



Housing Fire Safety Policy 2018

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1. Definition of Terms

1.1 In this policy, ‘tenants’ and ‘leaseholders’ are those who have signed the tenancy or agreement. They will usually be responsible for the actions of the occupants in their homes.

1.2 Where the term ‘residents’ is used, this refers not only to tenants and leaseholders, but also to all occupants of a tenant’s or leaseholder’s household.

1.3 ‘Leaseholder’ for this policy includes leaseholders and shared owners. The Lease agreement will always take precedent over this policy unless there is an over-riding legal or regulatory requirement.

2. Policy Statement

2.1 As owners and managers of homes, we have a duty of care to ensure that residents and visitors can use the relevant buildings and facilities safely. This extends to taking all reasonable steps to mitigate any risks associated with fire in domestic properties.

2.2 Keeping residents safe from harm is paramount. There is legislation and regulation relevant to fire safety which we will comply with **under the Regulatory Reform (Fire Safety) Order 2005**. Our wider organisational commitment to health and safety is set out in the Council's Health & Safety Policy.

2.3 If premises have been designed and built in line with modern building regulations and are being used in line with those regulations, structural fire precautions should be acceptable. However, a fire risk assessment must still be carried out and all fire precautions and maintenance routines continued, as set out in the policy, procedures and guidance which we comply with.

2.4 We acknowledge and accept our responsibilities under the Regulatory Reform (Fire Safety) Order 2005 to ensure that our buildings are safe to live in, are assessed for fire risk and are properly managed to the highest standards. Guidance information published by Department for Communities and Local Government (CLG), (Local Authorities Coordinators of Regulatory Services) (LACORS) and the Local Government Association (LGA) shall be taken as adopted standards.

Policy Aims and Objectives

- Provide clear lines of responsibility within Brentwood Borough Council for the management of fire safety
- Specify individual responsibilities in the management of fire safety
- Clarify the approach of Fire Risk Assessments
- Clarify the method of reviewing and monitoring fire safety compliance

3. Governance

3.1 The Landlord, as owner of the premises, is responsible for compliance with all statutory health and safety requirements regarding fire. This landlord *responsibility* cannot be delegated and rests with the Local Authority.

3.2 This is because under legislation, the legal person or entity that has control of the premises for the purposes of a business or undertaking (such as social housing) is responsible for fire safety. In law they are known as the **Responsible Person**.

3.3 Specifically, we will ensure;

- Clearly defined managerial responsibilities for fire safety exist within the Authority
- That nominated persons have the necessary skills and training to undertake their duties competently.

- The provision of compulsory training for all employees, relevant to their fire safety duties.
- The provision of adequate fire warning systems means of escape and fire-fighting equipment (together with good housekeeping practices) to minimise the risk of fire.
- That all fire safety equipment and systems are tested in accordance with statutory and EN standards.
- That sufficient records are kept and audited at appropriate intervals.
- That a system is in place for assessing structural, fire protection and management of needs in premises, determining fire safety priorities, and that funds are allocated for the completion of any such works identified.

4. Hierarchy of Control

The Council recognises its responsibility to implement in full its duties in respect of the fire safety of its estate and to ensure that all its employees understand their role regarding fire prevention and fire safety management.

Chief Executive (Head of Paid Service) - Overall responsibility for all Health & Safety Matters

Head of Housing (Duty Holder) as corporate landlord shall act as a deputy to the Chief Executive and, as such, shall ensure the following;

- That the Fire Safety Policy is implemented in buildings under the control of the Housing Service.
- The appointment of nominated persons in those buildings to carry out the statutory fire safety checks/tests and the recordings of all such actions in the Fire Safety Logbook.
- That nominated persons undertake any training deemed necessary to ensure they are competent to carry out their duties regarding fire safety.
- The correct implementation and monitoring of the fire safety management system for those buildings, including the Fire Risk Assessments and Fire Action Plans.
- The appointment of duty holders and nominated persons in each building and to ensure that staff know and understand their duties in relation to fire safety.
- That Housing staff are trained and competent to carry out their duties regarding fire safety.

Property Services Manager

- Implement the fire safety management system and ensure its effectiveness.

