

URBAN SLEEP FIRE SAFETY BRIEFING

Please thoroughly read the information contained within your Welcome Pack and the "Fire Action" notices within the building / flat. These give advice of what to do in the event of discovering a fire or hearing a fire alarm activation.

- Take some time to familiarise yourself with the property and ensure that you know where the nearest fire exit is to your flat and where the fire assembly point is.
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- If you hear a fire alarm ring in your apartment, carefully investigate the area and evaluate the situation. Respond accordingly:
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- If there is a real fire that cannot be tackled safely, please evacuate following the nearest fire escape route, set off the communal alarm by breaking the red call point box which you will see by the exit on your way out and call 999 immediately or ask someone to do it.
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- If there is no real fire, eliminate the source of smoke/heat and a member of staff will attend your apartment to investigate the incident.
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- If you hear a fire alarm ring in a communal area of the building where you are, or just outside your apartment, please evacuate immediately using the closest fire escape route which can be identified by following the green running man signs.
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- In case of a fire alarm, do not use the lift.
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- If there is smoke in the area, please crawl close to the ground whilst following this procedure.
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- Keep all fire doors and in particular the kitchen/living room door closed at all times.
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- If you hear the alarm, evacuate the property immediately, do not stop to collect your belongings and make your way to the fire assembly point.
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- If you discover a fire dial 999 immediately and request the Fire Brigade. Don't wait for Urban Sleep or someone else to do it.
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- It is a criminal offence to tamper with fire equipment and Urban Sleep will discipline anyone found doing so. This includes removing or covering smoke detectors.
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- If you have accidentally set off the alarm, then you must immediately contact the Urban Sleep Emergency Number on 0151 708 7000 option 4 and advise them what has happened. If you don't, the Fire Brigade will be called and you may face unnecessary costs.
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- Anyone found to be tampering with fire equipment (or if evidence is found in your flat) will be charged a fine of £250.00 and reported to the University and the Guarantors/Guardians. Smoking fees in communal areas (kitchens etc.) will be divided between the tenants of that flat regardless of who is smoking in the flat.
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- Please check the notice board in your building lobby to see when the weekly fire alarm testing takes place in your building.
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- In all of Urban Sleep's student properties smoking is strictly prohibited.
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- Anyone found to be smoking (or if evidence of smoking is found) inside your apartment will be charged a fine of £250.00 and reported to the Guarantors/Guardians (where applicable).
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- Do not let large amounts of rubbish and cardboard accumulate anywhere in the apartment.
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- Please ensure there are no items blocking the corridors, balconies and doors anywhere in your apartment or the building.
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- Please make sure you switch all electrical devices when leaving the property or going to bed.
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- Never leave cooking unattended.
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- Never mix hot water and oil.
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- Do not store flammable materials close to a source of heat or ignition (i.e. paper near radiators)
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- Take part in the periodic fire drills. Please treat this as a real emergency and respond accordingly by following the evacuation procedure, but do not call the Fire Brigade during a fire drill. We will inform you in writing in advance about any scheduled fire drills.