

Swansea University



Bay Campus

Welcome to Swansea University Bay Campus, in the following document you will find all the campus information you will need for your stay.

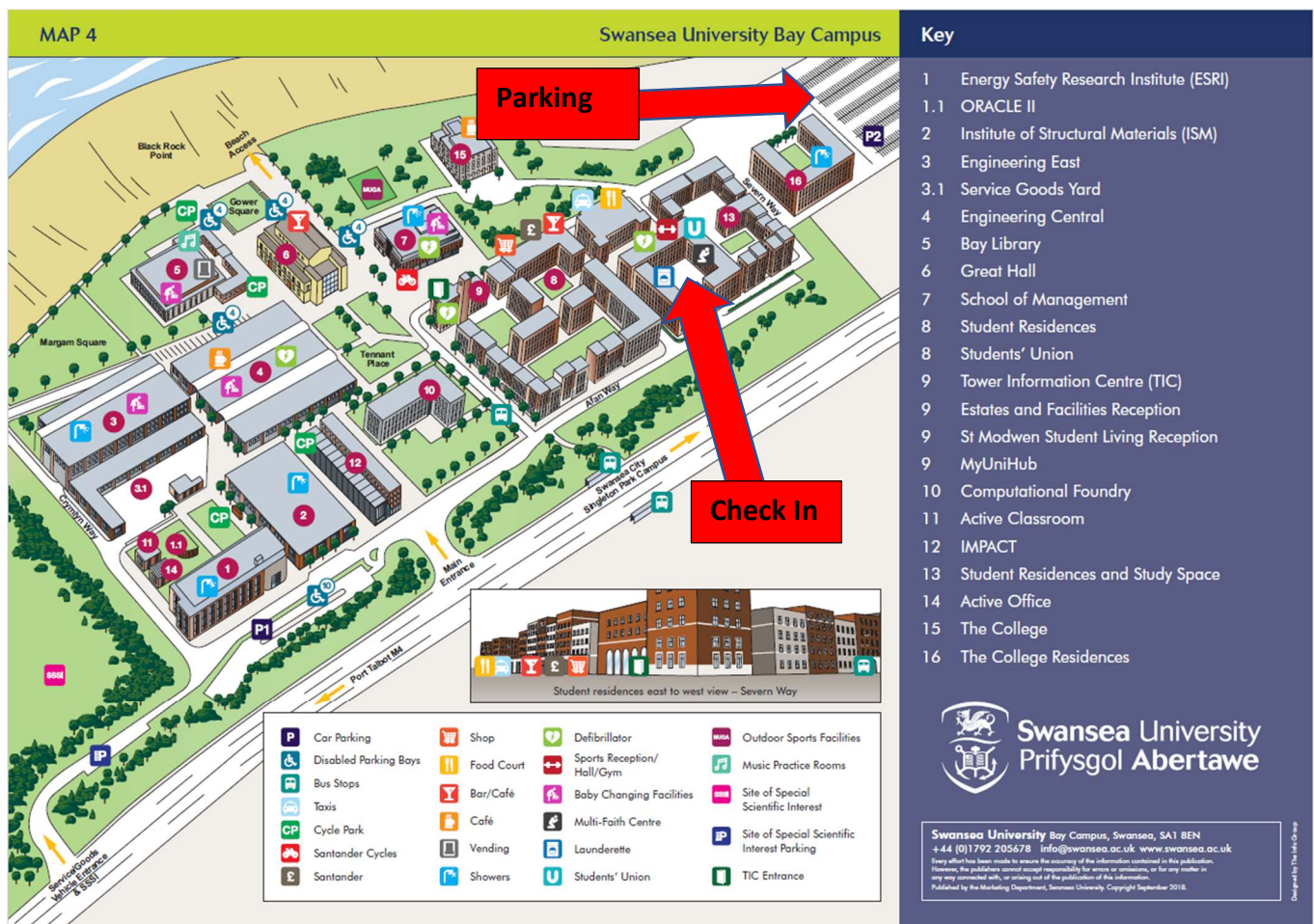
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Where to go:

Parking – P2 on the campus map. Please make sure to park in the rear end of the car park. The first 6 rows are reserved for university staff permit holders. If you have not yet provided your number plate via the link sent by your organisers then please make sure you add your number plate on the tablet available at the check-in.

