University College Dublin
Human Resources

Transforming Service

Enhancing Performance

Developing Talent

Employer of Choice

UCD Orientation Programme

University College Dublin
Human Resources

Transforming Service | Enhancing Performance | Developing Talent | Employer of Choice

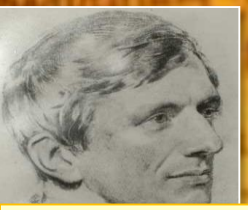
UCD History, Services, Safety & Access and Lifelong Learning

Overview:

- History of UCD
- Get to know UCD
- Estate Services
- Safety Office
- Staff Card
- Access Centre
- Questions

85/86 St Stephens Green – Newman House

UCD Blackrock



John Henry Newman

1854

1855 Catholic University Medical School

1888

Universities' Act

1908

Earlsfort Tce

1947

Land purchasing Michael Tierney

Science Building and Lyon's estate

1962/64

1990/1

Belgrove Student Residences

Graduate School of Business, Blackrock

O'Reilly Hall

1994

2003

NovaUCD

Earlsfort Tce vacated

2007

2004

UCD 150

[New President](#) Professor Andrew J. Deeks

2014

2012/13

Student Centre
Science Centre
School of Law

O'Reilly Hall

Science Centre

Campus Locations

Belfield Campus

Blackrock Campus

Get to know UCD - Useful Links

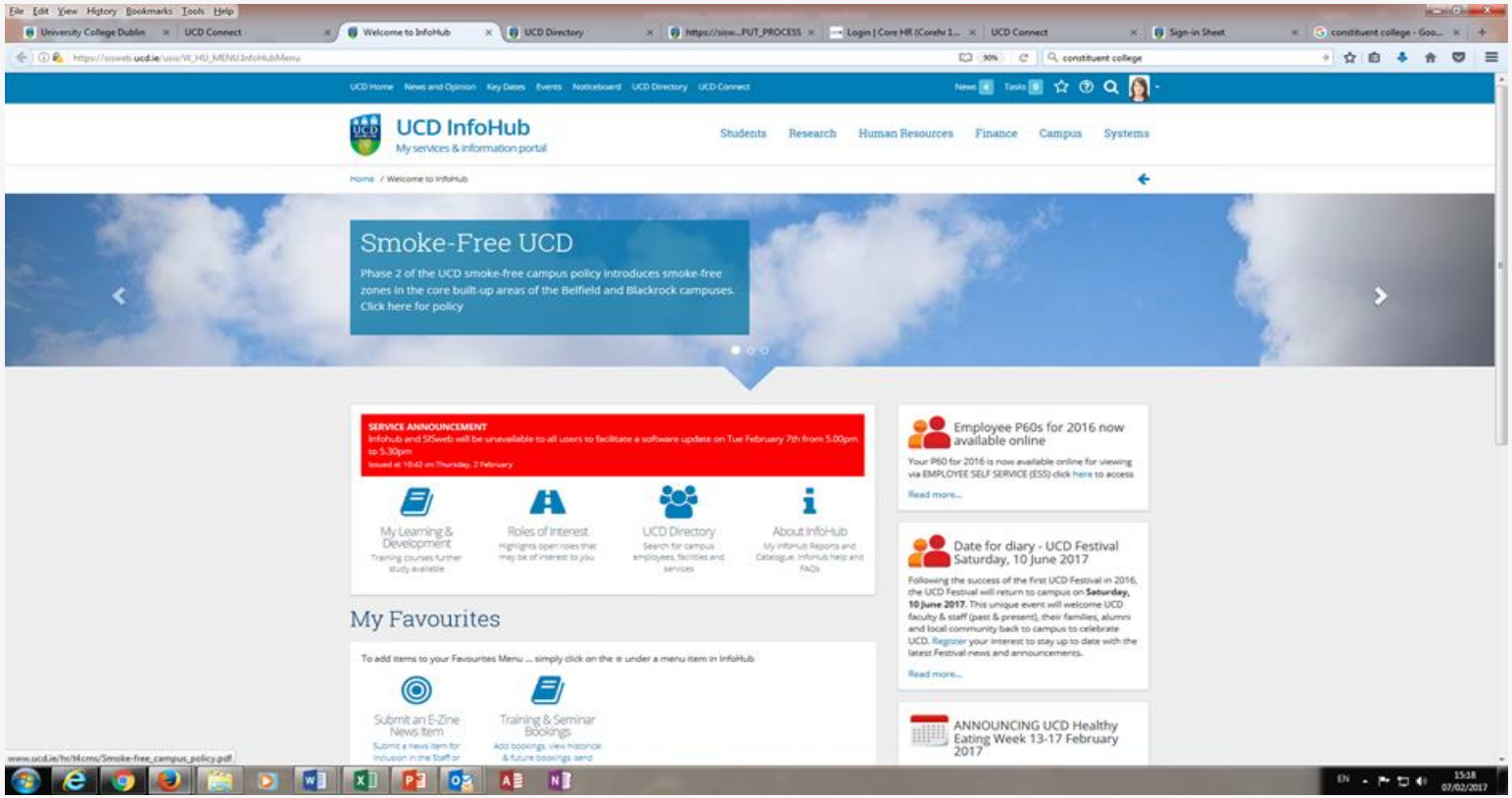
- Orientation Booklet
- About UCD
- President's Office
- UCD Connect
- UCD Staff Directory
- Tour of UCD Belfield
- Woodland Walks
- UCD A-Z

