

Code of Conduct for Students when visiting the Lancashire Science Festival

Expected Behaviour

Visiting our university campus will be very different from your current school setting. UCLan's aim is that all students benefit and enjoy the visit, as it will be a new experience. You will be expected to show responsible behaviour whilst on campus, as well as respect other students and staff.

Rules and Regulations

For health and safety reasons, the following rules and regulations will be in operation:

- Students are expected to attend all timetabled activities (unless there is a valid reason for absence, such as illness)
- Students are expected to follow any emergency procedure, such as a fire drill, as directed by Festival Ambassadors or University staff.
- Students are expected to treat all others, regardless of race, gender, and disability, with courtesy. The University does not tolerate bullying or harassment of any kind, including verbal abuse.
- All Students should respect the property of the University.
- At all times, students should respect each other and all the members of the visit team
- Alcohol must not be brought onto campus or consumed at all during the visit.
- The purchase or use of any illegal substances is strictly forbidden.

Serious incidents of misbehaviour

In the event of serious incidents of misbehaviour, such as fighting, racial abuse or the use of illegal substances, the student(s) concerned will be immediately removed from the Lancashire Science Festival program and not allowed to remain on campus.

Lost Person Procedures / First Aid

If you become lost in the University, look for an internal phone (not red or green, those phones must only be used in the case of a real emergency) located near the entrance of each building. Dial **2068** (Security) and ask them to call the Lancashire Science Festival Team on **01772 894288**. If you have your own mobile telephone and need security, please call **01772 892068**. Alternatively ask for help from any of our Festival Ambassadors who will be easily identifiable in their blue high-vis. If you have lost a student or require first aid please inform your festival ambassador straight away, who will then get in touch with the festival team. The University's security team will then be notified.

What to do in the case of a fire or emergency

If you are on university premises and discover or suspect a fire –

- Operate the nearest red fire alarm call point
- Dial 333 on your way out of the building or use the green or red telephone situated at the main entrance and inform the telephonist of the location of the fire

Fire Procedure

- Leave the building by the nearest available exit, closing the door behind you
- Do not stop to collect personal belongings
- Do not use lifts
- Assemble on the designated areas as specified on the blue fire notices displayed in various locations within buildings
- You must not re-enter the building unless told to do so by the Fire Officer or University Emergency Officer

Fire Alarm Testing

The fire alarms within all buildings are tested on a weekly basis by Campus Officers/Security. Notification of the day and approximate time is posted within the main entrance of each building. The test involves activating the fire alarms for a few seconds to ensure that the system is operating and to familiarise occupants with the sound of the alarm.