



Queen Alexandra's House

Fire Safety and Evacuation Procedures 2024 / 2025

Fire Prevention and Safety / Fire Alarms

Residents must take reasonable care for their own and others' safety during their time at Queen Alexandra's House and must always comply with our Fire Safety and Evacuation Procedures.

Upon arrival into Queen Alexandras House please ensure that you:

- Read the Fire Evacuation Notice displayed in your room.
- Take time to familiarise yourself with the Fire Escape routes throughout the building within the first 48 hours of arrival.
- A weekly Fire Alarm test will be conducted every Thursday between 11am – 12 Noon, the sounders will ring for about 30 seconds. There is no need to evacuate the building unless the sounders continue to ring.
- There will be 3 Fire Alarm drills held during the year and all residents must participate if in the House at the time the alarm sounds. Failure to do so will result in disciplinary action.
- Residents and their guests must always evacuate the building promptly when the alarm sounds and meet at the assembly point. A roll call will be conducted by a staff member, you must advise that you are present and correct. Failure to do so will lead us to think that you are still inside the building and trapped and send in Fire Fighters, putting their lives unnecessarily at risk.
- Bedroom doors, kitchen doors or any other fire doors must not in any circumstances be propped open as this could pose a danger in the event of a fire.
- Escape routes, fire exit doors, corridors must not be obstructed in any way. Personal items must not be left in corridors.
- Cooking and catering must only be undertaken in the designated kitchen areas. You must never leave cooking unattended. This includes all electronic cooking equipment.
- Do not use the Lift when the fire alarm sounds.

In the Event of a Fire

The following is the emergency evacuation procedure for Queen Alexandra's House.

IF YOU DISCOVER A FIRE

1. Immediately operate the nearest fire alarm call point.
2. From a place of safety, call 999.
3. Speak clearly, giving the location of the fire, your name and any other details as requested by security - do not 'hang up' until told to do so!
4. Only fight the fire if you have been trained to do so.
5. Evacuate **IMMEDIATELY** using the nearest available fire exit (see Fire Action Notice and Floor Evacuation plan).
6. Report to the designated fire assembly point (Kensington Gore outside the Imperial Student Union).

IF YOU HEAR A FIRE ALARM

1. Evacuate **IMMEDIATELY** using the nearest available fire exit (see Fire Action Notice and Floor Evacuation plan).
2. Report to the designated fire assembly point (Kensington Gore outside the Imperial Student Union).

EVACUATION PROCEDURE

1. Evacuate **IMMEDIATELY** using the nearest available fire exit, observing the following advice:
2. **DO NOT STOP TO COLLECT BELONGINGS.**
3. **DO NOT USE LIFTS.**
4. **DO NOT RE-ENTER THE BUILDING UNTIL AUTHORISED TO DO SO.**
5. Report to the designated fire assembly