- Advise on the implementation of fire safety legislation and other guidance relevant to premises and building management.
- Ensure that notices and advice issued by the Fire Brigade are complied with in a timely manner.
- Ensure that staff under their control are adequately trained and competent to carry out their duties regarding fire safety.
- Co-ordinate such work with the Scheme Managers/Caretakers or other authorised person
- Liaise with the Fire Brigade on repair and maintenance matters relevant to fire safety. ○ Seek advice from the Specialist Fire Risk Assessor or other competent persons.
- Receive reports from contractors and consultants and report the significant findings of such to relevant persons.
- Advise on the implementation of fire safety legislation and other guidance relevant to premises and building maintenance issues.
- Co-ordinate the maintenance of the fire safety logbooks for all relevant buildings.

Housing Manager

- Ensure that staff under their control are trained and competent to carry out their duties regarding fire safety.

Housing Support Manager/Team Leader

- Monitor the statutory fire safety checks, tests and logbooks on a 3 monthly basis and report deviations to the Property Manager.
- Ensure that staff under their control are trained and competent to carry out their duties regarding fire safety.

Housing Support Officers (Sheltered Housing)

- Ensure that fire safety devices and systems are in place and that all the statutory safety checks are carried out and recorded in the Fire Safety Logbook.
- Carry out fire safety checks and tests and record the results in the Fire Safety Logbook on a weekly basis and ensure that any deviations are dealt with in the appropriate manner.

Estate Officer

- Monitor the communal areas for fire safety issues and inform the Housing Manager of any arising issues.

Specialist Fire Risk Assessor

- Carry out periodic fire safety checks on all communal areas. Ensure that all fire safety devices and equipment is in place and is fully operational, carry out statutory tests within the communal areas and record information in the fire safety log book.
- Report faults with fire safety equipment to the Property Manager. Report cases of non-compliance to the Property Manager.

5. Our Fire Safety Commitments, *we will ensure*

- We are compliant with the requirements of the Regulatory Reform (Fire Safety) Order 2005 (RRFSO). This includes carrying out updating and regularly reviewing fire risk assessments of all relevant accommodation we own, to identify the risks to which residents are exposed and take appropriate measures to minimise the risk to life and property from fire. This also includes the creation and implementation of management plans.
- We have positive working relationships with the local fire authority, including complying with any orders they issue in writing and seeking advice as to the severity of the risks identified. It is recommended that the nominated person should meet with the local fire authority representative when required.
- General safety precautions are taken, including carrying out planned and reactive programmes of work in all our properties.
- We give effect to appropriate arrangements for the effective planning, organisation, control, monitoring and review of fire prevention and protective measures, including (where appropriate) property specific evacuation plans, taking account of the needs of residents including those with disabilities.
- We have accurate record-keeping which means we will share with the local fire authority, as appropriate.
- All shared and sheltered housing properties and all communal areas are appropriately equipped with fire protection equipment and emergency lighting, fire doors, and safety signs, as advised by the fire risk assessment.
- Evacuation plans are tested by carrying out a practice evacuation annually in sheltered housing and when the evacuation plan is changed.
- All staff receive training appropriate to their duties under the RRFSO and those with delegated responsibility for fire safety receive training on their roles and responsibilities.

6. General Fire Precautions

These are the measures identified in the Fire Safety Order to reduce the risk of fire in premises by;

- All dwellings (excluding Leasehold dwellings) will have mains operated fire detection systems (smoke detectors) installed as part of planned improvement programmes, void improvement works or cyclical maintenance contracts such as electrical testing.
- Where it is deemed appropriate in the recommendations of a sitespecific Fire Risk Assessment, communal areas will also be fitted with mains operated fire detection systems.
- Maintenance of these systems will be carried out annually or in accordance with manufacturer's instructions. Where works are refused by the resident, we will treat the situation sensitively but will be clear that the works must be completed to ensure the health and safety and others in the property.
- All residential properties (including mutual exchanges) will receive;
 - An annual gas and heating installations safety check, thereby reducing the risk of fire from gas faults (in accordance with Gas Safety Policy)
 - A ten-yearly electrical safety test in general needs accommodation and 5 yearly electrical safety tests in sheltered schemes, thereby reducing the risk of fire from faulty electrical systems.
 - Where a property is re-let, there will be an additional gas safety check and electrical safety test.
- We will respond appropriately to meet the needs of residents who inform us they have a disability such as a hearing impairment and install appropriate equipment to ensure they are alerted in the event of a fire.
- In all residential properties where portable electrical appliances (such as microwaves, fridges, freezers, vacuum cleaners or toasters) are provided, regular checks and testing will be carried out in line with the Portable Appliance Testing procedure.
- In all residential properties where furniture is provided, whether in common areas or as part of furnished license agreement, furniture will be fire retardant in compliance with the Furniture and Furnishings (Fire Safety) Regulations 1988.

