



Transforming
Service



Enhancing
Performance



Developing
Talent



Employer
of Choice

UCD Estate Services: Orientation for new staff members



Overview:

- Estate Services
- Staff UCARD
- Workplace Safety
- Questions



Campus Locations



Belfield Campus

Set on 330 acres and home to over 70 academic, support & residential buildings with over 3,000 students living on campus.

Campus Locations



Blackrock Campus

Set on 19 acres home of the Michael Smurfit Graduate School of Business, associated offices & student residences.

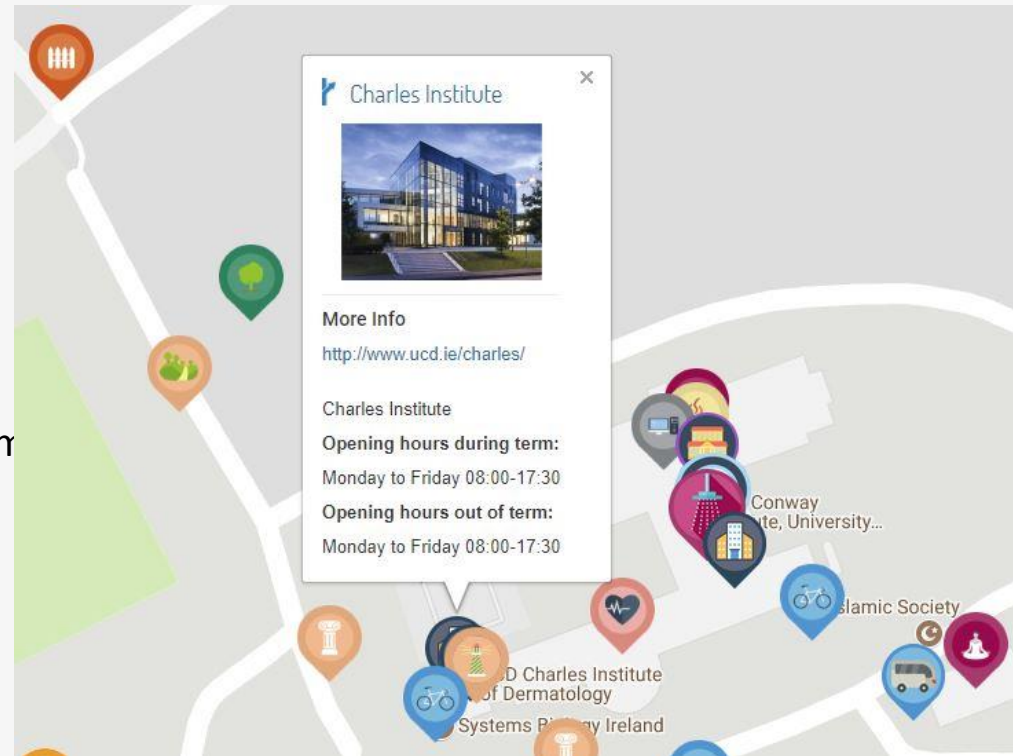
UCD Facilities & Getting Around

Our Campus Interactive Map has almost 700 entries for Belfield & Blackrock

Use the map for:

- Campus Directions
- Discovering places of interest
- Finding restaurant & cafés on campus
- Campus Amenities (ATMs, Pharmacy, Cinema, Bookshop, Án Post, Sports Facilities & more)

