place
- Ongoing:
 - » Fixtures take place
 - » Security/Safety announcements
 - » Fixture & results announced
 - » Results board/forms updated and finals decided upon and announced
 - » Breaks announced
 - » Photography/filming
 - » Track event schedule
- Awards Ceremony
- Spectators leave

- Teams leave
- Venue Take down
- Report back to UCD Sport manager on duty or venue manager when using non-UCD Sport facilities
- You may have to set up for the entertainment/presentation dinner venue
- Proceed to entertainment/presentation dinner

Please note that your event should be run in line with the rules of your National Governing Body.

Post Event

Step 24: Results

- Where applicable, a full set of results should be sent to SSI and all participating teams.
- A full set of results and some photographs (for use by UCD Sport) should be sent to UCD Sport (sport@ucd.ie).

Step 25: Payments

- Ensure all expenses incurred as a result of the event (suppliers, facilities etc.) are paid promptly.

Step 26: Post Event Evaluation

- Seek feedback from the organising committee, the UCD Sport manager on duty/venue manager (when non-UCD Sport Facilities) and the participating teams.
- Consider:
 - » What went well and what did not go so well
 - » What and how could it have been improved
 - » Consider the planning phase and the event itself
 - » Did the event stay within budget.
- The information gained from the evaluation should be documented and communicated as part of a handover to the committee members to avoid making the same mistakes again.

Event Checklist

To use this template you should add any specific tasks to the three planning phases, pre-event, the event and post event. Some examples have been provided, however each event you plan will vary in the tasks required and the scheduling of same.

Task	Completed by	Lead Time	Completed Y/N
Pre-Event			
Establish an organising committee (OC)		Once you become aware that you are hosting the event	
Decide on OC roles			
Book facilities (save confirmation of booking)		Before Oct 31st for UCD Sport Facilities	
Send any contracts for renting external facilities to the UCD Safety Office		On receipt of contract	
Confirm Event details with SSI			
Develop and decide on event budget			
Consider & identify funding sources			
Book event services/supplies			
OC meetings		Regularly	
Decide on and book entertainment/presentation/ awards ceremony venue/catering etc.			
Consider and include provision for people with disabilities			
Gather the correct contact details of all participating teams/athletes		Before you send them their information packs	
Collate information for and contact participating teams			
Contact any VIP's you wish to invite		As soon as all details are finalised	
Promoting the event		Ongoing up until event finishes	
Check insurance requirements and send insurance information to UCD Safety Office		Submit with event plan	
Obtain insurance information for any borrowed equipment and send to UCD Safety Office		Submit with event plan	
Complete an equipment inventory			
Clarify what eligibility rules are in effect for the event e.g. SSI and NGB			
Check participant eligibility			
Prepare content for captains meeting			
Plan the venue set up and take down			
Decide on the communications plan			
Schedule and plan for the pre event briefing			
Decide on all Health and Safety aspects of the event			
Decide on any filming and photography			
Decide on a waste management plan			
Decide on a contingency plan			

Design and order printed materials (programmes, signage, schedules)			
Develop your event plan		ongoing	
Submit event plan		1 month before event	
Confirm final numbers (players, spectators, presentation/entertainment/catering) with respective contacts			
Confirm all bookings			
Confirm if any VIP's are attending			
Pre-event briefing takes place		5-6 days before the event	
Documented equipment Safety Check		One month, 1 week and day before event	
Event			
Venue set-up		Night before/morning of	
Walking the site		Once set-up is complete	
Safety Checks		Whilst walking the site	
Teams Arrive and directed			
Event registration			
Captains meeting takes place		Before any fixtures take place	
Spectators arrive		throughout	
Safety announcements		ongoing	
Fixtures announced		ongoing	
Fixtures take place		ongoing	
Results announced		ongoing	
Breaks announced			
Take photos/filming		ongoing	
Social Media Updates		ongoing	
Result boards updated		ongoing	
Finals take place			
Prize giving/Awards take place			
Spectators leave			
Teams leave			
Venue take down			
Report to UCD Sport manager on duty or venue manager where using non-UCD Sport facilities		Once venue take down is complete	
Set up of venue entertainment/Presentation dinner			
Proceed to entertainment/presentation dinner			
Entertainment/Presentation venue take down (where required)		Night of event	
Post Event			
Results distributed		As soon as possible	
Payments made		Promptly	
Post event evaluation completed		One week after event	
Thank host venue/volunteers etc.			

