



Polasaí agus Nósanna Imeachta / Policies and Procedures

Code	QA177
Title	Space Management in the event of an emergency (e.g. flood or fire)
Policy Owner	Director of Buildings & Estates (or nominee)
Date	13 December, 2022
Approved By	University Management Team

1.0 Purpose

This procedure document is associated with the Space Management Policy (QA162) and sets out the procedure for space management in the event of an emergency.

Any use of University space by either staff or Third Parties must align with University strategic objectives and values.

2.0 Description

- 1.1 Office Space
- 1.2 Teaching Space (theatres, classrooms, meeting rooms, computer suites)
- 1.3 Laboratory spaces
- 1.4 Ancillary spaces

In conjunction with the University's Emergency Response Procedure & Business Continuity Plan, spaces may be vacated and relocated to alternative University facilities (if available) or procured externally in the event of an emergency.

3.0 Responsibilities

Name (Office or position)	Responsibility
Director of Buildings & Estates (or nominee)	Policy Owner
Head of Business Support Services	Responsible for the implementation of the Space Policy and related procedures
University Management Team ("UMT")	Decide on requirement for property acquisition.
Head of College/School/Unit	Responsible for the optimum use of space allocated to their College/School/Unit, which includes ensuring obsolete materials, equipment and resources do not take up valuable space. Also responsible for the development of business cases to support the procurement/rental of additional space.



4.0 Related Documentation

- 4.1 QA162 Space Management Policy
- 4.2 Space Management Procedures (multiple)
- 4.3 University Health & Safety Policies and Procedures (multiple)
<https://www.universityofgalway.ie/health-safety/policies-&-procedures/>
- 4.4 Business Continuity Plan
- 4.5 Emergency Response Plan

*Visit the **P&P Repository** on the **Quality Office website**
for other policies, procedures, regulations and guidelines*