

## FIRE SAFETY

If you discover a fire, activate the nearest alarm and alert others.

Evacuate via the nearest exit— do not take the lifts or retrieve personal belongings.

Fire alarms are tested weekly. The schedule can be found at the hall entrance. Evacuate only if the alarm sounds for more than 30 seconds.

Report damaged or used fire safety equipment to hall supervisors.

Tampering with fire safety equipment is a criminal offence.

## PROHIBITED ITEMS

- No smoking or vaping
- No candles, incense, hookah, shisha, e-cigarettes
- No deep frying
- No portable barbecues
- No liquid fuel heaters, or portable heaters (unless provided by the university).
- No flammable materials
- No plug-in air fresheners

Full list of prohibited items is available online and in the Living Guide.

Violations may result in community service, fines, or disciplinary hearings.

## ELECTRICAL SAFETY

Do not overload plugs or use multiple adaptors.

Do not plug appliances into light fittings.

Avoid trailing cables; they are trip hazards.

Do not attempt to replace blown fuses.

Do not use schuko plugs.

## APPLIANCE USAGE

### Hobs and ovens

- Use only the hobs you require
- Do not close the grill door
- Use baking trays

### Mircrowave

- Centre the plate to avoid damage
- No metal objects
- Keep vents clear

### Kettle

- Keep plug and cables dry
- Do not overfill
- Use for water only

### Toaster

- Switch off after use
- Do not leave unattended
- Clean tray regularly

## CLEANING INFO

Communal areas are cleaned regularly by our cleaning team – check the schedule.

Cleaning equipment is available for you to borrow:

- Dustpan and brush
- Mop and bucket
- Vacuum

Make sure you return it after use, and report anything that is broken.

You are responsible for cleaning the inside of fridges and disposing of food.

Sort waste into designated bins.

Don't pour cooking oil down drains or directly into the bin; use a container first.

## ALLERGY NOTICE

Reduce risk of contamination for those with food allergies:

Clean surfaces after preparing food.

Use sealed containers for storing food in communal fridges.



## DEFECT REPORTING

< Scan to report defects

## KITCHEN ETTIQUETTE

Never leave cooking unattended.

Do not leave bottles or cans on the windowsill.

Wash dirty dishes and put them away; do not leave them in the sink.

Keep worktops clean by wiping up spills immediately.

Wipe down appliances when they are off, being careful of hot surfaces.

Report anything broken in your kitchen through the defect form.

## FIRST AID

First aider details are on the reception notice board.

First aid boxes are located in wardens' and hall supervisors' offices.

Immediately report accidents to concierge, hall supervisors, or your wardening team.

## EMERGENCY CONTACT



In an emergency:

- Call 4444 (or 42444 at Silwood Park) from an Imperial phone
- Call 0207 589 1000 from your mobile
- Use the SafeZone app