Useful Contacts

Area	Contact Name	Contact Details
UCD		
UCD Sport Development Manager	Suzanne Bailey	01 716 2208 Suzanne.bailey@ucd.ie
UCD Sport Booking Manager		01 716 3839 sportfacilitiesinfo@ucd.ie
UCD Sport Reception Desk		01 7163839/3821
UCD Student Centre	Jason Masterson	Jason.masterson@ucd.ie
UCD Sport Safety Information	Barry Mahoney	01 7163832 Barry.mahoney@ucd.ie
UCD Clubhouse Bar	Steve	clubhouse@ucd.ie 01 7163146
Café Brava (UCD)	Des Moran	Des.moran@ucd.ie
UCD First Response Room	Duty Manager	01 716 7999
UCD Sport Emergency Line	Duty Manager/Reception Staff	01 7162121
UCD SIRC Office (formerly Safety Office)(Safety, Insurance, Operational Risk & Compliance)		01 7168768 01 7168771 sirc@ucd.ie
First Aid Provision		
First Aid Provision St Johns Ambulance	Julie McGinn	01 6688077 eventcover@stjohn.ie
PA System Rental		
Soundworks		01 2821744/087 4115968 info@soundworks.ie
Terry Finnegan		0872571929
Bus Hire		
Kavanagh Coaches	Hilda	056 8831189
Marathon Coaches		01 4755010 info@marathontravel.ie
Dualway Coaches		01 580054 info@dualway.com
Student Sport Ireland		
Student Sport Ireland	Student Sport Development Officer	ciaran@studentsport.ie
Accommodation		
Double Tree Hotel, Burlington Road		01 6185600
Talbot Hotel Stillorgan		01 2001800 reservations@talbotstillorgan.ie
Clayton Hotel Ballsbridge		01 6681111 info@ballsbridge@claytonhotels.com
Radisson Blu St. Helens Hotel		01 2186000 Reservations.sthelens.dublin@radissonblu.com
Tara Towers Hotel		01 2694666 reservations@taratowers.com

UCD SPORTS CENTRE

FIRE SAFETY NOTICE

IF YOU HEAR THE FIRE ALARM

1. Do not panic, but prepare to leave the building.
2. The alarm will sound continuously; leave the building immediately in an orderly fashion using the nearest exit.
3. Classes in session must be dismissed and students directed to leave.
4. Do not use the lifts.
5. Do not go back to your working area for any reason.
6. If for any reason you are unable to leave the building make your way to a protected stairwell or a room with an external window and shut the door. If possible inform the emergency line (ext. 7999) or a colleague of your location and the reason you cannot safely exit the building.
7. If safe to do so nominated fire marshals should inspect their designated areas.
8. Proceed to the nearest emergency assembly area to your point of departure from the building. The assembly areas for the Sports Centre Building is:

Side of Building: Bus Stop Between UCD Sport and Car park
Rear of Building: SLLS Car park
9. Report any knowledge you may have of missing or injured persons to a *Fire Marshal / Services Personnel*.
10. Return to the building only after the *Chief Fire Marshal / Services Personnel* has given the all clear signal.

IF YOU OBSERVE A FIRE

11. Activate the fire alarm by breaking one of the red wall mounted break glass units located throughout the building.
12. If it is safe to do so and you have been trained to do so the fire may be tackled using a suitable fire extinguisher, but only if this does not place any person at risk of injury.
13. If you decide to fight a fire ensure that you have a safe and clear means of escape from the fire at all times.
14. In the event that you cannot fight the fire or the fire begins to get out of control evacuate the area immediately.