

# Fire Safety Residence Engagement Strategy

## What Is This Document?

This strategy is designed to comply with the **Building Safety Act** and prioritises your safety while keeping you informed about fire safety and building protocols. It outlines how we ensure your residence is secure and how you can contribute to maintaining a safe environment.

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## Why Is It Important?

Living in halls offers a unique opportunity to experience community life, but safety remains our top priority.

We commit to:

- Maintaining safe buildings.
  - Placing residents first in all safety-related decisions.
  - Providing opportunities for feedback to improve our systems.
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## Our Engagement Strategy

We aim to:

1. **Inform** residents about building and fire safety.
  2. **Communicate** fire safety measures effectively.
  3. **Empower** residents to take proactive steps to enhance safety.
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## Key Engagement Methods

- **Online Induction:** Health & Safety modules before moving in.
- **Fire Drills:** Conducted post-check-in to familiarise you with evacuation routes.
- **Weekly Fire Testing** conducted on all sites and campuses
- **Communication Channels:** Updates via website, email, social media, and in-person support from staff.

# Fire Safety Residence Engagement Strategy

We will share:

- How we are keeping you safe.
- Ways you can contribute to safety.
- Steps we will take in case of issues.

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## Key Information Provided

### 1. Building Fire Strategy

Details will be provided by Fire Safety. This includes comprehensive safety plans tailored to your residence. For more information, please email your residence manager using the contact details provided below.

### 2. Overview of the Safety Case Report

An overview of this document, as well as the measures taken to ensure building safety may be provided by the residence manager, contact details provided below.

### 3. Fire Risk Assessment Summary

The latest fire risk assessment for each residence may be provided by the residence manager, contact details provided below.

### 4. Mandatory Occurrence Reporting and Procedure

This policy and procedure has been developed to ensure compliance in respect of Mandatory Occurrence Reporting, in line with the Building Safety Act 2022 (BSA).

The person reporting the safety occurrence should go onto the KCL SharePoint site to complete MOR form (<https://forms.office.com/e/cMRqP6KikT>).

### 5. Complaints System Overview

Report any safety concerns or complaints via our formal process. We aim to resolve issues quickly and effectively.

### 6. Building Key Information

Information about your building's layout, safety features, and other relevant details will be shared upon moving in.

## Fire Safety Residence Engagement Strategy

### 7. Importance of Fire Doors

#### 1. Prevent the Spread of Fire and Smoke

Fire doors are engineered to act as barriers that significantly slow down the spread of fire and toxic smoke within a building. By compartmentalising areas, they create a delay that prevents flames and smoke from engulfing other sections. This delay is critical, as it allows occupants additional time to evacuate safely and provides firefighters better conditions to control the fire. High-quality seals, known as intumescent strips and smoke seals, are often integrated into the fire doors to further inhibit the passage of smoke, which can be as deadly as fire.

#### 2. Maintain Structural Integrity

Fire doors are designed to withstand elevated temperatures for a designated period, commonly 30 or 60 minutes. This time limit is known as the door's fire resistance rating. During this duration, the fire door retains its structural integrity, acting as a robust barrier that protects adjacent spaces from heat and flames. This resistance buys critical time to either extinguish the fire or allow evacuation, minimising damage to property and the threat to human life.

#### 3. Protect Escape Routes

Escape routes, such as hallways, stairwells, and emergency exits, are vital during an evacuation. Fire doors ensure these pathways remain safe by containing the fire to its point of origin and preventing it from spreading into escape routes. This containment preserves visibility and air quality in these areas, making it safer and more practical for occupants to exit the building quickly.

#### 4. Do Not Block Fire Doors

Fire doors must always remain fully functional. Blocking a fire door compromises its ability to close automatically in the event of a fire, rendering it ineffective as a barrier against flames and smoke. Common obstructions, such as furniture, bins, or even a propped-open door, can delay the door's closure during an emergency.

#### 5. Do Not Obstruct Fire Doors

Fire doors are often equipped with mechanisms such as automatic closers or push bars. Obstructing these doors—whether by tampering with their closing mechanisms or by wedging them open—violates fire safety protocols. An obstructed fire door cannot serve its purpose of isolating fire and smoke, putting lives at risk and potentially breaching safety regulations.

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By adhering to these principles, fire doors can effectively perform their life-saving functions in the event of an emergency. Regular maintenance, clear signage, and training for building occupants are essential to ensure compliance and safety.

### Resident Actions:

- Always keep fire doors closed.
- Never prop them open, as this compromises their effectiveness.
- Report damaged or malfunctioning fire doors immediately to the site team.