Check In and Check Out – Accommodation check in will be at the UPP reception. Check-in is from 15:00 until 20:00. Check out is 10:00am on your day of departure, keys must be returned to the Library.



During your stay

If you require any additional amenities for your accommodation these can be collected from the Library reception between 9am-10pm if required. Kitchens within your flats will be opened as a social space. Bedrooms will not be serviced during your stay, if you require your bins to be emptied, please leave these in the corridors. Tea and coffee facilities will be provided within the kitchens. For lost keys please report these to the UPP reception where you checked in, which is open Monday to Friday 8am-4pm. Outside of reception hours please contact security 01792 606010

Lobby Phones:

Within each residential building lobby, you will find a dedicated phone which allows you to contact via:

- *1 – Swansea University Bay Campus Security
- *2 – Bay Campus Residences Wi-Fi providers customer services

Access key card:

Upon arrival you will be issued with an access card which will allow you entry into your building, flat and bedroom. It will also allow you to access the laundrette. To enter your accommodation, hold the access key card up to the reader which is located on the building wall, at the side of the main entrance door. The card must be held to the reader until the light goes from blue to green. If a red light appears after one or more attempts please take your card to the Bay Campus Residences reception desk. To exit your room please leave the door close fully behind you. To lock your door, present the card to the door reader after exiting – if you do not hold your access key card to the door, the door will remain unlocked until you do so.

Fault reporting:

Maintenance requests can be logged by emailing vacationbaycampus@upp-ltd.com

Additional facilities you can make use of:

- Laundry - card operated laundrette is located in between Llansteffan and Cardigan and is accessible via use of your access key card. Laundry cards are available for collection from the Admin Office. Within the laundrette you will also find irons and ironing boards for your use.
- Swansea Bay Sports Park Gym – Located in Talachan Building. Delegates can use the gym pay as you go on entry, Conference guests must take ID with them when attending the gym.
- Multi Sports Pitches – bookable at the gym reception
- Outdoor Gym equipment

Catering

Breakfast, Lunch and Dinner will be served in the Social Hideaway found along the main street, please refer to your event schedule for confirmation. Standard serving times are Breakfast 07:00- 09:00, Lunch 12:00- 14:00 and Dinner 18:00 -20:00 unless otherwise inform by your event organiser.

You are welcome to make use of the additional services we have available on Bay Campus.

- Tesco – 8:00am-17:00pm
- Subway – 9:00am – 16:00pm Monday to Friday
- Social Hideaway Click and Collect – 8:00am to 14:00pm Monday to Saturday
- Costa Coffee (located in the College Building) – 8:00am – 14:30pm Monday to Friday

Transport

Parking - Please ensure you have provided your number plate for the ANPR cameras either via the link provided prior to the event by your conference organiser or via the tablets on check-in.

Buses – Bus services are available into Swansea City centre and onwards from the side of the Tower Information Centre and one on the side of the main road. For those wishing to head to the Mumbles, head to the main city centre bus stop for onwards travel. The timetables can be access via the First Bus App or at <https://www.firstbus.co.uk/south-west-wales/plan-journey/timetables>

Santander Bike Scheme - Bikes are available for hire from outside the School of Management if a ride along the Swansea Seafront takes your fancy. To get started scan the QR code on the information sign found at the bike racks.

Taxi – For taxi's on campus we suggest asking for collection outside of the onsite Tesco store. Popular taxi companies include Data Cabs (01792 474747) and Yellowcabs (01792 644446 or can be booked on the website at <https://www.yellowcabswales.co.uk/> .

Wi-Fi

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, you can tag us in your social media posts too: Find us @swanunievents on Twitter, Facebook, LinkedIn and Instagram

Fire Assembly

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

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.**

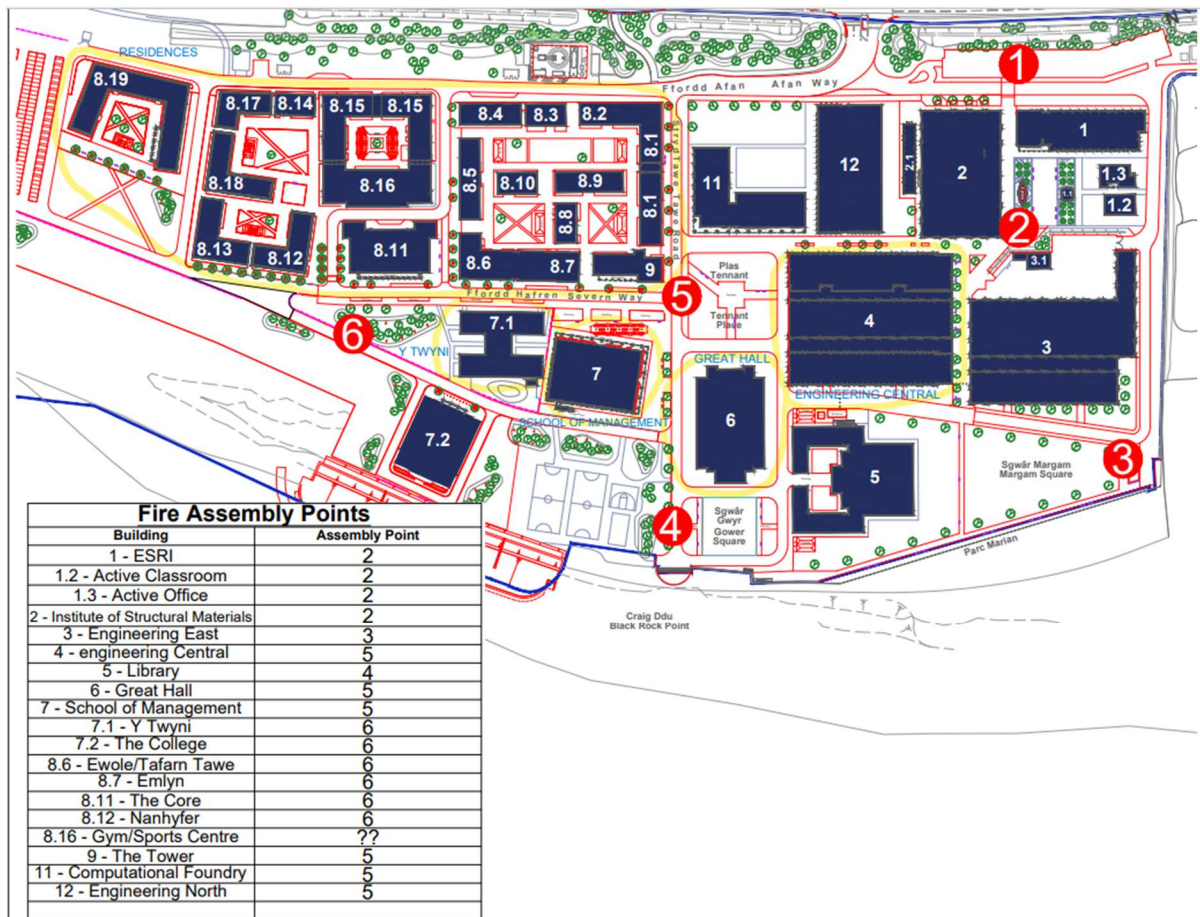
DO NOT STOP TO COLLECT PERSONAL BELONGINGS.

Please refer to the emergency evacuation plan on the inside of your bedroom door for details of what to do in the event of an emergency. The Assembly point location is as marked on the poster located on your bedroom notice board. Please take the time to familiarise yourself with this information.

Our fire alarm testing takes place on a Wednesday morning and the alarms will sound for a short burst of sound. During a fire alarm test you are not required to evacuate the building, but should the alarms continue to sound you must leave the building immediately.

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.



Key Contacts:

Initially if you have any enquiries please contact your event organiser. Your event organiser will have direct contact with university staff if needed for an enquiries. In an emergency please contact:

Events Team (9am – 5pm)	(01792 29)5665
24/7 Campus Security	01792 606010

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

Swansea University provide 24/7 security provision including foot patrols throughout the campus supplemented by the appropriate use of CCTV cameras. Should you need to speak to a member of the Security team, you may contact them in person in the Tower Information Centre, Admin Office or via telephone on 01792 606010.