



Queen Mary  
University of London

# Fire Safety Guidance

## for Residents



The Queen Mary Fire Safety Team have developed a number of policies and procedures designed to keep everyone safe from fire.

The following guidance is intended to supplement the Queen Mary procedures.

The policy and procedures are available at:  
[www.qmul.ac.uk/hsd/a-z/fire-safety](http://www.qmul.ac.uk/hsd/a-z/fire-safety)



## In the event of fire

- » If the alarm is not already sounding, firstly, raise the alarm by shouting 'FIRE'
- » Leave the building and activate a red break glass call point on your way out
- » If you have discovered a fire, this should be reported to Security who will be in attendance. Security will then call 999
- » Attend the designated fire assembly point

## If the alarm sounds

- » Leave the building **immediately** by the nearest available fire exit
- » Close, but do not lock all doors behind you to prevent the spread of fire
- » Do not use the lift – lifts automatically go to the ground floor and will not operate when the alarm sounds
- » Do not return to the building until authorised to do so by campus security

Anyone who fails to evacuate immediately will be dealt with under the Residences Disciplinary Procedure. The minimum sanction that will apply will be a first written warning and a charge of £43. Subsequent offences could lead to a Notice to Quit being issued.

## Fire detection

The fire detection devices on the ceilings in the bedrooms and corridors can be activated by heat, steam or other vapours. Residents should take the following precautions to avoid false alarms:

- » Keep the shower door closed when showering in en-suite rooms and communal bathrooms
- » Stay away from the detection device when using aerosols, hairsprays, hair dryers, curling and straightening tongs

## Firefighting equipment

The fire extinguishers provided in the halls are for use as a last resort if your exit is blocked. Otherwise only trained persons should use them. Residents should focus on raising the alarm and evacuating the building.

Fire blankets should be used (according to the instructions on the casing) to smother small cooking fires, if it is safe to do so.



There is a **zero tolerance** policy in Queen Mary residences regarding the misuse of, or tampering with, any fire alarm systems or equipment. This includes covering detectors. Any resident who commits this offence (or whose guest commits this offence) will be issued with a Notice to Quit halls and a minimum charge of £100 will be applied.

## Fire doors

Fire doors include bedroom doors, flat entrance doors and kitchen doors, these doors can be identified by a sign like this:



You should always:

- » Keep all fire doors shut – doors must not be wedged open
- » The use of door stops and wedges is strictly prohibited
- » Do not tamper with kitchen door alarms, fire door closures or any related fire safety equipment. Fire doors can be identified by a sign like the one above
- » Report all fire door faults to Residences Reception at France House (or to the Reception in your building)

Regular room inspections are carried out and any evidence of tampering with equipment will be fully investigated and charges made for repair or replacement.

## Fire alarm tests

Fire alarm tests will take place weekly and will result in the fire alarm sounding for a short period of time. It is not necessary for residents to evacuate the building during these sound tests. Further information can be found on the Residential Life website.

## Fire drills

Fire drills take place at least once during the academic year and any resident who fails to evacuate within the time frame will be issued with a first written warning.

## Flammable substances and prohibited items

The storage and use of any flammable substances or items is prohibited in all areas of the halls, this includes but is not limited to:

- » Candles, tea lights, hookah/shisha pipes, incense sticks or anything else with a naked flame
- » Chip pans, deep fat fryers, pressure cookers or any appliance holding large quantities of oil are not permitted in any area of Queen Mary accommodation
- » Fan/halogen heaters
- » Mains powered decorative lighting
- » Barbeques, both internal and external
- » Fireworks, both internal and external



- » Electric scooters, skateboards, bicycles and related chargers
- » Non-UK compliant electrical items

Residents will be required to remove such items from the accommodation as they pose an immediate risk.

## Fire safety in kitchens

To minimise the risk of fire and avoid unnecessary fire alarm activations, please follow these guidelines:

- » Never leave cooking unattended (this includes rice cookers)
- » Keep the oven, grill and hob clear of accumulated grease and ensure they are switched off after use
- » Open the window or run the mechanical extraction to clear cooking smoke
- » Cooking is only permitted in kitchens, including the use of kettles and microwaves
- » Keep the kitchen door closed

For more information on Building and Fire Safety in halls, you can contact:

Residences Reception  
France House

020 7882 6470

[residentialfeedback@qmul.ac.uk](mailto:residentialfeedback@qmul.ac.uk)

**Scan the QR code  
for more information  
on building and  
fire safety**



## Breaches of Fire Regulations

A resident who purposely causes fire alarm activation or breaches the fire regulations will be subject to disciplinary procedures. Depending on the severity of the offence, this could include, but is not limited to:

- » A Notice to Quit being issued
- » A minimum charge of £100 per person to cover administration and maintenance work involved in re-setting and checking the system
- » Sanctions under the Queen Mary Code of Student Discipline

## Compliance

The Queen Mary Fire Safety Standard and Management Procedure ensures that arrangements and legal requirements for fire safety are strenuously enforced. Infringements will be dealt with in accordance with the relevant disciplinary or legal procedures.

**It is a criminal offence to tamper with any fire alarm or fire safety equipment.**

There will be certain times when we need to provide you with information about outstanding actions from fire risk assessments that we have conducted within your halls of residence. Please be assured that whilst we need to provide this information to you, it does not mean that you are at any greater risk of injury, or that the building is unsafe. If you have any questions about this, please send them to: [residentialfeedback@qmul.ac.uk](mailto:residentialfeedback@qmul.ac.uk)

Further training and guidance is available in a dedicated 'Fire Safety Awareness (Residential)' module within QMPlus, this is available to all students to complete.