www.map.ucdestates.ie





UCD Estate Services – Everyday Services

<http://www.ucdestates.ie/>



Room Allocations & AV Support



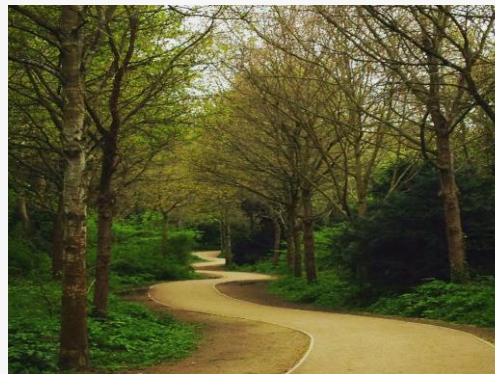
Maintenance



Commuting & Permit Support



UCD Mail Room



Campus Grounds



Campus Services



UCD Estate Services

<http://ucdestates.ie/unicare/>



unicare



Emergency



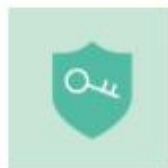
Fire



Medical Assistance



Walk Safe



Personal Property



Suspicious Behaviour

Promoting the personal safety of all students, staff & visitors of UCD through awareness, active partnership & presentation.

If you ever need security assistance or emergency services remember to call the 24hr University Emergency Line:

01 716 7999
(7999 from a UCD landline)



University Emergency Line
(01-7167999)



Staff Ucard – How to get yours



<http://www.ucd.ie/ucard>

- Go to <http://www.ucd.ie/ucard/about-ucards/staff-ucard/> for more information
- Upload a photo via infohub (Campus tab – “My UCard”)
- 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 Contact Numbers

Name	Location	Responsibility	Details	Email
Campus Services	Agriculture & Food Science Centre	General queries, facilities and AV support, commuting & campus operations	Ext.7000	estates@ucd.ie
Blackrock Services	GSB Blackrock Campus	General queries, facilities and AV support, general queries, commuting & campus operations	Ext. 8908	blackrock.services@ucd.ie
University Emergency Line	Agriculture & Food Science Centre	24hr Emergency Helpline Ambulance, Fire, Gardaí & Campus Security	Ext. 7999	
Room Allocations	Agriculture & Food Science Centre	Academic Timetabling, booking of shared teaching spaces, Urooms	Ext. 1208	room.allocations@ucd.ie
Maintenance Helpdesk	Belfield House	Campus Maintenance Issues	Ext. 1111 Ext. 7000	maintenance@ucd.ie estates@ucd.ie
Telephone Services	Belfield House	Landline, fax and mobile telephony queries	Ext. 1800	telephone.services@ucd.ie
Mail Room	Newstead Block A	University postal service	Ext. 3270	mailroom@ucd.ie
Copi Print & UCARD	J/K Newman Building	Printing, photocopying, stationary & Staff UCARD services	Ext. 7651 Ext. 8196	cp@ucd.ie ucard@ucd.ie



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



Safety Statements & risk assessments



Hazardous materials safety



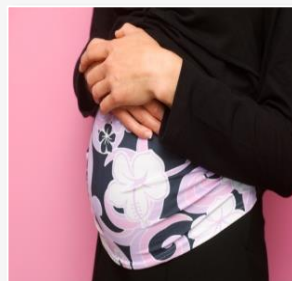
Safety Training



Defibrillator locations – [view map](#)



Office safety / manual handling / ergonomics



Pregnant employee risk assessment



Insurance queries – Travel, fieldwork, internships, property, research
insurance@ucd.ie



Incident Reporting



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 figure 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 Estate 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: Campus Services (7999 / 7000)
and held locally in your school / unit



SIRC Office Contact Details



Name	Title	Responsibility	Details
Dr. Peter Coulahan	SIRC Manager		sirc@ucd.ie Ext. 8768/8771
Sarah Carry	SIRC Coordinator		sirc@ucd.ie Ext. 8768/8771
Alan Hardiman	SIRC Administrator		sirc@ucd.ie Ext. 8768/8771
Michelle Welby	SIRC Administrator		sirc@ucd.ie Ext. 8768/8771

Further information including safety guidelines, available on SIRC Office website www.ucd.ie/sirc

In the event of an emergency contact the 24hr Emergency Line on ext. **7999**



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





University College Dublin
Human Resources



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Thank You!

Go raibh maith agat!

