

**Health and Safety for
First Year
Undergraduates**

FOR ALL EMERGENCIES
ON CAMPUS

dial

3333

(Or from a mobile 01273 873333)

OFF CAMPUS EMERGENCIES

dial **999** followed by a call to
Security on 01273 678234

Fire Safety

- **Do** identify the building fire exits and call points
- **Do** read the Fire Information Posters
- **Do** read the Fire Escape Plan in your room
- **Don't** tackle a fire unless you are trained to use fire extinguishers
- **Don't** use lifts unless instructed to do so by a member of the Fire Service
- **Don't** re-enter the building until told to do so by the person in charge

To ensure your safety the University does **NOT** allow the use of the following in Residences:



- Candles/Joss Sticks
- Chip Pans
- Flammable Liquids
- Gas Cylinders

Fire!!

Most fires in residences are cooking related:

- **Don't** leave your cooking unattended—especially grills!
- **Don't** prop open fire doors!
- **Don't** cover detector heads

If you discover a fire

- Operate the fire alarm 
- Call emergency number 3333 (999 off campus) from a place of safety
- Leave the building by the nearest exit 
- Report to the control point (normally the main entrance of the building)

If you hear the fire alarm

- Leave the building by the nearest exit



- Don't stop to collect your belongings
- Report to the assembly point away from the building



Fire Alarms—Testing

- **On Campus**

(East Slope, Brighthelm, Lewes Court,
Park Village & Swanborough)

- **Monday afternoon 15:00—16:00**

(Norwich House, Kent, Lancaster, York House)

- **Wednesday afternoon 15:30-16:00**

- **Off Campus** (including Stanmer
Court) - **Friday morning**

Northfield - **Friday afternoon**

Please note the University **WILL**
impose fines and take disciplinary
action for misuse of:

- **Fire Extinguishers**
- **Fire Alarms**

Gas Safety

If a carbon monoxide monitor sounds

- Open all windows and doors
- Turn OFF all gas appliances
- Call 3333 (01273 873333 off campus)
- Evacuate the Building
- Do **NOT** re-enter the Building until the alarm has stopped

Security

- Lock doors and close windows when leaving the room
- Close curtains at night
- Carry Student ID card at all times
- Keep to footpaths at night
- Security can provide an escort facility on request after dark (dial 01273 678234)
- Be alert for suspicious bags or packages
- Don't leave your bag unattended
- Report any concerns to the nearest staff member or use the Emergency number **3333** (01273 873333)