

Fire Evacuation Notice for BBC Sheltered Schemes

All schemes have a **STAY PUT POLICY** in the event of a fire. All buildings have been built to protect the residents if a fire breaks out. We tell the residents that the important thing for them to remember is that **HOWEVER, IF THE FIRE STARTS IN THEIR HOME, IT IS UP TO THEM TO MAKE SURE THEY 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 any common parts of the building.

We instruct residents not to wait until a fire happens. We tell them to read these instructions and find out the best way for them to get out of their home and also out of the building if a fire started somewhere else. We remind them that there may be more than one way out. We tell them that if they follow these rules they will all be much safer and less likely to be injured in a fire.

We tell them that “AT ALL TIMES”

- Not to store anything in their hall or corridor, especially anything that will burn easily.
- To use the fixed heating system fitted in their home. Not to use any form of radiant heater there, especially one with either a flame (gas or paraffin) or a radiant element (electric bar fire).
- Not to block access roads to the scheme – especially in schemes with limited parking

We tell them what to do “IF A FIRE BREAKS OUT IN THEIR HOME”

- *This is different dependant on the type of warden call system they have installed – whether the smoke detectors are connected to an alarm receiving centre and the warden or not...*
- We tell them we need to identify if it is a real fire or a false alarm.
- We ask them to let us or a member of Brentwood Borough Council know if it is a false activation through the alarm system
- We tell them that if the fire is in their flat, to leave their flat along with everybody else who is in there and close the door behind them **IF IT IS SAFE TO DO SO**.
- We tell them “Do not stay behind to try and put the fire out.”
- **We tell them “DO NOT PUT YOURSELF IN DANGER.”**
- We tell them if they are able to make their way to the assembly point which is varied dependant on scheme, **IF IT IS SAFE TO DO SO**. A list of evacuation points is at the end.
- We tell them that a member of Brentwood Council Staff or the Alarm Receiving Centre will call the Fire and Rescue Service.
- We tell them that a member of Brentwood Council Staff will find the resident at the assembly point.
- We tell them that if a member of Brentwood Council Staff is not available to attend, to wait for the Fire and Rescue Service to turn up.

We tell them what to do IF THEY SEE OR HEAR OF A FIRE IN ANOTHER PART OF THE BUILDING

- We tell them it will usually be safe for them to stay in their own home.
- We instruct them to keep all windows and doors shut to avoid smoke coming into the flat.
- We tell them that if they become concerned to pull the alarm chord and either the warden or the alarm centre operator will inform them of the situation. We tell them the lines may be busy if it is a fire, so they might not get through.
- We tell them that if they see or smell smoke in their flat or start to feel the temperature rising, to evacuate to the assembly point.

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Assembly points for Schemes

Property	Postcode	Assembly point
Chichester House	CM14 4TD	Car park entrance across the road to the left of the main entrance at Drake House
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 the fire is in