7. 'Application to premises'

This does not apply to:

- Domestic premises e.g. any dwellings in which the Council lets including Sheltered schemes individual units, **but** all communal areas in sheltered schemes and flat blocks remain subject to assessment and consider the effects of its immediate areas e.g. oxygen cylinders or mobility scooters stored in accommodation.
- Fields, woods or other land forming part of an agricultural or forestry undertaking is exempt however, the buildings within these areas, including garages and storage areas must be still assessed and consideration made to the environment they are located in.

Your key information sources for this topic are: -

- Fire safety risk assessment: means of escape for disabled people
- Making your premises safe from fire
- Fire safety risk assessment: 5-step checklist
- Fire safety risk assessment: sleeping accommodation □ Fire safety in purpose-built blocks of flats

8. Fire Risk Assessment

8.1 The RRFSO replaces all previous legislation about fire safety, which includes a requirement for fire risk assessments to be carried out on relevant properties.

8.2 Written fire risk assessments will be provided for all accommodation owned by us including;

- All sheltered accommodation, and
- Common parts of other buildings

8.3 The Fire Risk Assessment is carried out by an external consultancy and shall consist of the following elements, all of which must be of specific relevance to the building to which the assessment refers:

- Identification of fire hazards

- Identification of those at risk, especially young, elderly, disabled, visitors
- Consideration of current controls including – fire detection and warning
Systems: means of escape; means of fighting fire; maintenance
And
Testing procedures; information, instruction and training for staff etc.
- Evaluation of risk posed, and further control measures needed, if appropriate.
- Recording of findings ○ Preparation and implementation of an action plan based on the risk rating and prioritisation, if appropriate ○ Review and revision arrangements

8.4 The RRFSO is not prescriptive and does not define how often fire risk assessments should be reviewed. However, as a minimum, we will review fire risk assessments **no matter what the risk category is:**

- Annually.
- Following a fire, near miss or threat of arson.
- Following any changes which may impact upon fire risks (for example, a resident becomes disabled or a new disabled resident joins a scheme).
- Whenever there has been any structural or material changes to the building or its use.

8.5 The above circumstances may prompt a new fire risk assessment not just a review.

8.6 We will also carry out reviews or renewals of fire risk assessments as outlined in the table below.

8.7 The risk assessment is undertaken by a Specialist Fire Risk assessor on a risk-based approach. Within housing, two premises categories have been identified.

Group type	Example of property type	Review of existing FRA	New FRA
Group 1 (High Risk)	Sheltered, HMO and any block over four storeys in height	Annual	Every 2 years

Group 2 (Low/Medium risk)	Older low-rise blocks of no more than three storeys above ground and older than 20 years or modern, low-rise block of no more than three storeys above ground built within the last 20 years	Every 2 years as there are regular inspections	Every 4 years
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8.7 If in a review the responsible person finds a significant change they must inform the Specialist Fire Risk Assessor immediately so that a full fire risk assessment visit can be programmed.

8.8 Where major building work is carried out on a premise, this constitutes a significant change.

8.9 Each fire risk assessment and review must be concluded with an action plan to correct any issues identified from the risk assessment/review.

