



FIRE EVACUATION STRATEGY 2024

The Evacuation Strategy for your building is:

STAY SAFE

This building has been designed to protect residents if a fire breaks out. Remember, if a fire starts in your flat, it is up to you to make sure that you can get out.

IF YOU BECOME AWARE OF A FIRE SOMEWHERE IN YOUR BUILDING:

- It will usually be safe for you to stay in your own home
- Close all doors and windows
- Only leave the building if smoke or heat affects your home or if you are instructed to leave by the Fire Service.

ONLY IF A FIRE BREAKS OUT IN YOUR FLAT

- Do not stay behind and try to put the fire out
- Tell everybody else in your flat about the fire and get everybody to leave
- Close your front door and leave the building. Do not use the lift (if your building has one)
- Alert your neighbours **ONLY IF SAFE TO DO SO**.
- Raise the alarm by using a 'break glass' call point
- **CALL THE FIRE SERVICE** by dialling 999.

CALLING THE FIRE SERVICE

- Dial **999** and ask for the **FIRE SERVICE**
- Provide the telephone number you are calling from, and your full address
- Do not end the call until you are told to hang up.

WHEN YOU HAVE LEFT THE BUILDING AND RAISED THE ALARM:

- Call us on **0300 555 0128**
- We will check you are OK and
- We can arrange for any repairs or rehousing.



STAYING SAFE IN YOUR HOME

- Test your smoke alarms every week, by pressing the test button until the alarm sounds. If you don't have working fire alarms, please contact us immediately.
- If you smoke, NEVER smoke in bed or anywhere you could fall asleep. Make sure you always extinguish your cigarettes safely.
- Don't overload electrical sockets and only leave essential appliances switched on, like your fridge or freezer. Turn all other appliances off when not in use.
- If you decide to use candles, make sure they are always secured in a stable holder and kept away from curtains, fabrics and paper. Never leave them unattended and always put them out when you are leaving the room or going to bed.
- Close all doors at night to prevent any fire and smoke from spreading. Keep the exit route from your flat clear so that you can escape in an emergency.
- You must ensure you are aware of your escape routes and know how to open emergency doors on your escape route. If you have any concerns, you must report these to us.



IF YOU HAVE A BALCONY:

- Do not use barbecues on your balcony under any circumstances
- Never store fuels or flammable materials on your balcony
- Try to keep any items on the balcony to a minimum.
- If you smoke, make sure you stub cigarettes out and NEVER flick them off your balcony.



BEFORE GOING TO SLEEP

- Turn off electrical appliances
- Check your cooker is switched off
- Put candles and cigarettes out properly
- Close all doors - help prevent any fire and smoke from spreading
- Make sure all exit routes are clear
- Make sure your keys are left on your escape route and that everyone in your home has practiced an escape plan.



FIRE DOORS

There are a number of fire doors in your building, both your own front door and those in communal areas. These are there for your safety and are inspected on a routine basis.

COMMUNAL FIRE DOORS

All communal fire doors must remain in good condition to protect people and property.

- A closing device is installed on communal fire doors and must not be disconnected at any time
- Communal Fire Doors may be held open by electronic devices and must not be interfered with. These fire doors will automatically close if the fire alarm is activated
- Fire doors must not be damaged, removed or obstructed in any way
- Fire doors **MUST NOT** be wedged open at any time.



YOUR FRONT DOOR

- Keep your door in good condition, closing automatically, and report any issues immediately
- Do not drill or screw anything to the door, including:
 - Doorbells
 - nails for decorations
 - cables
 - handles or door knockers
- Never disconnect your door's self-closing device.



E-BIKES AND E-SCOOTERS: BATTERY SAFETY

Lithium-ion batteries, like the ones used in **E-scooters** and **E-bikes** are responsible for a rising number of fires within homes. In the space of just two years, the number of fires linked to battery devices has risen by more than **400%**. Please remember to:

- Only buy vehicles, chargers, batteries and conversion kits from reputable retailers
- Register your product with the manufacturer to validate any warranties
- Never store e-bikes or e-scooters in communal areas of your building
- