



LIVING IN CLARE COLLEGE ACCOMMODATION

Fire safety, alarm tests, drills and inspections

Fire System Testing:

Fire alarm sounders are tested each Thursday. If there are any changes to the testing day you will be notified prior to the test. A sign is placed next to the Porters Lodge the day before the test and the day of the test.

During the test there will be a short burst from the sounder or voice alarm of about twenty (20) seconds.

No action is required if you hear a sounder activate on these test days. If there is an event that requires action on test days you will be notified by the Porters Lodge or other fire wardens.

Evacuation:

If a sounder activates at any other time you will follow the evacuation procedures which are posted on the fire action notices in your premises as shown.



Emergency lighting:

Emergency lighting is tested on a monthly basis. This may affect some lights but only temporarily. No other power outlets will be affected.

Evacuation Drills:

Unannounced drills are held twice annually. During the exercise you are required to evacuate your building and make your way as quickly as possible and make your way to your assembly point.

Do not re-enter the building until you are told to do so by the emergency coordinator or Duty Porter

Further information:

If you have any concerns about fire safety in your premises, please contact the Porters Lodge on **01223 333261/33200/33281**. The Porters **are available 24 hours a day** and advise you on fire safety or put you in contact with someone who can.

- You will be required to attend a fire safety awareness meeting to ensure you understand the safety arrangements in place in your accommodation;
- The College is a 'No Smoking' College; there is no smoking in any area of the College.
- No candles, night lights, incense burners and Shisha pipes to be lit in rooms;
- Ensure you become familiar with your fire escape routes and fire evacuation point;
- Do not block fire exits, landings, corridors, hallways. Keep these areas clear at all times;
- Be aware of the locations of fire extinguishers, fire blankets and manual call-points in your building normally in kitchens, near exits and stairways;
- Do not put yourself at risk. Raise the alarm, close doors behind you, if have time, and leave the building rather than tackle fires;
- Keep all fire doors shut. Do not wedge them open;
- Never leave cooking unattended;
- No electrical kitchen appliances are allowed in rooms. Only in kitchens;
- Do not tamper with any fire safety equipment;
- Report all damages, failures, wear and tear of equipment, furniture and building infrastructure to the Maintenance Department;
- Trip hazards are common - keep your area clean and tidy and all times;
- Treat all fire alarms seriously, leave immediately. Be aware of fire sounder tests.