



SUMMARY OF ORGANISATION AND SECURITY RULES

1. Please, respect the tranquillity of the premises. No evening parties can be organized in the community lodgings, rooms, studios or flats. Between 22h00 and 07h00, no heavy noise will be tolerated.
2. No modifications of the accommodation can be effected without the written consent of the Owner.
3. Security exits have to be cleared of objects and must be accessible at all time.
4. No painting, restoration, can be performed on the commons.
5. Animals are not allowed in the accommodations.
6. Plastic bin bags shall be properly sealed and deposited in the appropriate container.
7. It is forbidden to go onto the roofs.
8. No fire can be made in the accommodations.
9. Gas cylinders and gas stoves cannot be used on the premises.

Losing the key of your room will result in a charge of €200

Security Rules Preventing fire formation

1. The rooms are for ONE person only.
2. Dispose regularly of flammable material (papers, plastics,..).
3. Do not use gas stoves or electric oil heaters,...
4. Please, do not:
 - smoke in bed,
 - throw cigarette butts in the bin,
 - overload the electric network,
 - leave switched-on electric appliances unattended (coffee machine,..).
5. To minimize fire propagation:
 - close windows and doors,
 - empty the corridors,
 - know the locations and use of fire extinguishers.
6. Find out and memorize the location of the nearest fire exit

In case of fire

You must simultaneously:

1. **Call the fire brigade** (010 45 34 34), giving the name of the street and the number of the building.
2. **Call SERVICE 100** (tel. 100 or 112 from a portable phone) and the **UCL caretaker** (010 47 22 22) giving the name of the street and the number of the building.
3. In both cases, please specify:
 - **WHAT?** : Smoke, flames, fire, and so on.
 - **WHERE?** : Accommodation, floor, and so on.
 - **WHO?** : Your name.
4. Warn the others present in the building
5. Use the fire extinguishers to spray the basis of the flames. **Do not take risks.** Leave the premises if you feel that nothing can be done without endangering your life.

N.B. Do not throw water on burning oil. Cover instead with a wet cloth or an anti-fire blanket.
6. Send someone outside to wait for the fire brigade and direct them to the fire.
7. Verify that the previous calls have been well registered

If you need to evacuate the premises

Activate the alarm and leave in order and calmly.

What you have to do:

- **Close** the doors and the windows,
- **Unplug** all electric appliances,
- **Check** that everyone has left (children's bedroom, bathroom, toilets, and so on),
- **Leave** with some warm clothes (especially during the winter).
- **Take** with you precious items, e.g. personal documents, identity cards, **only** if it is not risky.

What you should NOT do:

- Use the lifts
- Shout
- Run around
- Gesticulate
- Once outside, come back in the building
- Jump from the windows if higher than one floor.

IMPORTANT:

Never forget that smoke is as lethal as fire.

In the presence of smoke, avoid unnecessary movements. To leave the place, lie down on the floor and crawl on your knees and elbows. Try to protect your nose and mouth with a wet cloth. If it is impossible to leave the premises, go in a remote room and signal by the windows while waiting for the arrival of the firemen.

In case of serious injury:

In case of a serious injury requiring an ambulance, you must simultaneously:

1. Call immediately the fire brigade (tel. 010 45 34 34) and specify:
 - the street
 - the number of the building
2. **Call SERVICE 100** (tel. 100 or 112 from a portable phone) and the **UCL caretaker** (010 47 22 22) giving the name of the street and the number of the building.
3. In both cases, please specify:
 - **WHAT?** : Smoke, flames, fire, and so on.
 - **WHERE?** : Accommodation, floor, and so on.
 - **WHO?** : Your name.
4. Warn the others present in the building
5. Provide first help to the victim or place him out of direct danger, e.g. fire.
6. Insure that the calls have been properly registered and help is on its way.