



Waipapa  
Taumata Rau  
**University  
of Auckland**



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# Staying Safe in Student Accommodation: Fire and Health & Safety Information

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## Keeping You Safe

In our halls of residence and self-catered accommodation, we have procedures and processes in place to help keep residents safe from fire. These include:

- 24-hour fire alarm systems
- Trained staff living onsite in halls
- Smoke detectors in all bedrooms and corridors
- Hand-held firefighting equipment strategically located throughout
- Fire and smoke doors in each building
- Fire action signage provided in each bedroom including corridors, active reminder/guidance in the event of the fire alarm sounding or upon discovering a fire
- Safe exit routes throughout each building
- Regular fire drills to ensure evacuation procedures are safe, and timely with all regulations met

**Note:** If you will require assistance to evacuate a building or to be notified of a fire alarm activation, please let your resident manager or resident advisor know as soon before taking up residency.

## How To Stay Safe From Fire

- Smoking, including vaping, is **not** permitted within accommodation premises. The UoA has a smoke and vape-free policy across all campuses, facilities and grounds
- Candles, incense or any open flamed items are **not** permitted onsite any accommodation. Safer alternatives are battery-operated candles and reed diffusers
- Do not use paper light shades or paper masking on any light fitting
- Empty wastepaper bins every day
- The use of portable heating and cooking equipment in your room/study room is strictly forbidden
- Never cover or interfere with fire or smoke detectors
- Make yourself familiar with all of the evacuation routes from your floor and building
- Do not bring hazardous substances into your room even from laboratories or other UoA premises
- Never dry clothing on top of the heater
- Never dry clothing near heaters, use the laundry rooms
- Never block access or fire exits, cover fire signs or misuse fire-fighting equipment
- Never prop open fire doors or place anything in the way of automatic doors which will prevent them from closing



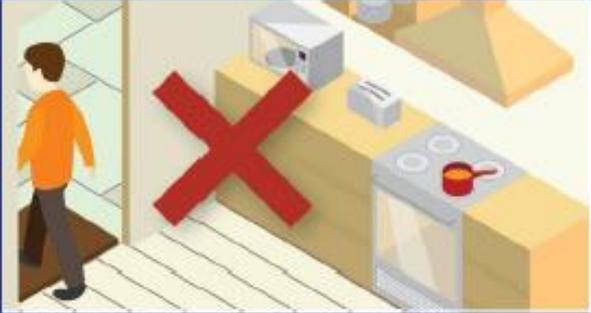
## Cooking

Always, take care when cooking! To minimise the risk of fire and avoid unnecessary fire alarm activations, please follow these guidelines:

- **Never** leave cooking unattended (this includes rice cookers). Do not be distracted by devices or by others
  - Cooking, including the use of a toaster, is strictly prohibited in your bedroom, except for studio apartments
  - Keep the oven, grill and hob clear of accumulated grease and ensure they are switched off after use
  - If you are frying food, take care not to let the oil get too hot – if the oil starts to smoke, turn the heat down as it could burst into flames
  - Kitchens, including grills, pans and toasters must be kept clean at all times
  - Open the window or run the mechanical extraction to clear the cooking smoke
  - Wash extractor hood filters on a regular basis
  - Keep the kitchen door closed
  - Keep loose clothing, tea towels and cloths away from the cooker and hob
- Note:** Avoid cooking if you are under the influence of alcohol. You are more than likely to have an accident, so plan takeaways or Uber eats



**Keep looking when you're cooking.**



It only takes a brief distraction from cooking for a fire to start, once it starts, it spreads very quickly and can be deadly within just a few minutes.



## Bikes, E-bikes, E-Scooters & Personal Transportation Devices

- Electric bikes, scooters and similar personal transportation devices (including their batteries) are not permitted to be taken inside any University building, including halls of residence and other accommodation premises. They must only be stored in designated University bike stores. Personal mobility aids used by people with disabilities, such as wheelchairs, remain permitted on campus
- **Charging:** They may only be charged in the bike storage areas where charging points are provided. **The charging of their batteries inside any University building is strictly prohibited**
- No-electric scooters and bikes must or any other items, must not be stored in corridors, stairwells or foyers, as they can cause an obstruction in the event of an evacuation

## Bug Bombs

- The use of bug bombs or similar aerosol sprays is strictly prohibited inside buildings and bedrooms, as they will activate the fire alarm system



## Electrical Safety

- Electrical devices, cables and plug sockets can cause a fire! If your charging cable is cracked, severely twisted or has exposed wires, don't use it. This could result in a fire
- Do not overload electrical sockets
- Do not plug extension cords into each other
- Do not charge your phone or laptop on a bed or any other surface that could catch fire, instead opt for a work surface or table
- Always, switch off every electric charged device or appliance including lights when you leave your room, as well as before bed
- While we test and ensure the safety of the electrical equipment we provide, it is your responsibility to ensure that any personal electrical items you bring are safe to use.
  - All personal electrical equipment must be tested and tagged by a qualified person.
  - Each item must display a current and valid test tag confirming it has passed electrical safety checks.
  - You are responsible for maintaining your equipment in a safe and compliant condition at all times

