

## MULTIFAITH CHAPLAINCY USER GUIDE

This document is issued to all users of the Chaplaincy centre. It should give you the information that you need to ensure the success of your event, the safety of those attending and the security of the building. Please take the time to familiarise yourself with the contents of this document. If you have any questions, please email: [multifaith-chaplaincy@bristol.ac.uk](mailto:multifaith-chaplaincy@bristol.ac.uk) .

**University of Bristol Security Services: 0117 928 7848**

### **What should I do in an emergency?**

In the case of fire or a medical emergency, call 999. If the main fire alarm sounds, University Security will be notified and should arrive. If necessary, evacuate the building quickly and calmly by either of the two fire exits (the main entrance and the door opposite the disabled toilet). First Aid Kits are available in the hallway and kitchen.

### **What if the alarm goes off, but there is no emergency?**

If the main fire alarm sounds, you should always leave the building even if you can't see a fire. University Security will come and reset the alarm.

### **What should I do when I arrive?**

To avoid clashing with other bookings, please only use the room which you have booked, and do not arrive early or leave after your agreed booking time. When you book, allow time for setting up and packing away. When you made your booking, your Ucard should have been activated to give you access to the building. If your Ucard doesn't let you into the building, ring security. You have a responsibility to monitor who comes in and out of the building. Do not prop either of the doors open to allow people to come in. Do not let anyone into the building unless they have arrived for another booking or can justify themselves in another way (e.g. Chaplaincy staff or security). If you have problems with intruders in the building, contact security straight away. Please do not abuse your Ucard access to enter the chaplaincy outside your arranged booking.

### **What should I do before I leave?**

- Clear away rubbish
- Put furniture back to normal
- Wash up, dry and put away all kitchen utensils
- Close and lock windows
- Put down the fire shutter in kitchen
- Turn lights off
- Shut doors behind you

### **Can I use the kitchen?**

You are welcome to use the kitchen to make hot and cold drinks and to serve snacks that you have brought. You must not heat up or cook any food unless you have sent a valid Food Safety Level Two certificate in advance of the booking to the Chaplaincy Assistant. Please remember that the Chaplaincy centre is meat and fish free.