Sanctuary Students - Dundee

Emergency Plan

Fire Evacuation and Detection Procedures

Fire Alarm
The Fire alarm is a continuous siren. Fire Alarm Testing is carried out weekly and the alarm will sound for approximately ten seconds. If the alarm is continuous please follow the Fire Evacuation procedures.

Fire Extinguishers and Fire Blankets
Fire Fighting Equipment is located within each flat.

Fire Alarm Trigger Points
There are fire alarm trigger points located on exit routes for each building.

Fire Alarm Panel
The fire panel is located at the entrance of each stair or building front door and a zone plan is on the wall beside the panel. The power light should be green and there should be no fault indicators lit. If you notice a fault on the system please contact reception or out of hours team immediately.

Fire Assembly Area
The fire Assembly areas are:
Belmont Flats Central Courtyard
Belmont Tower Central Courtyard
Heathfield Adjacent Queen Mother Research Building
Seabraes Car park
West Park Flats In front of Mansion house
West Park Villas Car Park outside Villa 1

Fire Procedures on discovering a fire
Sound the Alarm
Call 999
Leave the building by the nearest available exit
Close all doors behind you
Do not take risks, do not stop to collect personal belongings
Do not use lifts
Do not re-enter the building for any reason unless authorised to do so
Contact Sanctuary Students member of staff via the office or out of hours mobile 07776 298696

Emergency Services Contact Numbers
Emergency telephones are located in kitchen areas of Belmont Flats, Heathfield Flats, Seabraes Flats, West Park Flats and the bedrooms of Belmont Tower and West Park Villas. Direct number from these phones is 4141 which will connect you to the University Tower Building Emergency line.
Dial 999 or 112 if calling emergency services from mobile telephones.

Contacting Sanctuary Students Office
During Office Hours: Monday – Friday 9.00am - 5.00pm Tel No. 01382 383111
Out of Hours emergency contact 5pm – 9am 7 days a week Tel No. 07776 298696

Tampering with Fire Equipment
You must not handle any item of safety equipment – Fire extinguishers, blankets, trigger points, bells or sounders except in the event of an emergency. Fire doors must not be obstructed or prevented from closing at any time

Log Books
Fire log books are located in the Sanctuary Students offices in each area.

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