UCD Internal Communications
Useful links

- UCD Noticeboard
- UCD E-zine
- UCD Events Calendar
- Presidents Bulletin
- UCD News and Events
- Community Screens
- UCD Infohub

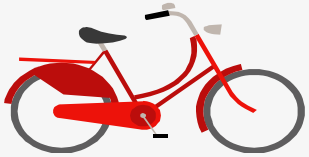
UCD INFOHUB:

Your Services & Information Portal



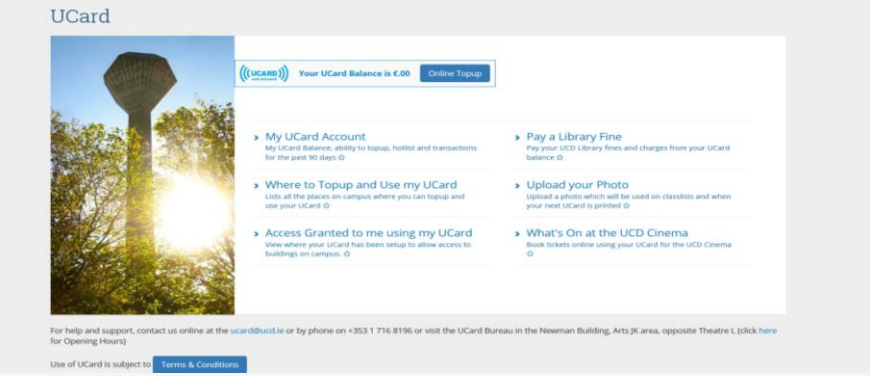
UCD Facilities

- Banking on/near campus, AIB & Bank of Ireland
- Creche: Oakmount Creche www.ucd.ie/creche/
- Pharmacy (Student Centre)
- Barbers (Sports Centre)
- Book Shop (Library Building)
- Post Office (Main Restaurant building)
- Restaurant & Coffee Shops UCD Places to Eat
- Bicycle Shop
- General Shops
- Sports facilities
- Cinema (Sport Centre)
- Copiprint



Staff Ucard

http://www.ucd.ie/ucard/staffucard



- Go to http://www.ucd.ie/ucard/about-ucards/staff-ucard/
- Upload a photo
- Email ucard@ucd.ie requesting the card and give your UCD address
- Card will be mailed to you

Contact: UCard Bureau, Arts JK area - Newman Building (inside CopiPrint Bureau, opposite Theatre L, Arts JK area)

Telephone: +353 (0)1 716 8196, Email:ucard@ucd.ie

UCD Estate Services

http://ucdestates.ie/

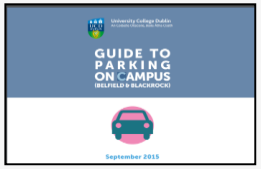
Information Kiosks

Room booking

Teaching Technology Support

Maintenance

Traffic & Commuting



Parking Permit

Mail Services

Emergency? 7999

Security (Unicare)
Medical Emergency:
01 716 7999
First Response:
01 716 7000

UCD Estate Services

http://ucdestates.ie/unicare/

Unicare

University Emergency Line
(01 – 7167999)

