

HOUSEKEEPING INFORMATION FOR ORGANISERS

Welcome and thank you for choosing to host your event here at Swansea University. You should have, by this point, shared your planned programme for the day with your Event Support Officer. Your Events Officer and our support teams will use this programme you have shared in order to ensure that your event is delivered as expected and all safety measures are met, however, should any changes arise, (for example, changes to break times) please do contact your event manager as soon as possible.

Please ensure to share the information below regarding Swansea University fire safety measures with your guests at the start of your event.

Event Services Contact Numbers

The following can be contacted by personal phone and by the desk phones in your hired space:

Singleton Campus Office	(01782 29)5665
Bay Campus Office	(01792 60)6517
24/7 Campus Security	4271
AV Support (<i>Office Hours Only</i>)	4000

IF MEDICAL ASSISTANCE IS REQUIRED PLEASE CONTACT THE NEAREST MEMBER OF STAFF

CONNECTING TO WIFI

Academic visitors can access University Wi-Fi via Eduroam connection.

Our free Wi-Fi network for non-academic visitors to the University is called SwanseaUni-Visitors. This is an open network which requires users to sign in via a web page:

1. The first thing you need to do is view the list of available wireless networks on your device and then connect it to the open **SwanseaUni-Visitors SSID**.
2. Once you are connected you should be prompted to sign-in, follow the log in instructions.
3. If you are not prompted, open a web browser and type in the URL of:
<https://socialwifi.swansea.ac.uk>

FIRE SAFETY PROCEDURES

Please ensure to share the following information with all your delegates at the start of your event:

The University emergency telephone number is 333.

Using a mobile phone to phone 999 means that the University is not alerted and these other calls are not made, therefore mobile use should be confined to those areas where an ordinary phone is not accessible .

A University Fire Action Sign is located by every manual alarm call point with fire safety guidance on the ground floor of each building, please familiarise yourself with the safety guidance and evacuation points before the start of your event.

Fire Alarm Tests – If alarm sounds for more than 20 seconds please treat as an evacuation	
Singleton Campus	Bay Campus
Tuesdays 7:30 - 10:00am Student Residences from 10.00am	Wednesdays 7:45 – 9:15 am

IN THE EVENT OF A FIRE

1. Raise the alarm at once by breaking the glass of the nearest fire alarm call point.
2. If safe and possible, telephone 333 on internal phones and give the location of the fire.
3. Leave the building at once, closing doors and windows as you go.

IF YOU HEAR THE FIRE ALARM

4. Leave the building immediately, closing all doors behind you.
5. When clear of the building proceed at once to the assembly area: **USE NEAREST AVAILABLE EXIT.**

DO NOT STOP TO COLLECT PERSONAL BELONGINGS.

DO NOT USE LIFTS.

DO NOT RE-ENTER THE BUILDING.

Evacuation procedure:

1. Porters/Security/Fire Wardens will attend a fire call to assist with evacuation and building security.
2. A role call will be carried out by staff for the **Campus Halls** at night.
3. Anybody who has important information regarding the fire or persons injured or trapped must report to the Incident controller.
4. Building occupants may only re-enter when given permission by the fire service or the Incident controller. Silencing of the alarm is not an indication that building occupants are allowed to return.