



Halls of Residence

To ensure that the importance of fire safety is understood by all occupants of the premises, we ask all residents to take note of the fire precautions that relate to them and their area.

Instructions to residents:

- Upon hearing the fire alarm, residents must evacuate the premises and assemble at the designated fire assembly point and await a role call.
- All rooms and landings will be subject to a clearance check. Any residents found inside the building during the alarm period will be asked to vacate the premises.
- Residents must remain outside the premises until instructed to return inside by staff or fire wardens/Fire Service personnel.
- Residents who fail to comply with the fire evacuation procedures will have their entitlement to residency reviewed.
- All fire doors should be kept shut when not in use, this includes bedroom doors, the flat door and the door to the block.

Residents and guests must:

- Make sure they are aware of all fire exit routes available to them throughout the building
- All fire doors should be kept shut when not in use, this includes bedroom doors, the flat door and the door to the block.
- Report any fault or damage immediately to the Westgate staff.
- **Not** tamper with any fire equipment, this includes fire extinguishers, fire exits, fire alarms and fire doors - Please note tampering with fire equipment is a criminal offence and anyone found to be doing so will be fined
- **Not** smoke or vape inside the building, there are designated smoking areas around the campus
- **Not** use candles, joss sticks or any other item that burns or has a flame
- **Not** use any cooking equipment within their room

Chichester College Fire Safety Policy

The Chichester College fire safety policy has been prepared by the Principal as the responsible person for the premises known as Chichester College Chichester Campus, Westgate Fields, Chichester, West Sussex, PO19 1SB to comply with the Regulatory Reform (Fire Safety) Order 2005 – (FSO).

The purpose of this policy is to ensure the safety from fire of all relevant persons on, in or in the vicinity of the premises by effective planning, organisation, control, monitoring and review of the preventative and protective measures.

This policy will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management of necessary fire safety arrangements.

As part of this policy, fire alarm testing will take place at regular intervals throughout the academic year.

For our fire safety records, please indicate below that you have read and understood the information you have received.
Thank you

This agreement will be in place for the duration of your stay at Westgate Halls of Residence

Student Signature

I confirm I have read the above and understand the instructions and fire safety policy

Student Name:

Student ID:

Room No:

Signature:

Date: