

# Epping Forest District Council

## **Fire Safety Policy**

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## **1. Scope;**

- 1.1. The first section of this Fire Safety Policy applies to all of the Council's Sheltered and Temporary Accommodation and General Needs blocks of flats.
- 1.2. The Fire Safety Policy applies to occupiers and visitors of the Council's Sheltered and Temporary Accommodation and General Needs blocks of flats including Introductory, Secure and Non-Secure Tenants, Leaseholders and their Tenants.
- 1.3. The second section of this policy refers to corporate and commercial buildings.

## **2. Policy Statement;**

- 2.1. The Council aims to provide a safe environment in which our residents are assured that the risk of injury or damages to their homes caused by fires is minimised.
- 2.2. In aiming to deliver this environment, the Council will seek to identify, assess and reduce risks to ensure compliance with Regulatory Reform (Fire Safety) Order 2005.
- 2.3. To encourage the assurance and confidence of our residents, regular fire safety awareness information will be made available. This will include making residents aware of their own obligations to safely maintain their tenancies in a way that minimises the risk to themselves and other occupants of the blocks in which they reside.
- 2.4. The Council will foster and maintain good working relationships with partner services to ensure the ongoing safety of our residents, this includes the Fire & Rescue Service.
- 2.5. In discharging our obligations to fire safety, the Council will:
  - 2.5.1. Carry out Fire Risk Assessments in accordance with the Regulatory Reform (Fire Safety) Order 2005;
  - 2.5.2. Ensure relevant staff are properly trained in Fire Risk Assessments and fire safety; Undertake Fire Risk Audits with the Fire & Rescue Service;
  - 2.5.3. Maintain and improve fire safety as required through the recommendations of the Fire Risk Assessments and the Fire Audits;
  - 2.5.4. Carry out all necessary servicing to ensure that fire prevention equipment is in full operation at all times;
  - 2.5.5. Consider fire safety in all improvement programmes carried out by the Council;

## **3. Fire Risk Assessments;**

- 3.1. Regulatory Reform (Fire Safety) Order 2005
  - 3.1.1. Under the fire legislation, Regulatory Reform (Fire Safety) 2005, as the responsible person (landlord) we must carry out a Fire Risk Assessment (FRA) and take reasonable steps to remove or reduce any risks that have been identified.
  - 3.1.2. The Council will ensure that all residential communal blocks owned by the Council have a Fire Risk Assessment (FRA) carried out.
- 3.2. There are four types of FRA surveys;
  - 3.2.1. **Type 1**; is a non-destructive survey covering communal areas. It considers the arrangements for means of escape and includes the examination of a sample of flat entrance doors. It also considers, so far as is reasonably practicable, the

separating construction between the flats and the common parts through visual inspection.

The Council uses Independent Fire Risk Assessment specialists to undertake FRAs on high and medium risk blocks of flats. These specialists, in the next round of FRA Reviews will be instructed to request a Type 2 survey where they have a concern over fire compartmentation during a Type 1 FRA. This is in-line with best practice guidance and reduces the risk of undermining compartmentation by carrying out unnecessary destructive works.

3.2.2. **Type 2;** fire risk assessment is a destructive inspection of common parts of a building. A Type 2 assessment would usually follow deficiencies found in a Type 1 survey.

3.2.3. **Type 3;** FRAs involve carrying out a visual inspection, similar to a Type 1 FRA, but the assessors go into customers' properties.

3.2.4. **Type 4;** FRAs are, again, carried out within customers' properties but also include destructive testing. These levels of survey are rare because the primary fire legislation (the Regulatory Reform (Fire Safety) Order 2005) only applies to communal areas in residential buildings. It is not proposed that the Council uses a type 3 or 4 FRA at the current time. However, this situation will be kept under review to ensure that the Council remains compliant in this regard.

3.3. All current FRA's will be stored centrally and will be accessible by all Housing staff.

3.4. The Council will commence the population of centrally stored FRA's which will be held in a web based location allowing read only access to all residents.

3.5. Management and review of Fire Risk Assessments

3.5.1. The FRA is reviewed regularly (at least bi-annually) or if there has been a significant change which has affected the fire risk or the fire safety measures. Situations which might prompt a review include:

3.5.1.1. Introduction of new equipment, structural alterations to the building, including the internal layout, or changes to refuse collection points;

3.5.1.2. Alterations to building such as the addition of external wall cladding, replacement roofs, replacement mains cabling or replacement front entrance doors;

3.5.1.3. The introduction or increase in the storage of hazardous substances;

3.5.1.4. Becoming aware of shortcomings in fire safety measures or potential improvements;

3.5.1.5. If a fire occurs; or

3.5.1.6. Updates in legislation.

3.6. The Council will regularly review the FRA based on the blocks risk rating. Blocks are assigned to a risk rating category, which is based on either a HIGH, MEDIUM or LOW risk – The definitions and timescales for the review of the FRA for each of the categories are as follows:

<b>HIGH RISK BLOCKS;</b>		
Definition;	Frequency of FRA;	Frequency of review;
Temporary Accommodation (Norway House and Hemnall House).	FRA biennially or following any significant changes.	Renew the FRA 2-yearly; Review the FRA annually. Undertake and record regular fire alarm checks (where fitted) with sounders tested weekly and fire drills 6-weekly. Carry out and record regular weekly inspections in relation to stored items etc.
Sheltered Accommodation blocks.	FRA biennially or following any significant changes.	Renew the FRA 2-yearly; Review the FRA annually. Undertake and record regular fire alarm checks with sounders tested weekly and fire drills 6-weekly. Carry out and record regular weekly inspections in relation to stored items etc.
General Needs blocks up to 5-story with; <ul style="list-style-type: none"> <li>Commercial premises at ground floor;</li> <li>Enclosed staircase;</li> <li>One communal staircase leading to a place of safety;</li> </ul>	FRA biennially or following any significant changes.	Renew the FRA 2-yearly; Review the FRA annually
<b>MEDIUM RISK BLOCKS;</b>		
General Needs blocks up to 5-story with changes to one of the above identified risks i.e. <ul style="list-style-type: none"> <li>No commercial premises at ground floor;</li> <li>A galleried or open staircase;</li> <li>Two communal staircases leading to a place of safety;</li> </ul>	FRA biennially or following any significant changes.	Renew the FRA 2-yearly; Review the FRA annually;
<b>LOW RISK BLOCKS;</b>		
General Needs blocks not included as High or Medium risk above.	FRA 4-yearly or following any significant changes.	Renew the FRA 4-yearly; Review the FRA biennially;

#### **4. Fire Risks;**

4.1. The Regulatory Reform (Fire Safety) Order 2005 (FSO) places a duty on Epping Forest District Council as Landlord to take general fire precautions to ensure, as far as is reasonably practicable, the safety of the people on the premises and in the immediate vicinity.

Therefore, the main fire risks identified in communal areas are;

- Arson;
- Faulty electrical installations;
- Accumulation of flammable rubbish;
- Accumulation of stored possessions preventing safe means of escape;
- Carpets and mats;
- Smoking; and
- Failures in construction (fire doors, lack of emergency lighting and smoke ventilation etc.)

4.2. The Council will manage its obligations under the FSO as detailed in this policy.

#### **5. Fire Precautions;**

5.1. Fire precautions are designed to protect people, property and assets against the loss of life, injury and damage caused by fire.

5.2. The Council will undertake and maintain the following fire precautions:

5.2.1. Fire Prevention Measures (expanded in item 6)

- Good housekeeping e.g. keeping all means of escape clear by removal of personal belongings or rubbish from the communal areas, walkways or stairs;
- Adequate security measures, (e.g. maintenance of door entry security where installed);
- Maintenance, inspection and testing of electrical installations and equipment;
- Prohibition of smoking;
- Certified flame retardant carpets and mats;
- Maintenance, inspection and testing of gas pipework, equipment and installations;
- Control of contractor's operations on our premises (i.e. method statement, risk assessment, Permit to works, Hot working permits).

5.2.2. Fire Protection Measures (expanded in item 7)

- Install mains smoke and heat detection equipment – where necessary;
- Install and maintain fire alarms – where necessary;
- Install and service Fire Fighting Equipment where necessary e.g. fire extinguishers;
- Maintain compartmentation and fire doors;
- Maintain and communicate evacuation plan or staying put policy as applicable;
- Maintain Fire Exits;
- Install and maintain emergency lighting;
- Install and maintain smoke ventilation where applicable.

5.2.3. Pre-Planning

- Carry out fire drills – where blocks have a central alarm system;

- Train, educate and inform (residents, staff and contractors);
- Formulate and maintain fire policy and procedures;
- Carry out Fire Risk Assessments and Fire Audits as necessary;
- Co-operation and co-ordination with other premises users;
- Place and maintain clear safety signage
- Install and maintain smoke ventilation where applicable.

## 6. Fire Prevention;

6.1. Housekeeping – in order to prevent possible sources of fire and to minimise the risk to our residents the following principles will be applied:

- No dumping of rubbish is permitted in chute areas;
- Rubbish should not be left outside of flat doors and should be disposed of in the designated bin chute or taken to the bin outside;
- No rubbish should be left in communal areas especially flammable material;
- Electrical and Service cupboards must not be used for storage of any material;
- Keep clear all corridors, walkway, landings and exit routes (means of escape);
- A 'Zero' tolerance approach is taken by the Council in which residents are not permitted to use the common parts of the block to store or dispose of their belongings (no exceptions apply). This is to ensure the common parts are effectively a 'sterile area' i.e. free of carpets and mats, combustible material, ignition sources and obstructions. However the following are acceptable:
  - Pictures hung on the wall, provided that they do not contain glass in the frame;
  - Certified flame retardant carpets;
  - Mats placed outside front doors, provided that these are rubber backed (non-slip) and have a chamfered edge all around;
  - Curtains at windows that are flame retardant;
  - Non-flammable items which are aesthetically pleasing (eg small plant pots) stored in recesses away from any means of escape routes, and not on window cills (specifically not including prams, pushchairs, wheelchairs, electric scooters, bicycles and motorbikes.)

6.2. Fire stopping – to maintain the integrity of communal areas and prevent the spread of fire the following principles will be applied:

- Contractors working on any block should take care to avoid penetrating walls ceiling or floor slabs for passing through cable, pipes or conduits, where this is unavoidable the contractor will ensure that the penetration is sealed and fire stopped adequately and where necessary with intumescent fillers. This must be agreed with the Council before work commences and inspected directly upon completion;
- Service and electrical cupboards within the communal areas must be kept locked at all times.

6.3. Electricity - in order to ensure the safety of the electrical installation within blocks of flats, the electrical installation to the communal parts of the building will be checked every 5 years in accordance with the guidance provided by the Institute of Electrical Engineers Wiring Regulations 17th Edition (as amended). In addition PAT testing to be carried out to Council supplied electrical equipment in sheltered blocks.

6.4. Installation of Emergency Lighting – the installation or upgrading of Emergency Lighting and regular testing where installed in order to maintain a safe escape route.

- 6.5. Gas Installation – in order to prevent a gas escape or combustible incident with blocks of flats, the building/individual heating systems are annually serviced to ensure compliance with the Gas Safety (Installation and Use) Regulations 1998.
- 6.6. Smoking – to prevent the likelihood of a fire starting, the Council operates a no smoking policy in all communal areas of a building. In accordance with the Health Act 2006 and the Smoke Free (Premises and Enforcement) Regulations 2006. This does not apply to residents smoking in their own dwelling.
- 6.7. Regular testing of Lightning Protection systems where installed.

## **7. Fire Safety Policy;**

- 7.1. The Council have two policies currently in place with regards to fire protection;
  - Evacuation Policy implemented at;
    - Sheltered Accommodation blocks;
    - Temporary Accommodation blocks;
  - Stay Put Policy (Staying Put Advice Appendix A) implemented at;
    - General Needs blocks;
  - Fire Action Advice (Appendix B) implemented at;
    - General Needs houses and bungalows;
- 7.2. Both policies have received support from the Essex County Fire and Rescue Service during recent consultation following the Grenfell Tower fire disaster.
- 7.3. The following Fire Safety in Sheltered Housing and Fire Evacuation Guidance detailed below is communicated to all residents of the Councils Sheltered and Temporary Accommodation blocks.



# Fire Safety in Sheltered Housing

**We all have a role to play in reducing fires within our sheltered housing schemes.** By taking simple steps, you can help reduce the risk of fire and make your home safer.

Whenever you leave your property, go on holiday or before you go to bed always ensure that:

- All internal doors are closed to stop fire and smoke from spreading.
- You have unplugged all electric items that are not designed to be left on.
- You have not left anything on charge.
- You have not left anything on standby.
- You have checked that your cooker is turned off.
- You have checked that heaters have been turned off, including electric blankets.



## Did you know?

- About 250 people die in accidental house fires every year in Great Britain.
- Chip pans cause a fifth of all accidental house fires.
- Candles cause more than 5 fires a day.



## Our fire safety tips.....

- ✓ We advise against burning candles, incense sticks, tea lights or oil burners. But if you do use them avoid placing them near materials that could catch fire. Don't leave them unattended and ensure that they are completely out before disposing of them.
- ✓ If you smoke do not leave cigarettes burning in the ashtray and do not leave the ashtray on the arm of the sofa. Ensure that cigarettes are completely out and are disposed of carefully.
- ✓ Try and keep your cooker clean and be careful when using woks or chip pans. Never leave them unattended, even if the door-bell rings.
- ✓ Do not put tin foil in the microwave.
- ✓ Always check the packaging of ready meals as some may use foil containers which are not suitable for heating in a microwave.
- ✓ Ensure extension leads and adaptors are not damaged or overloaded.
- ✓ Keep window keys where you can find them easily in an emergency.
- ✓ Help to keep the building's corridors and escape routes clear of any obstructions or trip hazards that could hinder your escape.
- ✓ If the fire alarm sounds, the fire doors in the corridors will close to prevent the spread of fire. Do not place anything near the doors that may prevent them closing.
- ✓ Plan your escape route. Know where your fire exits are. Plan an alternative means of escape in case the route you would normally use is blocked.
- ✓ If your mobility is affected and you don't think you would be able to get out in an emergency without help, make sure you tell your Scheme Manager.

**The Council does not operate a 'stay put' policy.**

**In the event of a fire you must evacuate the building.**



## **FIRE EVACUATION GUIDANCE**

In the case of the fire alarm being activated please follow the instructions below.

### **On discovery of a fire in your property:-**

1. Leave your flat closing the door behind you and sound the alarm (if not automatically activated)
2. Proceed to the evacuation point. (see below)

### **On discovery of a fire in a communal area:-**

1. Leave the area, close the doors behind you and sound the alarm (if not automatically activated).
2. Proceed to the evacuation point. (see below)

### **General information to follow on hearing the fire alarm:-**

1. If the fire appears to be approaching your property, you **must** evacuate to a point of safety.
2. If capable, evacuate completely out of the building to the evacuation point detailed below.

### **Please note:**

**Epping Forest District Council does not operate a stay put policy**

If you require additional support you must identify this with your Scheme Manager

## **Evacuation Point:**

7.4. In order to minimise the risk from any fire that may occur within the Sheltered and Temporary Accommodation blocks to ensure safe evacuation, the following control measures have been implemented;

#### 7.4.1. Evacuation Plan

Individual tenants with restricted mobility will have a detailed evacuation plan drawn up, a copy of which will be placed in the GERDA box located by the Fire Control Panel, to assist the Fire and Rescue Service when attending an emergency. On the arrival of Essex fire and Rescue Service they will determine:

- When and if to commence a full evacuation.
- When to instigate a visual inspection.
- When residents can return to their premises.
- When to involve the Police or other Emergency Services.
- Any other steps appropriate to the circumstances
- Where the fire is located within the resident's own property then it is necessary to escape the building, this should be carried out in an orderly fashion, through the nearest Fire Exit.
- If possible and it is safe to do so, all windows and doors should be closed to prevent fire spread to other areas of the building.

