



Swansea
University
Prifysgol
Abertawe

Events
Digwyddiadau



Welcome to Swansea University

Housekeeping Information



**Welcome and thank you
for choosing to join us for your event
here at Swansea University.**

You should have, by this point, shared your planned programme for the day with your Event Support Officer. Our teams will use this programme 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 let us know as soon as possible.

Please share the following information below regarding fire safety measures and WIFI 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:

Event Support Office	(01792 29)5665
24/7 Campus Security	4271
AV Support (office hours only)	4000

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



Safety Procedures

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.

In the event of a fire:

- Raise the alarm at once by breaking the glass on the nearest fire alarm call point
- If safe and possible, telephone 333 from an internal phone and give the location of the fire
- Leave the building at once, closing doors and windows as you go

If you hear the fire alarm:

- Leave the building immediately, closing all doors behind you.
- When clear of the building, proceed at once to the appointed assembly area. USE NEAREST AVAILABLE EXIT.
- DO NOT STOP TO COLLECT PERSONAL BELONGINGS

Using a mobile to phone 999 means that the University is not alerted.

Use the University emergency telephone number of 333 when calling from a university classroom phone or call 01792 606010 when calling from a mobile.



Safety Procedures

Fire alarm tests

If an alarm sounds for more than 20 seconds please treat as an evacuation.

Fire alarms are tested at **Bay Campus** every Wednesday:
7:45 - 9:15am

Fire alarms are tested at **Singleton Campus** every Tuesday:
07:30 - 10:00am

Evacuation Procedure

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.

The university emergency number is 333 and can be dialled from any internal desk phone.

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.



In the event of a fire

- Raise the alarm at once by breaking the glass of the nearest fire alarm call point
- If safe and possible, dial 333 from an internal phone and give the location of the fire.
- Leave the building at once, closing doors and windows as you go.

If you hear the fire alarm

- Leave the building immediately, closing all doors behind you
- When clear of the building, proceed at once to the assembly area using the nearest available exit.

Do not stop to collect personal belongings

Do not use lifts

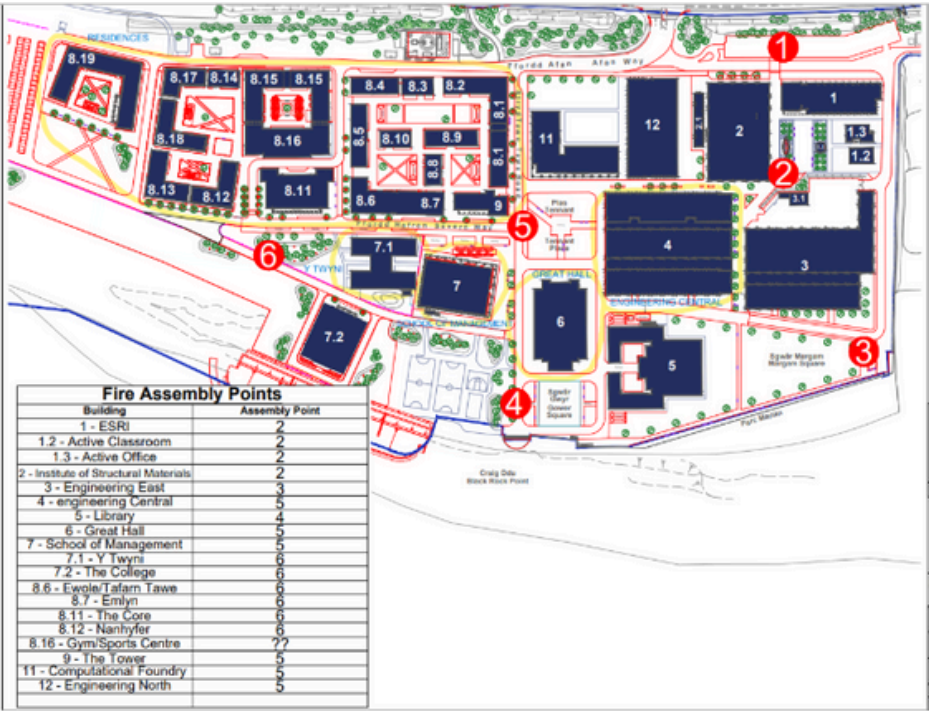
Do not re-enter the building

Evacuation Procedure

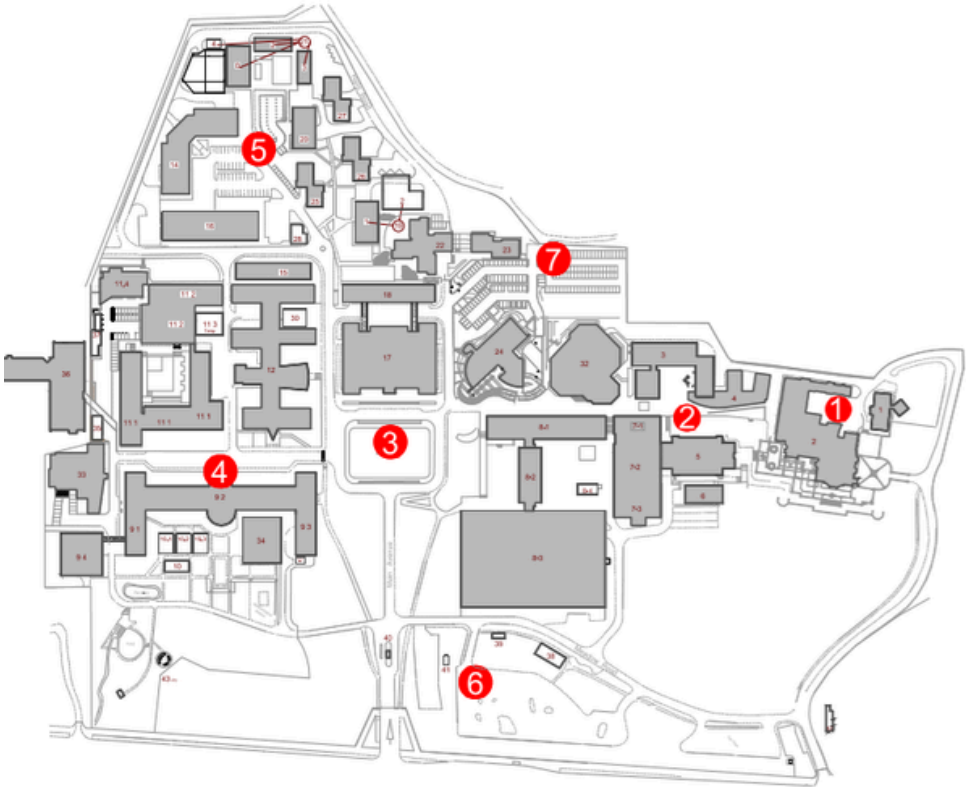
- Fire Wardens will attend a fire call to assist with evacuation and building security.
- Anybody who has important information regarding the fire or persons injured or trapped must report to the Incident controller.
- Only re-enter when given permission by the fire service or the Incident controller. Silencing of the alarm is not an indication that building occupants are allowed to return.



Bay Campus Assembly Point



Singleton Campus Assembly Point



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. View the list of available wireless networks on your device.
2. Connect to the SwanseaUni-Visitors SSID.
3. Once you are connected you should be prompted to sign-in, follow the log in instructions.
4. If you are not prompted, open a web browser and type in the URL of:

<https://socialwifi.swansea.ac.uk>



Don't forget, to tag us in your social media posts too!

Find us @swanunievents on Twitter, Facebook, LinkedIn and Instagram



Enjoy your visit!

