



QUEEN'S  
UNIVERSITY  
BELFAST

# SAFE AND WELL

## FIRE SAFETY GUIDANCE FOR RESIDENTS OF ELMS BT1 AND BT2



## Fire Safety Advice

While you are living within Queen's Accommodation it is important that you are familiar with the fire evacuation plan for your building and are aware of the impact a fire in your apartment could have on other residents, or a fire in an adjacent apartment could have on you.





## For your safety we:

- have a fire evacuation plan in place.
  - provide water sprinkler systems throughout the building.
  - have a maintenance system in place for all aspects of the building.
  - undertake fire risk assessments.
  - have staff within the building 24/7 that are trained in fire evacuation procedures.
  - have ensured that our buildings exceed minimum requirements of building regulations.
  - have not used any combustible cladding on the exterior of this building.
  - have fitted smoke/heat detectors throughout the building as part of a centralised fire alarm system.
  - provide firefighting equipment throughout the building.
  - have provided fire instructions on the back of your bedroom door. These notices detail fire escape routes and the assembly point.
  - will carry out weekly checks of the fire equipment within the building and ensure that any faults are identified and rectified.
  - will test the fire alarm system within your building once a week.
  - Will provide a Fire Drill video as part of your induction to stay in Accommodation.
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## We need you to do the following:

- Please save the telephone number for Queen's Security to your contacts on your mobile phone **028 9097 2222**. You may need this in the event of an emergency.
- Take some time to familiarise yourself with the fire evacuation notice on the back of your bedroom door. Take note of your designated assembly point.
- Keep doorways, stairways and corridors clear. These are important fire escape routes and must remain clear at all times.

## On discovering a fire:



1. Operate the nearest fire alarm call point.
2. Call Security by dialling the external emergency line **028 9097 2222**.
3. Leave the building immediately.
4. Report to your designated assembly point.  
BT1 College Avenue assembly point:  
Pedestrian area at College Street  
BT2 McClintock Street assembly point:  
Blackstaff Square



## On hearing an alarm:

Leave the building immediately and report to your designated assembly point.

In the event of an evacuation residents **MUST NOT** use the lifts.

**DO NOT** re-enter until told it is safe to do so.

## NO SMOKING/VAPING



NO SMOKING OR VAPING

In line with current legislation, the University enforces a no smoking policy throughout all of its buildings and premises, including your bedroom, common areas and outside your accommodation building. Smoking, including e-cigarettes/vaping, is only permitted in designated smoking areas outside the building. If you are caught smoking or vaping inside your building or anywhere not within the designated smoking areas, you will face disciplinary action.

For residents in Elms BT1 and Elms BT2, there is a smoking location outside your building where ash bins are provided. Please be aware that cigarette butts are litter. Under the Litter (Northern Ireland) Order 1994, it is a criminal offence to drop litter or dump rubbish. This means Belfast City Council will fine or prosecute offenders. If you are caught littering, you will be issued with a fixed penalty notice by the Council to pay a fine of £80. More information about this legislation can be found here:

**<http://www.belfastcity.gov.uk/buildingcontrol-environment/streetcleaning/litterlaw.aspx>**

## FIRE EXTINGUISHERS/ EQUIPMENT



- Firefighting equipment is provided throughout the building. Please familiarise yourself with the location of these.
- If you notice any fire equipment has been tampered with or used, please report this to Reception.
- Do **NOT** interfere with fire equipment or cover the smoke/heat detector in your bedroom/apartment. See Figure 2.



Fig. 2 smoke/heat detector in room



These have been provided for your safety and deliberate interference with these is a criminal offence **and will result in a formal disciplinary procedure.**

- Fire doors are provided to prevent the spread of fire and **MUST NOT** be propped/wedged open. Please report any faults/problems with the fire doors to Reception.



IT IS A CRIMINAL OFFENCE TO MISUSE FIRE EQUIPMENT. SHOULD THIS OCCUR YOU WILL BE SUBJECT TO A DISCIPLINARY INVESTIGATION AND REFERRED TO ATTEND A MEETING WITH THE UNIVERSITY COMMITTEE OF DISCIPLINE WHERE YOU WILL FACE:

FIRST OFFENCE – WRITTEN WARNING AND FINE OF UP TO £500.

SECOND OFFENCE – EXPULSION OR EXCLUSION FROM UNIVERSITY ACCOMMODATION.

## FIRE ALARM TESTING



- The weekly fire alarm test will take place at approximately the same time each week, during which the alarm will sound for 10 seconds. If the alarm sounds for longer than 10 seconds, treat this as an actual fire alarm activation and follow the evacuation procedures on the back of your door.
- You must respond promptly to all fire alarm activations.
- You must treat every alarm as an emergency and vacate the building immediately. Any resident who does not vacate the building may face disciplinary action.
- If there is any instance during the weekly fire alarm test when you notice poor audibility of the alarm, this must be reported **immediately** to Reception.



## To help avoid any unnecessary alarm activations please

- Do not spray aerosols close to the fire detector in your bedroom
- Keep your ensuite door closed during and after showering as steam can activate the fire alarm

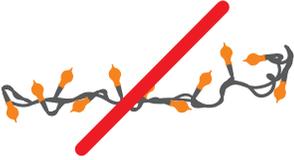
## EVACUATION PROCEDURES FOR INDIVIDUALS WITH A DISABILITY



If you are living within our accommodation and have any disability (permanent or temporary eg a leg injury) which would affect your ability to evacuate from the building in a fire related incident, you should have had a Personal Emergency Evacuation Plan (PEEP) completed by a member of Queen's University staff. If you don't have a PEEP in place, please make staff at Reception aware of this.

There are disabled refuge areas located on each floor in the lift lobby and each of these has access to a two-way communication system. In the event of a fire alarm activation any residents located in the refuge area will have direct communication with trained staff/security personnel, who will assist you to evacuate the building if required.

# FIRE HAZARDS



**FAIRY LIGHTS ARE NOT PERMITTED.**



**DO NOT BURN CANDLES, INCENSE OR JOSS STICKS**



**DO NOT USE ELECTRIC BAR FIRES, OR FAN HEATERS**



**DO NOT USE MULTI-WAY PLUG ADAPTORS**



**DO NOT USE SMALL FRIGDES IN BEDROOMS**



**DO NOT USE COOKING APPLIANCES IN BEDROOMS**

## COOKING AND THE SAFE USE OF COOKING EQUIPMENT



Care should be exercised whilst cooking with a wok, frying pan or the grill. Smoke produced from such cooking activities, for example, burning toast can set off fire alarms.



Do not leave food un-attended in the toaster, hob, grill or oven.



Do not cook or heat liquids in your bedroom.



Please clean grills, baking trays and shelves after every use. When not cleaned regularly, items can become a fire hazard and will activate fire alarms. Please clean up any spillages or food left on the hob after every use.



Ensure regular emptying of crumb tray. The toaster must only be used to toast bread and **MUST ALWAYS** be used in the upright position.



To prevent the build-up of smoke and risk of fire alarm activations, the extractor fan should be used whilst cooking and windows opened.



Please be careful when cooking late at night/when you are tired/under the influence of alcohol or any other substance.

