

Fire Safety – What to Do

FIRE SAFETY REGULATIONS

Fire is the main hazard in any residential accommodation. Most people underestimate the speed with which fire or smoke spreads in a building. For your own safety, always follow the rules:

Rules

1. Make yourself familiar with the emergency escape routes from your room, flat, floor, and building. Your nearest emergency escape route may not be the same as the normal route in and out of the building. Please note that some of the fire exits will be designated as emergency fire exits only and for security purposes should not be used for normal access to and from the building. Inform the Hospitality Team immediately if you find an emergency exit door open or escape fastening broken.
2. Do not obstruct fire exit routes or doors. If you find that these are blocked or that an exit is restricted, inform the Hospitality Team immediately.
3. Do not tamper with, obstruct, cover or remove any notice or equipment provided for fire safety.
4. Fire doors prevent the spread of fire and smoke. Make sure that they are kept closed and are not obstructed.
5. Your accommodation has fire and smoke detection systems which must not be covered. Detectors can accidentally be activated by steam from the showers, cooking, hairspray, hairdryers, hair straighteners and deodorant spray!
6. Smoking is not permitted in any internal areas of your building. It is only permitted in the designated areas. If you are unsure where these are, please contact your Hospitality Team.
7. Electrical appliances should be switched off and unplugged after use and whenever you leave the room.
8. Cooking appliances or apparatus must not be used in the bedroom.
9. Candles can be extremely dangerous, for that reason, it is not permissible under the terms of your tenancy to use candles within your flat/room. This also includes the use of incense sticks.

Accidents Happen – Live Safely!

Please read the following section carefully and take note:

If a person's clothing/hair is on fire:

1. Force them to the floor and wrap them tightly in a blanket, rug or coat to extinguish the flames.
2. Take them to cold running water or bring clean wet cloths to cool any burnt skin.
3. Do not roll the casualty along the floor. This can cause burning to spread to undamaged parts of the body and cause other injuries.

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4. If during office hours, inform a member of the Hospitality Team who will call for medical assistance.
5. Call 999.

If a cooking pan catches fire:

1. Immediately turn off the heat if it is safe to do so.
2. Place a damp cloth or pan lid over the flames if you are able to do so safely.
3. Raise the alarm by activating the nearest fire alarm call point (break glass).
4. Evacuate the building and go to the Assembly Point.
5. If during office hours, inform a member of the Hospitality Team who will call the Fire Brigade.
6. Call 999.

If something cooking catches fire in the oven:

1. Turn off the oven and leave the door closed.
2. Raise the alarm by activating the nearest fire alarm call point (break glass).
3. Evacuate the building and go to the Assembly Point.
4. If during office hours, inform a member of the Hospitality Team who will call the Fire Brigade.
5. Call 999.

If you discover a fire:

Dial 999 immediately. Don't wait for someone else to do it. Exit the building in accordance with the building evacuation instructions.

If you hear the fire alarm:

Everyone must evacuate the building immediately by the nearest exit and go to the Assembly Point. Do not stop to collect your personal belongings; do not use the lifts and do not run. If you have a visitor bring them with you.

The standard fire regulations displayed in your accommodation must be read and obeyed at all times. Fire drills will be held and should be observed by all residents. Standard procedures must be observed whenever the alarm sounds.

If you accidentally set off the fire alarm:

Notify a member of staff immediately. If you're unable to do so, then the fire evacuation process will apply as normal and you may be found responsible for an unwanted call to the fire brigade and the unnecessary evacuation of the building.

Fire alarm testing

As a matter of routine, the fire alarm will be tested weekly. The alarms will sound for a maximum of 10-15 seconds. If the alarm sounds continuously, you must evacuate immediately. Should you hear the alarm at any other time then please follow the evacuation procedures.

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Fire drills

There will be a fire drill early in your tenancy term so that you will be familiar with the alarm and how it sounds, it will also give you opportunity to familiarise with and perform the evacuation procedure. Fire drills will be carried out throughout the year.

Evacuation procedures

If the fire alarm sounds continuously you should immediately evacuate the building by the nearest exit, go to the assembly point and wait for further instructions. You should familiarise yourself with the site evacuation procedure details in your flat and room, which give advice on actions to be taken in the event of a fire or a fire alarm operating.

Fire safety equipment

Please Note: It is a Criminal Offence to Tamper with Fire Safety Equipment. Any person who knowingly or recklessly misuses the fire extinguishers, hose reels, fire detection equipment or who sets off any fire alarm without good cause will be subject to disciplinary procedures. Such irresponsibility could endanger the safety of fellow residents and cause considerable inconvenience. It could also lead to criminal proceedings against the individual responsible. Charges may apply.

Personal furniture

To ensure that both fire and health and safety regulations are maintained at all times, please do not bring any furniture or other items into the property that do not comply with these regulations.

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