#### 7.4.2. Evacuation Routes

To ensure safe evacuation, the routes must be kept free of sources of ignition, flammable and combustible material and obstructions at all times.

7.5. In order to minimise the risk from any fire that may occur within the Sheltered and Temporary Accommodation blocks and the Councils General Needs blocks, the following control measures have been implemented;

#### 7.5.1. Fire Exits

Fire exits will not be left open to ensure that security of the building is not compromised, nor shall fire exits be used by the occupants of the building as a main entrance/exit to the building.

#### 7.5.2. Fire Extinguishers

Fire extinguishers are strategically positioned in Sheltered Accommodation blocks, Temporary Accommodation blocks (Norway House and Hemnall House) as well as in boiler / lift rooms to general needs flat blocks, where appropriate;

- are not for use by the residents or the public
- should not be removed from their designated location and
- all fire extinguishers are maintained and tested annually

#### 7.5.3. Signage

Appropriate fire safety signage is displayed throughout communal areas of the block indicating the fire exit/s and action notice information.

#### 7.5.4. Communal areas

All corridors, walkway, landings and exit routes (means of escape) must be kept free of all obstructions, both inside and out, and be available for use when required. The following exceptions apply:

- Pictures may be hung on walls, provided that they do not contain glass in the frame;
- Mats may be placed outside front doors, provided that these are rubber backed (non-slip) and have a chamfered edge all around;

- Curtains may be hung at window so long as they are flame retardant;
- Certified flame retardant carpets;
- A small number of non-flammable items which are aesthetically pleasing (e.g. small plant pots) may be placed stored in recesses away from any means of escape routes, and not on window cills (specifically not including prams, pushchairs, wheelchairs, electric scooters, bicycles and motorbikes);
- The Council will carry out inspections to identify and deal with such issues, and any items not meeting the above policy will be removed.

#### 7.5.5. Fire Doors – common areas

Fire Doors in communal areas are essential to help prevent the spread of smoke and fire within the communal area of the building and all;

- Fire doors must be kept closed.
- Fire doors are marked to keep shut and no smoking signs are displayed inside the communal areas of the block.
- Fire doors are checked regularly to ensure they are operating correctly and are not damaged.
- Fire doors', including entrance doors to tenant's flats and cupboards, should NOT be propped open, tampered with or compromised in any way.
- defects or problems with Fire doors should be reported immediately to the Council.

#### 7.5.6. Fire Doors – Front door to an individual flat

The Council as the flat owner is the duty holder under Article 5(3) of the Regulatory Reform (Fire Safety) Order 2005 (FSO) and as the front door to the flat forms a part of the common areas of the block the front door falls within the scope of the FSO.

As the duty holder to all the flats in Sheltered or Temporary Accommodation, the Council has fitted front entrance doors with a minimum of 30 minutes fire resistance (FD30). Providing the integrity of the FD30 to the flat is maintained and not compromised in any way, this should contain a fire for up to 30 minutes. Where it is necessary for residents to evacuate the building residents should follow the Fire Evacuation Guidance (item 7.3), and therefore it essential that the fire is contained within the flat protecting and maintaining the escape route.

In General Needs blocks the duty holders are the Council and the leaseholder of the property. In leasehold properties, where the Council is responsible for the front entrance door frame and leaseholders are responsible for the front entrance door to the individual flat, the Council has put in place a Policy to pay up to 75% of the cost of a fully compliant FD30. This is offered to all leaseholders on a block-by-block basis. However, where leaseholders do not take up the offer, the Council will consider, by way of a risk assessment, whether or not to seek legal action against the leaseholder to force them to upgrade their door and frame to achieve 30 minute fire protection.