UCD Estate Services

http://ucdestates.ie/

- Orientation Tour of UCD Belfield Campus
- October 2017

Meet at Quinn Building, end at Student Centre

Booking: UCD Online Booking or email staffdevelopment@ucd.ie

Points of contact

Name	Responsibility	Details	Email
Campus Services	Customer service, postal services, facilities and teaching support, general queries	Ext.7000	Campus.services@ucd.ie
Services First Response Room	Campus Operations (24hr)	Ext. 7000	duty.manager@ucd.ie
Unicare	Emergency Helpline (24hr)	Ext. 7999	
Room allocations	Allocates shared teaching space in several buildings	Ext. 8632	room.allocations@ucd.ie
Maintenance Helpdesk	Maintenance requests Urgent-out of office	Ext. 1111 Ext. 7666	maintenance@ucd.ie
Telephones Helpdesk	Landline, fax and mobile telephony queries	Ext. 1800	telephone.services@ucd.ie
UCD Mail Room	Postal Services	Ext. 3270	mailroom@ucd.ie
Commuting Office	Transport & Commuting	Ext 3082	traffic.commuting@ucd.ie

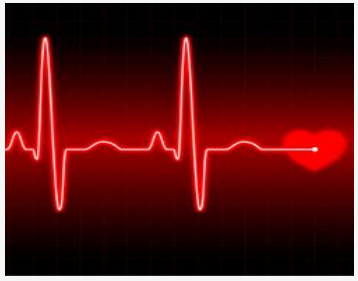
UCD SIRC (Safety, Insurance, Operational Risk & Compliance) Office www.ucd.ie/safety

Safety Statements

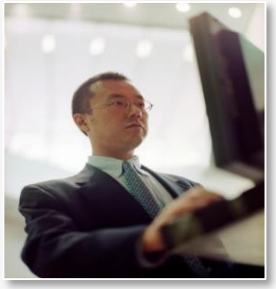
Working in a lab?
safety@ucd.ie

Safety Training

First Aid Training



Defibrillator locations



Office safety / manual handling / ergonomics

Pregnant employee risk assessment

Travelling abroad for work?
insurance@ucd.ie

Workplace Safety In UCD

Emergency Response – If You Hear The Fire Alarm

- The alarm will sound continuously; leave the building immediately in an orderly fashion by following the green man running signs to the nearest exit.

- Do not use the lifts or re-enter building until safe to do so.
- Proceed to the nearest emergency assembly area to your point of departure from the building.

Workplace Safety In UCD

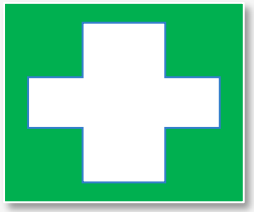
Emergency Response – If You Discover A Fire

- If you discover a fire activate the fire alarm by breaking a wall mounted break glass unit

(All fire alarms are monitored 24hrs per day and your activation will alert Services personnel)

- Contact 7999 giving details of the fire

Do not fight the fire unless you are trained to do so.



First Aid kit available from: Duty manager (7666), Services Centres and some local staff

Points of contact

Name	Title	Responsibility	Details
Dr. Peter Coulahan	Safety Officer		Safety@ucd.ie Ext. 2068
John Boyle	Safety Office Supervisor		Safety@ucd.ie Ext. 2068
Sarah Carry	Safety Office Supervisor		Safety@ucd.ie Ext. 2070

In the event of an emergency and if the above persons cannot be located contact the 24hr Emergency Line on ext. 7999

Further information and safety guidelines can be found at www.ucd.ie/safety

UCD Access and Lifelong Learning

- All UCD Staff have a Shared Responsibility for:
  - Student Support
  - Accessibility
  - Awareness & Sensitivity
  - Confidentiality
  - For more information see http://www.ucd.ie/disability
- Staff Training
  - UCD Access and Lifelong Learning offers training for staff to ensure that each staff member is aware of their responsibilities towards students with disabilities. For more information on this training please contact lisa.padden@ucd.ie.

For general queries please call 01 716 7072

Questions

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Thank You!

Go raibh maith agat!