9. Fire Action Plan

The Fire Action Plan shall consist of the following elements, *all of which must be of specific relevance to the building to which the plan refers;*

- A hierarchy of control, showing the duties and responsibilities of named/nominated persons involved in the fire safety management of the building.
- Written instruction for nominated staff so that they are made aware of their duties regarding fire safety, together with the practical implementation of such.
- Emergency procedures to be following in the case of a fire including;
 - Sounding of the alarm
 - Notification of the Fire Brigade
 - Instruction to occupants on procedures to be followed when the fire alarm sounds
 - Instruction to occupants on procedures to be followed when the 'Stay Put' policy is applicable for the designated building or premises; or
 - Advice from the Fire and Rescue Service (Fire Brigade) or emergency situation means evacuation is necessary
- Arrangements for the removal and control of fire hazards identified by the Fire Risk Assessment process including; The

operation, maintenance, inspection and testing of facilities within the building provided for the safety of staff, public and others.

- Arrangements for the holding of fire drills
- Procedures for reporting incidents of fire, arson and false alarms
- Procedures to assist the Fire Brigade with access into the building and to identify the location of a fire within the building
- A diagrammatic plan of the building (with supplementary notes), showing the following, where applicable;
 - a) The name and address of the building
 - b) The name, address and contact details for the owner of the building
 - c) The name, location and contact details of any tenants occupying the building
 - d) The buildings location in relation to nearby streets and buildings etc
 - e) A vertical projection of the building, showing its principal dimensions and the number of floors above and below ground level
 - f) The maximum number of persons normally occupying the building at any one time
 - g) A horizontal projection of each floor, showing its principal dimensions
 - h) The maximum number of persons normally occupying each floor at any one time
 - i) The location of all fire escapes, fire exits, stairways, elevating devices, main corridors and other means of exit
 - j) The location of all fire protection equipment
 - k) The location of the main electric power switches for the lighting system, elevating devices, principal heating, ventilation and air-conditioning equipment and other electrical equipment
 - l) The names, locations and contact details etc of those persons nominated with fire safety management duties under the plan
 - m) Evacuation of the building, including special provision for the disabled

10. Risk Grading

10.1 As set out above, some properties have a greater risk than others, and the risk assessment programme will take this into account.

10.2 However, occupancy and building use are also essential factors which need to be considered in the risk grading of a property. These include but are not limited to:

10.3 Where one or more of these factors is identified in any of the above properties, or another factor is identified which affects the risk of the building, it may be necessary to upgrade the risk level or downgrade the cause. Should the Fire Risk Assessor think this is necessary, this should be considered when making the decision.

11. Stay Put Policy

11.1 A Stay Put policy is a policy that is implemented in certain premises where the evacuation of residents may pose a high risk during a fire. Therefore, the risk assessment process may allow for these residents to 'stay put' in their rooms/homes in the early stages of firefighting operations.

11.2 A Stay Put policy may be introduced at a locality providing that a full fire risk assessment has been completed on the building (and in certain properties, individual premises within that building) and that the author of the fire risk assessment is satisfied that a Stay Put policy can be introduced. This must be stated in writing in the fire risk assessment.

11.3 Where the author of the fire risk assessment states that a Stay Put policy can be introduced, providing that certain remedial works identified in the report are implemented, then a Stay Put policy must not be introduced until those remedial works are fully completed to the satisfaction of the fire risk assessor or other competent person. However, in consultation with and the direction of the fire authority, a Stay Put policy can be retained or introduced in exceptional circumstances.

11.4 Any property with out a Stay Put policy will be evacuated by the fire brigade if required due to those exceptional circumstances at the time of the event.

11.5 In some cases where a Stay Put policy has been recommended at a block, but it is difficult to decide whether it should be implemented, the final decision should be by the Chief Executive in consultation with the Head of Housing and those who have the professional and local knowledge of the property, including the fire risk assessor and individual Managers or officers.

11.6 Where a Stay Put policy has been introduced, this must be communicated clearly with the residents and their representatives to ensure they comply with this advice in the event of an emergency.

12. Risk assessment storage & database

12.1 All fire risk assessments must be stored on the relevant Housing Management database as soon as practicable after the assessment is made or reviewed.

- The onsite fire log must be maintained for the following items:
- Fire risk assessment/review documentation
- Fire alarm log (maintenance, testing & false alarm recording)
- Fire-fighting equipment (maintenance & testing)
- Premises Wiring Certificate
- Emergency Lighting & Testing
- Premises Gas Installations Certificate
- Name of Responsible Person for the site
- Training attended and by who
- Evacuation plan

12.2 Where there is no on-site log, this information must be stored in an accessible location and/or electronically for viewing by Fire Risk Assessors and the Fire Authority.