Providing that the integrity of the FD30 to each individual flat is maintained and not compromised in any way, a potential fire within a flat will be contained within the flat. The flat should contain a fire for up to 30 minutes, with the FD30 and walls resisting the fire spreading into the common parts of the block. In addition 'Stay Put' residents in other flats will have 1 hour protection when their own FD30 is taken into consideration.

When actions that have been identified on the Fire Risk Assessment as the responsibility of a leaseholder (mainly front entrance door renewal or remedial actions) the Council will send the relevant leaseholder a letter advising them that action is required. It is then the responsibility of the leaseholder to complete the action and provide any necessary evidence of compliance.

This process is specifically in place to ensure the Council done everything reasonably practicable to make a leaseholder flat FD30 compliant.

#### 7.5.7. Smoke and Heat Detectors

All Council owned flats are fitted with hard-wired smoke and heat detectors which are checked annually.

The Council's Gas Servicing Contractor undertakes the annual check of the smoke and heat detectors and records the testing as part of the Landlords Gas Service Record (LGSR) programme; a separate programme undertaken by the Council's own Housing Repairs Service picks up properties that are not connected to a gas supply.

In blocks of flats that had a communal gas supply or communal heating the Council undertakes the annual check of the smoke and heat detectors and records the testing as part of the LGSR carried out in for leasehold properties.

Where battery operated smoke or heat detectors are fitted in leasehold properties the detectors batteries are changed and where no smoke or heat detectors are fitted the Gas Servicing Contractor notifies the Council. This information is recorded on the Fire Risk Assessment (FRA) for the block and the leaseholder is advised of the smoke detector installation scheme offered by Essex County Fire and Rescue Service.

Smoke detectors are not installed in communal areas of General Needs blocks where FRAs have determined a low level of risk (i.e. where no combustible material or ignition sources should be found in communal areas).

Each Sheltered and Temporary Accommodation blocks has its own communal fire alarm system, which is linked to the Council's Careline Service or the Emergency Out of Hours Service. Smoke detectors fitted within each property and are also connected to the Council's Careline Service.

#### 7.5.8. Mobility Scooters

The Council does not allow mobility scooters, motorised mobility vehicles, motorised wheelchairs, buggies and other motorised mobility vehicles to be charged or stored within the communal areas of blocks under any circumstances. This applies to tenants, leaseholders and their visitors who use such vehicles.

In some Sheltered Accommodation blocks, scooter stores have been provided in designated areas away from buildings and away from means of escapes.

Where scooter stores are not provided, then the Council will consider any requests. However not all General Needs flat blocks have suitable areas for the installation of scooter storage areas. The Council will carry out a thorough investigation and discuss with you the options available prior to your purchase of the mobility scooter.

If you do not have suitable or adequate storage on the Sheltered or Temporary Accommodation or the General Needs block then you must store the scooter inside your home.

## **8. Partnerships;**

8.1. The Council work closely with the Essex County Fire and Rescue Service on the following aspects.

- To carry out Fire Audits of Council blocks of flats;
  - The purpose of the audits is to identify immediate risks and to provide independent expert checks that actions from previous inspection have been implemented;
  - Temporary Accommodation blocks;
- To provide regular training to ensure staff that undertake regular inspections are fully aware of current legislation;
- To consult on suitability of policies and procedures;
- Awareness campaigns for our residents;
- The Council works closely with its specialist Fire Risk Fire Assessor on the following:
  - To carry out Fire Risk Assessments;
  - Technical and expert advice;
  - Compliance with the requirements of the Regulatory Reform (Fire Safety) Order 2005 (FSO).

8.2. The Council will monitor our Contractor's work to ensure adequate fire protection is in place upon completion. This is done in a number of ways:

- Undertaking post inspections on all works to communal areas by a suitably experienced Officer or the Council's nominated Consultant;
- Self-assessment and quality assurance by the Contractor; or
- Resident feedback and satisfaction surveys.