# Fire Alarms

## Upon Hearing the Fire Alarm

- **Never ignore the fire alarm**
- When it sounds, **immediately** leave the building via the nearest safe route, or as directed. Delayed evacuation can result in becoming trapped or seriously injury
- Shout 'FIRE' and knock on any bedroom doors on your escape route out of the building
- If safe, turn off any appliances you are using that could be a potential hazard e.g. oven, microwave, sandwich toaster etc...
- Leave the building via the nearest safe route assisting others if necessary
- Do not stop to collect personal belongings
- Close doors as you leave
- **Do not use lifts** (some lifts will return to ground level and will not operate when the alarm sounds). Walk to the nearest stairwell or other exits located on your floor

## Immediate Actions Upon Exiting the Building

- **Continue moving away from the building**
  - Do not stop or linger near entrances or exits.
- **Disperse rather than gather**
  - Do not form large groups, as this can cause congestion and create secondary risks.
- **Use open spaces and multiple pathways**
  - Disperse naturally into safe outdoor areas such as footpaths, pedestrian zones or parks.

## Maintaining Situational Awareness

- **Remain alert to your surroundings**
  - Maintain awareness of your surroundings including people, vehicles or any potential hazards.
- **Listen for official announcements**
  - Follow directions from Campus Security, Fire Wardens or Emergency Services.
- **Avoid distractions**
  - Refrain from using headphones, phones or becoming absorbed in digital devices.

**Wait for instruction from the Building Warden or Fire and Emergency before re-entering the building. Do not re-enter when the alarm stops sounding.**



# If You Discover a Fire

## Immediate Actions

- If the fire alarm is not sounding, **shout 'Fire, Fire, Fire'** and activate the nearest fire alarm call point
- Shout 'Fire' and knock on any bedroom doors on your escape route out of the building
- If safe, turn off any appliances you are using that could be a potential hazard e.g. oven, microwave, sandwich toaster etc...
- Leave the building via the nearest safe route assisting others if necessary
- Do not stop to collect personal belongings
- Close doors as you leave
- **Do not use lifts** (some lifts will return to ground level and will not operate when the alarm sounds). Walk to the nearest stairwell or other exits located on your floor

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## Smoke Alarms

Do not tamper with the smoke detector installed on the ceilings of each resident's room and common room spaces

- Sufficient smoke or excessive steam or vapours will activate an alarm
- Residents should take the following precautions to avoid false alarms:
  - **Keep the bathroom door closed when showering in en-suite rooms and communal bathrooms**
  - Ventilate the room and **stay away from detection devices when using aerosols, hairsprays, hair dryers, curling and hair straighteners**

### Self-Catered Apartments Only

- There are alarm hush buttons located next to the front entrance door. Should your apartment alarm go off in a non-emergency situation, please press the hush button to stop the alarm and open your windows to clear the air, **do not** open the main room door as smoke will travel into the corridor and activate the alarm

**Note:** Detectors are sensitive equipment. As well as detecting smoke, **they can also be activated by** excessive spraying of deodorants (often used to try and disguise the smell when someone is smoking/vaping their room and steam from hair straighteners.

### Breach of Rules and Regulations:

- Vaping and negligent compliance to the residential rules will result in a conduct meeting with your Resident Manager
- Failure to follow the safety rules, may result in cost recovery, managers fines or expulsion from your accommodation as directed by your Accommodation Team

## General Safety Tips

- Keep doors and windows locked, especially when sleeping or not in the room
- Secure valuables out of sight, in a secure location and password protect your computer
- Be aware of tailgaters when entering or exiting your building
- Report suspicious people or events to security and accommodation staff
- Keep your keys in a safe place; remove any address labels from them
- Report the loss or theft of a key immediately to accommodation staff
- Do not give your keys or student ID to anyone including guests
- Report lost keys and/or IDs immediately to your resident management team and security
- Do not prop doors open or leave doors/windows open as this provides access for intruders
- It is vital that you secure the property before going out. Ensure all windows are closed and doors locked
- At night, keep to well-lit areas and ensure you are not alone
- If you see anything suspicious, you should immediately phone (in this order):
  - The Police
  - Security
  - Accommodation team
- Please report all incidents, accidents or hazards to your Resident Advisor or accommodation team
- Immediately report any health and safety concern whether minor or major to your accommodation team
- Ensure your room and common spaces are clean and tidy

## UoA Alert App

- UoA Alert is the official emergency and safety app of the University of UoA. The app will send you important safety alerts and provide instant access to campus safety resources, information and other useful links. All students are advised to download the UoA Alert app from their app store