13. Inspection Regime – excluding building services

13.1 To safeguard all persons on a premise it is essential that all equipment and devices that are provided are fully maintained and tested according to the manufacturer's instructions. This is generally a contracted annual service visit from the suppliers of the firefighting equipment, fire detection/alarm systems and emergency lighting systems. In addition to the servicing visits, the Responsible Person must arrange regular inspections to ensure the equipment and devices are in good working order.

13.2 Weekly housing checks must be carried out in all sheltered schemes and include;

- Fire routes are clear
- Emergency lighting indicator checked
- Fire extinguisher in place (where applicable)
- Fire alarm panel *
- Fire alarm test
- Smoke detector test
- Smoke control systems i.e. Automatic Opening Ventilation (AOVs) where installed

* Daily checks for fault lights should be carried out

13.3 Monthly housing checks must be carried out in all sheltered housing schemes and general needs premises where they are installed;

- Emergency lighting flick test
- Fire door assemblies secure and in working order

14. Provision of Training and Information

14.1 All employees, as identified as appropriate must be provided with suitable Fire Awareness training on a three-year rolling basis. Where employees are responsible for premises, such as those with responsibility for the management of Sheltered Housing Schemes, additional Fire marshal/Fire Extinguisher training must be provided.

14.2 The Responsible Person must provide employees, contractors or other person working in or on a premise with comprehensible and relevant information for;

- The risks to them identified by the risk assessment
- The preventive and protective measures
- The emergency / evacuation procedures; and
- The risks from other parties using the same premises

14.3 The above information must be provided to all persons and consideration given to any needs that people may have, for example; Hearing impairment, visual impairment, learning difficulties and those that English is not their first language.

14.4 This information also needs to be provided to contractors, either providing information cards can do this when they sign into a premise or by a verbal induction to the premise.

14.5 Where a child (some not over compulsory school age) is to be employed (this is generally a work experience student) the above must be communicated to the parent/guardian of the child. Close supervision must be given always, and they will be advised of the Fire Evacuation procedure.

15. Resident Responsibilities

15.1 We will publicise the importance of fire safety to all residents, regardless of tenure, but generally, the responsibility for safety in individual private domestic properties that are not sheltered housing falls on the individual, rather than the Council, including carrying out regular tests of their individual fire detection system (smoke alarms).

15.2 We are responsible for fire safety in sheltered housing properties, and for communal areas in all tenures. However, sheltered residents must ensure they behave responsibly and follow all the below points that other residents are expected to.

- 15.3 The actions of residents may affect the fire safety of a building. Some residents will have stored oxygen in their properties for medical reasons. Oxygen aids combustion, therefore sources of heat or open flames in the vicinity should be minimised. It is the responsibility of the tenant or leaseholder to inform us of the presence of oxygen equipment in their property.
- 15.4 Where we are aware that oxygen is stored at the property and where a tenant or leaseholder has not already done so, we will notify the fire authority of the presence of stored oxygen. Where appropriate, stickers or signs posting a warning against smoking or other high-risk activities in the area can be used.
- 15.5 Residents' goods left in communal areas can be a source of ignition and support combustion, as well as potentially blocking escape routes. For this reason, storage of goods in communal areas is not allowed without our express permission and we will take action to remove items that are left in them.
- 15.6 Barbeques (including gas barbeques) are 'open fires' and in, accordance with Fire Brigade advice, are not permitted in any of our properties including any balcony areas, which are extensions of properties. Barbeques pose an unacceptable fire risk when used on balconies because they can easily burn out of control and cause combustible materials in the area to ignite, which can spread inside the property. Using a barbeque in an enclosed space will also pose a risk of carbon monoxide poisoning.
- 15.7 Tenants and Leaseholders should not fit metal security gates to their homes without seeking permission from the Council first. As gates of this type can often hinder entry to and exit from the premises for purposes of evacuation and fire-fighting, permission will not normally be given for these to be fitted.
- 15.8 Where tenants and leaseholders have already fitted metal security gates, and these have been identified as an unacceptable fire risk in the fire risk assessment, we will request for them to be removed. If necessary, we will act in line with the tenancy agreement/lease to ensure they are removed.
- 15.9 We will not permit exceptions to the application of the above policy and where a tenant or leaseholder refuses to comply, will consider taking enforcement action in line with the tenancy agreement/lease.