## **9. Reviewing of the Fire Safety Policy;**

9.1. This policy and the 'We Aim To' target dates shown in the table below, will be reviewed and amended periodically to ensure that it meets the needs of the Council and its tenants.

9.2. If the Council wishes to change from an Evacuation Policy to a Stay Put policy in Sheltered and Temporary Accommodation blocks then perhaps the Council could consider the following wording:

THAT RESIDENTS SHOULD REMAIN IN THEIR INDIVIDUAL PROPERTIES UNLESS THEY ARE IN THE IMMEDIATE LOCATION OF THE FIRE, IN WHICH CASE THEY WILL THEN BE LED, BY THE FIRE CREW IN ATTENDANCE, TO A PLACE OF SAFETY.

**WE AIM TO;**

Definition;	Target Dates;
Undertake Fire Risk Assessments for; <ul style="list-style-type: none"><li>• Sheltered Accommodation blocks</li><li>• Temporary Accommodation (Norway House and Hemnall House);</li><li>• High and Medium risk General Needs blocks;</li></ul>	Completion by 2019-20 Completion by 2019-20 Completion by 2019-20
Review the Fire Risk Assessments for; <ul style="list-style-type: none"><li>• Low risk General Needs blocks;</li></ul>	Completion by 2020-21
Undertake fire extinguisher servicing;	Completion by 2019-20
Undertake the servicing and maintenance of all Emergency Lighting installed;	Completion by 2019-20
Install Emergency Lighting as part of the Electrical Testing and Upgrade of the Landlords supplies to blocks of flats;	Completion by 2021-22
Install FD30 doors to all High and Medium risk blocks of flats;	Completion by 2021-22



## Appendix A – Staying Put Advice

### Fire Action Advice for Flats

May we take this opportunity to remind you of the actions to take in the event of a fire.

**CHECK YOUR SMOKE ALARMS ON A WEEKLY BASIS, REPORT ANY FAULTS IMMEDIATELY TO THE HOUSING REPAIRS SERVICE ON 01992 564199**

- We have a “STAY PUT” policy which has been agreed and is recommended by Essex Fire and Rescue Service (further details can be found on the Fire Action Notice Board. This means that unless the fire is in your flat you should stay in the flat. If there is a need to evacuate the Fire service will supervise this.
- If you discover a fire, raise the alarm immediately by telephoning 999 and ask for the Fire Service.
- If the fire is in your flat, then get out immediately taking all other occupants with you, then telephone 999.
- Close all doors and windows on the way out if safe to do so.
- Do not use lifts.
- If a smoke alarm goes off and there is not a fire in your flat, don't open any doors that feel warm, get everybody in one room and close the door. Telephone 999.
- If possible seal the bottom of the door with wet towels, bedding etc.
- If you are near the window open it to get air and to let emergency services see you.

### Things to check at night before you go to bed

- Close all internal doors especially the kitchen door to stop a fire from spreading
- Switch off electrical heaters, blankets, TVs etc. and other items that do not need to run all night.
- Put out cigarettes and any candles safely.
- Make sure exits are clear
- Keep door and window keys where everybody can find them

## Appendix B

### **Fire Action Advice for Houses & Bungalows**

May we take this opportunity to remind you of the actions to take in the event of a fire.

- **If you discover a fire, alert or wake all other occupants then get out immediately, then telephone 999 and ask for the Fire Service.**
- **Close all doors and windows on the way out if safe to do so.**
- **If a smoke alarm goes off don't open any doors that feel warm, get everybody in one room and close the door. Telephone 999.**
- **If possible seal the bottom of the door with wet towels, bedding etc.**
- **If you are near the window open it to get air and to let emergency services see you.**

### **Things to check at night before you go to bed**

- **Close all internal doors to stop a fire from spreading**
- **Switch off electrical heaters, blankets, TVs etc. and other items that do not need to run all night.**
- **Put out cigarettes and any candles safely.**
- **Make sure exits are clear**
- **Keep door and window keys where everybody can find them**