### 8. Procedures for Requesting Information

To request information or document copies:

1. Contact the Residence Management Team via email or phone.
2. Specify the type of document or information needed (e.g., fire risk assessment, safety case report).
3. Provide your name, room number, and contact details for verification.
4. Expect a response within 5 working days.

### 9. Resident Safety Tips

- **Cooking Safety:** Never leave cooking unattended and use appliances responsibly.
- **Electrical Safety:** Avoid overloading sockets and only use UK approved chargers.
- **Housekeeping:** Keep communal areas tidy and clear of clutter.
- **Fire Prevention:** Do not use kettles, toasters, rice cookers or other cooking appliances, tea lights, candles, incense, or any open flames in your room.
- **Emergency Awareness:** Familiarise yourself with escape routes and fire alarm locations.

### 10. Reporting Safety Concerns

- **Complaints System:** Log your concerns via our official complaints platform by emailing [ask@kcl.ac.uk](mailto:ask@kcl.ac.uk)
- **Direct Reporting:** Contact the local site team in person or email with details of the concern, including photos if applicable.
- **Emergency Issues:** For immediate risks or emergencies call 999 for Police, Fire or Ambulance

### 11. Evacuation Procedures

1. **Respond Immediately:** When the alarm sounds, stop all activities and evacuate.
2. **Use Nearest Exit:** Follow the marked escape routes and avoid using lifts/elevators.
3. **Assemble Safely:** Proceed to the designated assembly point outside the building.

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4. **Await Instructions:** Remain at the assembly point until emergency personnel provide further directions.

### Locations of Fire Safety Features

- **Escape Routes:** Clearly marked with illuminated signage.
- **Fire Doors:** Installed at key points including flat and corridor entrances.
- **Fire Alarms:** Located in every flat and communal area, with regular maintenance checks.
- **Emergency Equipment:** Includes fire extinguishers, fire blankets, and emergency lighting systems, positioned throughout the building.

### 12. Roles and Duties

#### Residents:

- Familiarise yourself with fire safety rules.
- Participate in fire drills and complete all safety inductions.
- Educate any guests or visitors on evacuation procedures.

#### Visitors:

- Sign in at reception when they arrive and sign out when they leave.
- Follow all fire safety instructions provided by their host.
- Evacuate promptly by following the fire exit signage.
- Do not interfere with safety equipment.

#### Residence Staff:

- Conduct regular inspections of fire safety systems.
- Provide updates on safety measures.
- Assist residents during fire drills and emergencies.

### 13. Contact Details:

#### Principal Accountable Person – King's College London

**Accountable Person:** Paul Murray

**Contact detail:** [fire@kcl.ac.uk](mailto:fire@kcl.ac.uk)

#### Residence Managers:

#### Great Dover Street Apartments

## Fire Safety Residence Engagement Strategy

- **Name:** Madeleine Jammeh, Residence Manager
- **Phone:** 077880130486
- **Email:** [madeleine.jammeh@kcl.ac.uk](mailto:madeleine.jammeh@kcl.ac.uk)
- **Address:** 165 Great Dover Street, London SE1 4XA

### Stamford Street Apartments

- **Name:** Neil Lawrence, Residence Manager
- **Phone:** 07760326503
- **Email:** [neil.lawrence@kcl.ac.uk](mailto:neil.lawrence@kcl.ac.uk)
- **Address:** 127 Stamford Street, SE1 9NQ

### Wolfson House

- **Name:** Paul Miller, Residence Manager
- **Phone:** 07881 632510
- **Email:** [paul.s.miller@kcl.ac.uk](mailto:paul.s.miller@kcl.ac.uk)
- **Address:** 49 Weston Street, London SE1 3RB

- **Emergency Services:** Dial 999 for urgent emergencies.
- **Fire Safety Team:** [fire@kcl.ac.uk](mailto:fire@kcl.ac.uk)

## 14. Inspection Results and Outcomes

Regular inspections are conducted to ensure:

- Fire alarms, smoke detectors, and emergency lighting are operational.
- Fire doors and escape routes are free from obstructions.
- Emergency equipment is in place and functional.

**Recent Results:** Please contact your residence management team for recent certificates.

- **Fire Door Integrity:** All doors tested and compliant with regulations.
- **Alarm Systems:** Passed performance checks without faults.
- **Resident Compliance:** Increased adherence to safety protocols during fire drills.

Inspection outcomes are shared with residents through email and the residence website.