16. Audit, Compliance and Review

16.1 Because this is such a high-risk area, we will carry out an external audit every two years as a minimum. We monitor and test compliance with procedures.

16.2 We will manage compliance and keep accurate records.

16.3 The Property Manager has responsibility to ensure that contractors are compliant with all the relevant health and safety legislation.

16.4 Annual reviews of contractor health and safety procedures as well as regular review of the contractor compliance and performance will be carried out.

16.5 This policy is reviewed biennially, validated externally and updated whenever legislation or regulation changes.

16.6 We will retain written records of the risk assessment for at least five years or until one year after a new assessment has been completed and any fire precautions put in place to address the risks identified.

16.7 We expect all our contractors to behave and operate in line with our Contractor Code of Conduct.

16.8 Quality of works undertaken by contractors are generally assessed by;

- Assessment of a percentage of works by a suitably experienced and qualified officer
- Self-assessment and quality assurance by the contractor
- Resident feedback and satisfaction surveys

16.9 The Responsible Person carries out monitoring of all health & safety including fire arrangements. This monitoring will be part of an overall audit of health & safety systems and any actions required from the audit will be prioritised on a risk basis.

16.10 The various fire training will be fully administered by the Estates Management Service and attendance to courses will be monitored to ensure the relevant persons are refreshed every three years.

17. Diversity and Inclusion

We have adopted equality, diversity and inclusion as core values and place all our policies in the context of the following objectives;

- 17.1 ensuring that all our residents and staff are treated with dignity and respect
- 17.2 ensuring that the opportunities we provide for learning, personal development and employment are made available on a nondiscriminatory basis.
- 17.3 providing a safe, supportive and welcoming environment for staff, residents and visitors
- 17.4 We seek to be a genuinely inclusive organisation and our aim is to integrate equality and diversity in all aspects of day-to-day activity.

a) Supporting documents

Premise evacuation plans

Appendix 1 - All sheltered housing premises have an evacuation plan and procedure based on the template, which includes a list of all Assembly points.

Appendix 2 - All general needs tower blocks and low rise general needs blocks have an evacuation plan and procedure based on the template, which includes assembly points for the Tower blocks.

Low rise general needs blocks do not require assembly points.

****Any Evacuation Plan or Stay Put Policy must be appropriate to individual premises.***



Appendix one

Template Sheltered Housing evacuation plan

If not connected to an alarm receiving centre, the text in the document should be as follows:

This scheme has a **STAY PUT POLICY** in the event of a fire. The building has been built to protect you if a fire breaks out. The important thing to remember is that **IF THE FIRE STARTS IN YOUR HOME, IT IS UP TO YOU TO MAKE SURE YOU CAN GET OUT OF IT**. The flat should contain a fire up to 60 minutes, with the fire doors and concrete walls resisting before spreading into the common parts of the building.

Do not wait until a fire happens. Read these instructions and find out the best way for you to get out of your home and also out of the building if a fire started somewhere else. There may be more than one way out. If you and all the other people in the building, follow these rules you will all be much safer and less likely to be injured in a fire.

AT ALL TIMES

- Do not store anything in the hall or corridor of your flat, especially anything that will burn easily.
- Do not block access roads to the scheme.
- Use the fixed heating system fitted in your home. Do not use any form of radiant heater there, especially one with either a flame (gas or paraffin) or a radiant element (electric bar fire).

IF THE ALARM SOUNDS IN YOUR HOME

- The fire alarm is connected to the alarm receiving centre and the Warden.
- If the fire alarm sounds in your flat, there may be a fire in your flat.
- The Warden needs to identify if it is a real fire or a false alarm.
- If it is a false alarm, keep your front door closed and open other doors and windows to vent your flat. The Warden will contact you and reset the alarm.
- If the fire is in your flat, leave your flat along with everybody else who is in there and close the door behind you **IF IT IS SAFE TO DO SO**.
- Do not stay behind to try and put the fire out.
- If you are able, leave the flat and make your way to the assembly point which is **(Location name), WITHOUT USING THE LIFTS**.
- The Warden or Alarm Centre operator will call the Fire and Rescue Service.
- The Warden or Alarm Centre support officer will find you at the assembly point or in the building and give further guidance as necessary.

