



QUEEN'S  
UNIVERSITY  
BELFAST

**SAFE AND WELL**  
FIRE SAFETY  
GUIDANCE  
FOR RESIDENTS  
OF ELMS BT9


## 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 room could have on other residents, or a fire in an adjacent room could have on you.





## For your safety we:

- have a fire evacuation plan in place. You will find this on the back of your bedroom door.
  - have a maintenance system in place for all aspects of your building.
  - undertake fire risk assessments.
  - have staff in Elms BT9 24/7 that are trained in fire evacuation procedures.
  - have ensured that our buildings exceed minimum requirements of building regulations.
  - have fitted smoke/heat detectors throughout the building as part of a centralised fire alarm system.
  - provide firefighting equipment throughout the building. This equipment is checked on a weekly basis by our Residential Assistants.
  - 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 (excludes Christmas, New Year and Easter).
  - will test the fire alarm system within your building once a week (excludes Christmas, New Year and Easter).
  - Will provide a Fire Drill video as part of your induction to stay in Accommodation.
- 

## 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.
- Emergency telephones have been provided in each of the accommodation blocks (Offsite Houses do not have emergency telephones). These can be used in the event of a fire to contact Queen's Security on extension 2222.



## On discovering a fire:

1. Operate the nearest fire alarm call point by breaking glass.
2. Call Security by dialling the external emergency line **028 9097 2222**.
3. Leave the building immediately.
4. Report to your designated assembly point.

## On hearing an alarm:

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

**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. 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 BT9, there are designated smoking areas. The designated smoking areas are at the front and rear of the Treehouse social space, Willow Walk and Sycamore Park. Residents living in Queen's houses should be considerate of other residents and move away from the building before smoking. Please ensure to extinguish cigarettes fully before disposing of them in the bin.

# FIRE EXTINGUISHERS/ EQUIPMENT



- Firefighting equipment is provided throughout your 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.



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. All fire doors are labelled (see example below). 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 £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 bedroom 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 on 028 9097 4525 or in person.



### **To help avoid any unnecessary alarm activations please**

- Do not spray aerosols close to the fire detector in your bedroom
- Please keep the door closed during and after showering if you have an en suite room as steam can activate the fire alarm

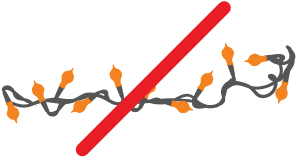
## EVACUATION PROCEDURES FOR INDIVIDUALS WITH A DISABILITY



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.



# FIRE HAZARDS



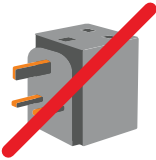
**FAIRY LIGHTS ARE NOT PERMITTED.**



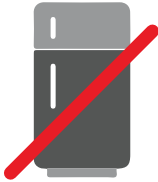
**DO NOT BURN CANDLES, INCENSE OR JOSS STICKS**



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



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



**DO NOT USE SMALL FRIGDES IN BEDROOMS**

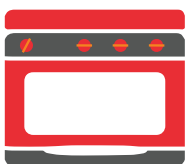


**DO NOT USE COOKING APPLIANCES IN BEDROOMS**

## 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 unattended 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 any substance.

Elms BT9  
78 Malone Road  
Belfast  
BT9 5BW

T: +44 (0) 28 9097 4525  
E: [accommodation@qub.ac.uk](mailto:accommodation@qub.ac.uk)  
[www.qub.ac.uk/accommodation](http://www.qub.ac.uk/accommodation)