



Wesley House

Fire Safety Procedures

The college is protected by an automatic fire detection system throughout the residential and academic buildings. There are also manual call points at the exit from each floor.

The fire system is monitored 24 hours a day. If the fire alarm sounds the monitoring service will call our security company Hyline and Jesus College Porters to investigate the alarm. They will call the fire brigade if the fire is confirmed.

When you hear the alarm please evacuate the building immediately. Follow the designated escape routes and fire exit signage. Do NOT go in search of personal belongings.

Any emergency exit doors on your escape route that are normally only accessible by a security swipe card will be automatically unlocked when the alarm sounds, making the doors readily available for use. Doors to individual accommodation rooms will remain locked so that people can not get in.

The main escape routes and rooms with no windows will be lit by emergency escape lighting if the power fails.

1. People with impairments and disabilities.

Please tell us as soon as you can after your arrival if you have an impairment or disability and may require assistance to evacuate during a fire. We will then agree a suitable approach (known as a personal emergency evacuation plan) to help you evacuate from the building.

2. Unwanted alarms

Setting off the alarm when there is no fire causes inconvenience to other residents and also loss of trust in the fire alarm system. To avoid false alarms please:

- be careful not to burn food or create excessive amounts of smoke or steam when cooking;
- do not smoke within the college; and
- shut bathroom doors behind you to prevent steam from showers setting off the alarm.

3. General fire precautions.

- Wesley House has a no smoking policy throughout the college. If you do need to smoke please do so away from the college.
- Except the open fire in the Lodge, the fireplaces in the older parts of college are for decoration only. DO NOT try and light a real fire.
- Please do not light tea lights or candles in the college, except as part of corporate worship, e.g. in the chapel.
- Keep fire doors closed. Please do not prop or leave fire doors open within your residential areas or elsewhere within the college and close any doors you see propped open.
- Escape routes must be kept clear at all times and free from obstructions. If you find items in escape routes please move them if you can. Alternatively let the office staff know and they will be removed.
- Bicycles may not be brought onto college premises except to the bicycle racks.
- Please manage your waste sensibly so that we avoid building up waste that could fuel a fire. Take excess rubbish to the bins in the bin store.

- Please use the facilities provided for drying clothes. Using convector heaters or any other heating appliances to dry clothes is prohibited. If using an ailer please ensure it is kept a safe distance away from any heat source.
- If you have any concerns regarding fire safety you should notify the office staff immediately or in their absence Hyline (07748 630 775).

4. Portable electrical equipment

- Only portable electrical equipment that is tested and safe to use may be brought into the college. We reserve the right to inspect and test the safety of items brought on to site.
- Please use electrical equipment in a safe manner and avoid overloading plugs and sockets.
- Only use extension leads that have circuit breakers in them.
- Ensure hazards such as combustible materials and flammable liquids are kept at a safe distance away from sources of heat.

5. Portable fire extinguishers

- Portable fire extinguishers are provided throughout the college. Please DO NOT try to tackle a fire with an extinguisher unless you have been trained in the use of extinguishers and it is safe to do so without prejudicing your escape.
- Do not remove portable fire extinguishers from their designated storage points.

PROCEDURES TO FOLLOW DURING A FIRE

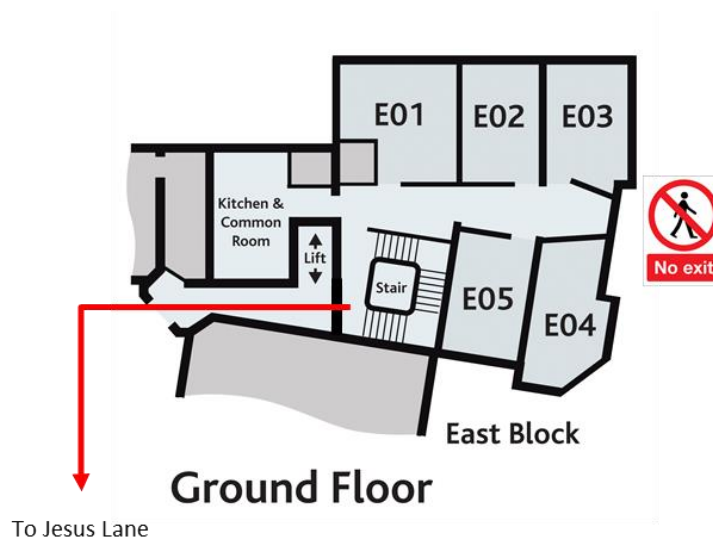
If you discover a fire:

