

FIRE SAFETY INFORMATION FOR RESIDENTIAL TENANTS

FIRE INSTRUCTION NOTICE FOR TENANTS

The building has been built in such a way as to protect the people in it 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 that you can get out of it.

IF A FIRE BREAKS OUT IN YOUR HOME

- If you are in the room where the fire is leave the room straight away, together with anybody else, then close the door
- Do not stay behind to try to put the fire out
- Tell everybody else in your home about the fire and get everybody to leave. Close the front door behind you and leave the building
- Do not use lifts.
- Do not use a balcony (if applicable)
- CALL THE FIRE BRIGADE (see points below)
- Leave the building and stand well clear and wait for the Fire Brigade
- If you have any relevant information regarding the location/cause of the fire you should pass this information on to the Fire Brigade
- Do not re-enter the building until the Fire Brigade say that it is safe to do so

IF THERE IS A FIRE IN ANOTHER PART OF THE BUILDING

- If you feel any effects of smoke or heat you must leave your home immediately and call the Fire Brigade

CALLING THE FIRE BRIGADE

- The Fire Brigade should always be called to a fire, even if it only seems a small fire. This should be done straight away or whenever the fire alarm goes off
- Dial **999** from a land line or **112** from a mobile phone
- When the operator answers give the telephone number you are ringing from and ask for FIRE
- When the Fire Brigade reply tell them clearly the address where the fire is
- Do not end the call until the Fire Brigade have repeated the address to you and you are sure that they have it right

NOTES

- Do not re-enter the building until it is declared safe by the attending Fire Officer
- The communal smoke vent windows will remain open until the panel is re-set and the windows are manually closed by the Fire Brigade or FHP Property Consultants
- You should always contact the Managing Agents in the event of a fire on 0115 950 7577

FURTHER USEFUL INFORMATION

ESCAPE ROUTES

- Each block is provided with a single means of escape via the main internal staircase which leads directly to the ground floor and out of the building
- Some areas are provided with alternative escape routes. Residents should take the time to establish where the escape routes are located in the parts of the building that they might use
- Emergency lighting is provided throughout the common areas to ensure escape routes are illuminated in the event of a power failure

ASSEMBLY POINTS

- On evacuating the building occupants should make their way to the main concourse at the front of the apartments and await further instructions from the Fire Brigade

EMERGENCY SERVICES

- The person who contacted the emergency services should make themselves known to the Fire Brigade on arrival

You may be asked for information to assist the Brigade, for example:

- The location of the fire;
 - The nature of the fire;
 - Whether anyone is known to be trapped inside the building;
- The emergency services should have clear access to the building at all times and cars should not be parked in such a way that would obstruct them from doing so. When on site the emergency services should not be hindered from doing their job.

RE-ENTERING THE BUILDING

- Having evacuated the building you should not re-enter the building until instructed to do so by the Senior Fire Service Officer at the scene. It is the responsibility of individual persons to ensure that they do not re-enter the building until instructed to do so.

EVACUATION ARRANGEMENTS FOR PEOPLE WITH DISABILITIES

- As the residential parts of the building are private dwellings the Landlord/Managing Agent does not have any direct responsibilities to provide assistance to disabled residents during an evacuation. However, it is recommended that any residents who may need assistance during an evacuation (either because of limited mobility, hearing or sight impairments etc.) contact their local Fire Protection Office for further advice.

FIRE SAFETY ARRANGEMENTS

The following fire safety arrangements are provided for the premises and maintained by the Landlord/Managing Agent.

- The fire risk assessment and this emergency plan for the premises will be reviewed on an annual basis and/or after any significant changes to the fabric or use of the building.
- The emergency plan can also be used in other circumstances where an evacuation is required for example a gas leak.
- The communal areas of the site are kept non-smoking. Smoking is permitted in individual apartments.
- The Fire Service will be informed of every fire outbreak even if it has been extinguished. The event will be logged, even if it is a false alarm.
- Reasonable precautions have been taken to ensure unwanted individuals cannot access the premises.
- Residents should ensure that they do not block any fire escape routes or doors.
- Adequate control measures are provided between the Managing Agent and any contractors carrying out work on the site, including any hot work.
- The building is provided with an automatic electrical smoke vent system connected to a central panel with an integral standby supply. The main smoke vent panel is located in the central ground floor riser cupboard where it can be easily located by the attending Fire and Rescue Service.
- A competent person will conduct maintenance and testing on the main fire alarm system within the common areas. Residents are responsible for installation and testing of smoke detection to their own apartments.
- A competent person will also routinely test and inspect emergency lighting to all common areas as required.
- All testing and maintenance will be recorded in the Fire Log Book.
- The main electrical installation is periodically tested and inspected every 5 years.