1.0. The Do’s - What to do if you discover a fire / hear the fire alarm

1.1. You should be familiar with action to take both on discovering a fire and on hearing the fire alarm sound. This information is on the Fire Action Notices displayed adjacent to the fire alarm call points (red) which are found as you leave the building. Please read the instructions carefully and make yourself familiar with the local fire exit routes.

1.2. On discovery of fire - immediately raise the alarm by operating the nearest fire alarm manual call point and call the fire brigade. Your location or address is provided on the fire action notices.

1.3. On hearing the fire alarm:
   - go immediately to the designated Fire Assembly Point, shutting all doors behind you;
   - Act quickly and calmly;
   - Do not stop to collect your personal belongings;
   - Do not run;

2.0. The Don’ts - What UCL expects of you

   - Do not obstruct escape routers;
   - Do not wedge or hold fire doors open under any circumstances - keep fire doors closed;
   - Smoking is not permitted in any UCL Building;
   - Do not interfere with pins, tags or maliciously set off the fire extinguishers;

3.0. Fire Evacuation Drills

3.1. Annual fire drills for each building are held in the first term (October each year). In addition, each building will have a weekly fire alarm test (see TN62 for days and times). Fire alarm activation at any other times must be treated as real fire.
4.0. **General Information** - further guidance and information for students

4.1. **Electrical Safety**

UK electrical supply is 230 Volts (not 110 volts) and only electrical equipment purchased in the UK should be used. However, if you need to use 110-volt equipment then you must have an approved voltage, plug/pin converter, and ensure that you ask for advice and assistance (from the shop/supplier) on the voltage / pin compatibility and specific voltage requirements you require.

- **ONLY USE 230v** equipment with an appropriate and correctly designed plug or adaptor;
- Check electrical leads and plugs for wear and tear and faulty wiring;
- Throw away and replace damaged cables. Never use tape to mend or join cable;
- Use appropriate good quality charging leads and plugs for laptops, mobile phones and tablets;
- Do not leave charging unattended or overnight;

4.2. **Moving into rented accommodation:**

- **Flats - fire safety** (new purpose built properties);
- **Old or existing houses & flats** (fire safety in older properties);

4.3. **Overseas travel & camping - fire safety guidance:**

- **Fire safety overseas travel hotels & camping**;

4.4. **Student halls of residences**:

- **UCL student residence basic room fire safety guidance**;