IF YOU SEE OR HEAR THE ALARM AND ARE NOT IN YOUR FLAT

- It will usually be safe for you to stay where you are unless you are near a fire.
- If you can see or smell smoke, move away in the opposite direction.
- If you feel in danger, leave by the nearest fire exit to outside and go to the assembly point which is **(location name), WITHOUT USING THE LIFTS**.
- The Warden or Alarm Centre support officer will find you at the assembly point or in the building and give further guidance as necessary.

IF YOU ARE IN YOUR FLAT AND HEAR THE ALARM ELSEWHERE

- It will usually be safe for you to stay in your own home.
- **PLEASE DO NOT LEAVE TO INVESTIGATE AS THIS COULD PUT YOUR LIFE IN DANGER.**
- Keep all windows and doors shut.
- If you become concerned, pull the Alarm chord and either the Warden or the Alarm Centre operator will inform you of the situation.
- If you see or smell smoke in your flat or start to feel the temperature rising, evacuate to the assembly point which is **(location name), IF IT IS SAFE TO DO SO.**

Assembly point locations for sheltered schemes

Property	Postcode	Assembly point
Chichester House	CM14 4TD	Car park entrance across the road from the main entrance
Victoria Court	CM15 5EX	By the car park entrance on Victoria Road
The Gables	CM13 3AX	To the front of the property on Essex Way
Juniper Court	CM13 2EL	To the front of the main entrance in the car park
Ingleton House	CM4 9DY	In the Car Park by the pond
St Georges Court	CM14 4YF	Across the road from the main entrance
Quennell Way	CM13 2RS	Across the road from whichever block is on fire



Appendix two

Template for general needs tower blocks and low-rise properties evacuation plan:

This building has a **STAY PUT POLICY** in the event of a fire. The building has been built to protect you if a fire breaks out. The important thing to remember is that **IF THE FIRE STARTS IN YOUR HOME, IT IS UP TO YOU TO MAKE SURE YOU CAN GET OUT OF IT.** The property should contain a fire up to 60 minutes, with the fire doors and concrete walls resisting before spreading into the common parts of the building or other properties.

AT ALL TIMES

- Make sure that the smoke alarms in your home are working.
- Make sure that door closer units are working
- Do not store anything in your hall or corridor, especially anything that will burn easily.
- Use the fixed heating system fitted in your home. Do not use any form of radiant heater there, especially one with either a flame (gas or paraffin) or a radiant element (electric bar fire).
- Do not store chemicals or flammable things in the cupboard(s) where your gas and electricity meters are fitted.
- Do not block access roads to the building.

IF THE ALARM SOUNDS IN YOUR HOME

- If you are in the room where the fire is, leave straight away, together with anybody else, then close the door.
- **DO NOT STAY BEHIND TO TRY AND PUT THE FIRE OUT.**
- Tell everybody else in your home about the fire and get everybody to leave. Close the front door and leave the building.
- Do not use a balcony unless it is part of the escape route from the building.
- **CALL THE FIRE AND RESCUE SERVICE.**

IF YOU SEE OR HEAR OF A FIRE IN ANOTHER PART OF THE BUILDING

- It will usually be safe for you to stay in your own home.
- Please do not leave to investigate as this could put your life in danger.
- Keep all windows and doors shut.

CALLING THE FIRE AND RESCUE SERVICE

The Fire and Rescue Service should always be called to a fire, even if it only seems a small fire. This should be done straight away on 999 or 112. Give clear instruction to the operator and do not end the phone call until they have repeated your address back to you.

When the Fire and Rescue Service arrive, they will take charge of the situation and tell you what to do to be safe.

Assembly point locations for high rise blocks of flats

Property	Postcode	Assembly point
Mayflower House	CM13 3BG	The front of the building between the car park entrances
Drake House	CM14 4TG	The entrance to the lower car park near Sir Francis Way
Masefield Court	CM14 5EF	The layby the other side of the children's play area
Gibraltar House	CM13 3AZ	The grassed area near the car park by the junction of The Drive and Essex Way