1. Activate the nearest fire alarm break glass call point en-route to the nearest exit door.

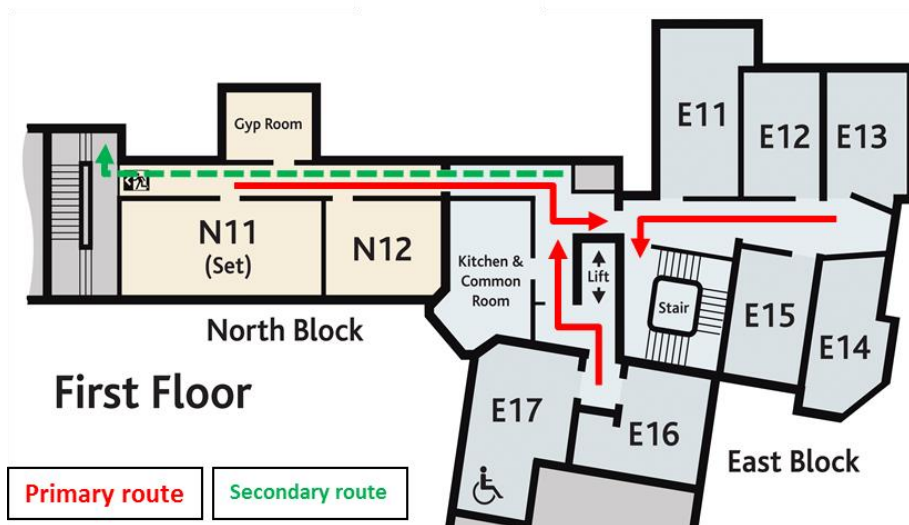
When the fire alarm sounds:

1. Ensure that everyone in the immediate vicinity is aware of the alarm and beginning to make their escape.
2. Leave the building immediately by making your way to the nearest exit door. **DO NOT** go in search of personal belongings left elsewhere in the building.
3. Exit the building by following the escape route shown on the plans below.
4. Once outside the building at ground level follow the designated external escape route to the assembly point opposite the main gate.
5. Go to the assembly point and await instruction. Please advise the person taking the roll call of anyone that may still be in the building or unaccounted for.
6. **DO NOT RE-ENTER THE BUILDING** until you are told it is safe to do so.

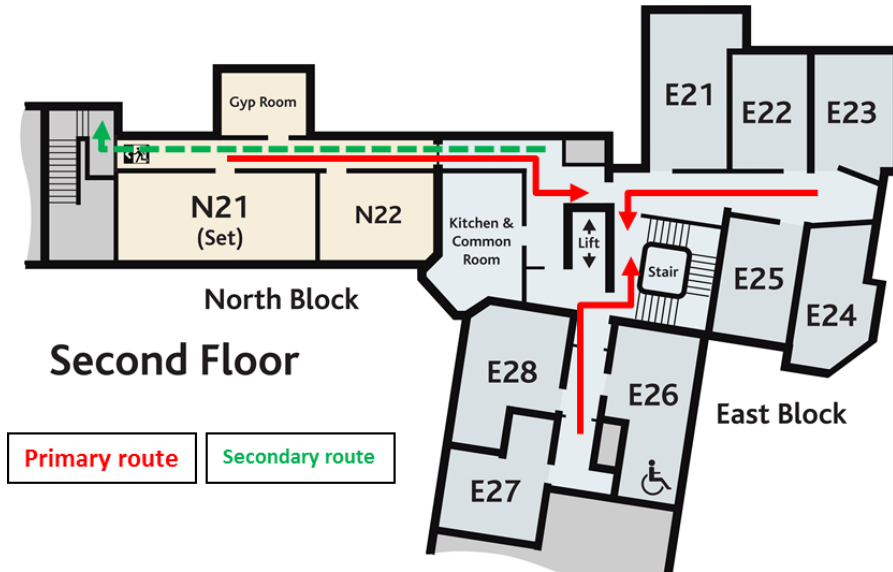
GROUND FLOOR ACCOMMODATION



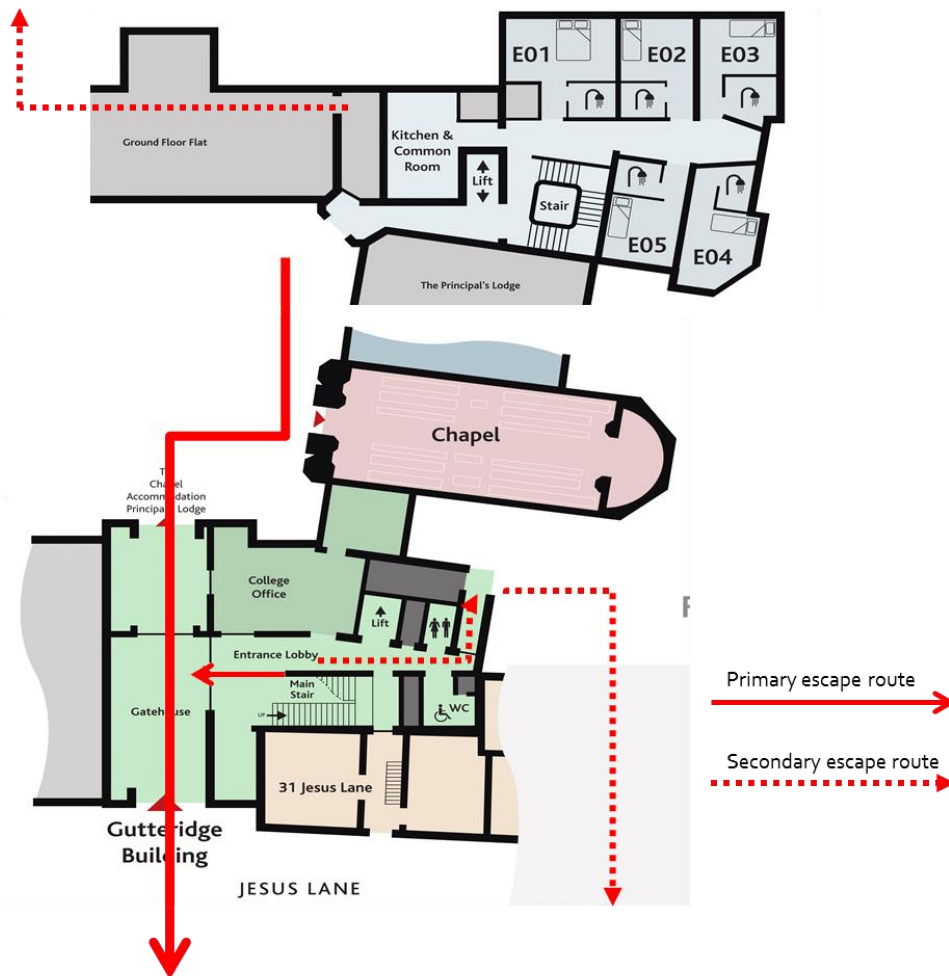
FIRST FLOOR ACCOMMODATION



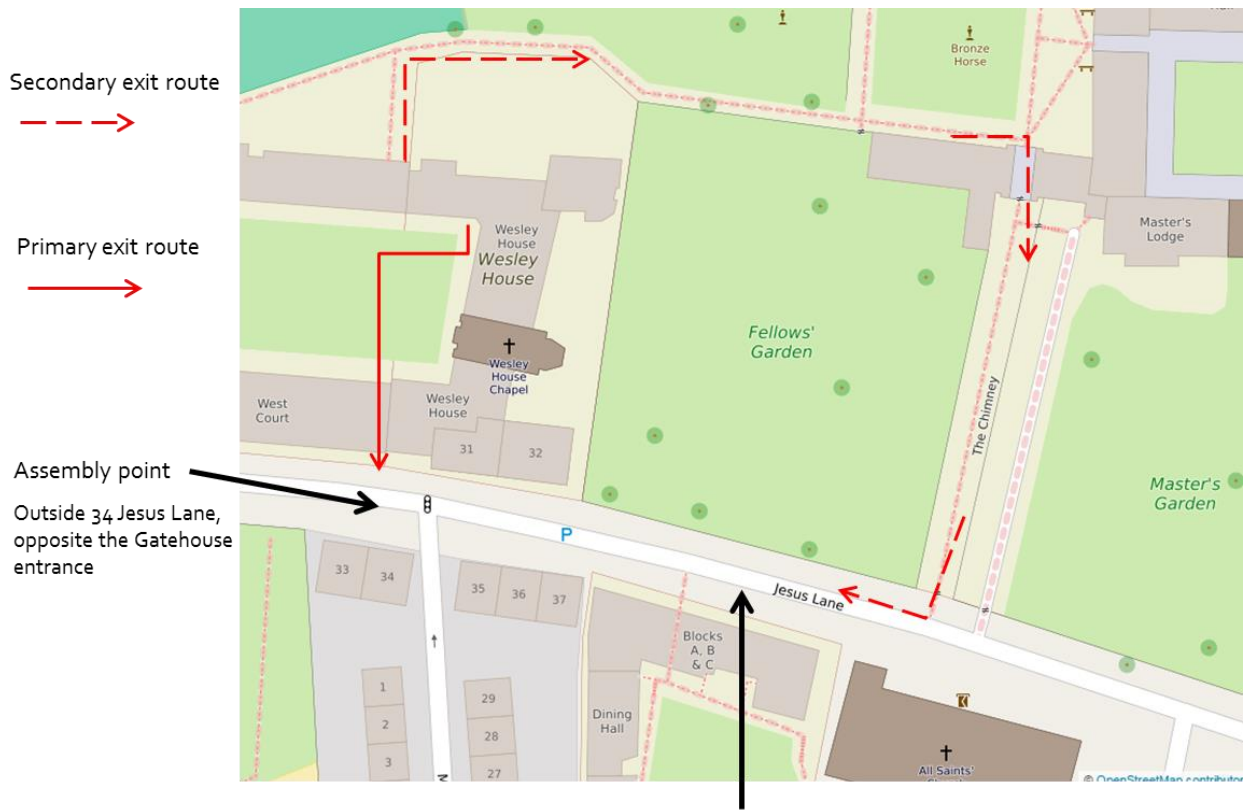
SECOND FLOOR ACCOMMODATION



EXITING THE PREMISES



ASSEMBLY POINT



Secondary exit route



Primary exit route



Assembly point

Outside 34 Jesus Lane,
opposite the Gatehouse
entrance

Secondary assembly point

If it is unsafe to meet at the Assembly
point, meet instead outside the
entrance to Westcott House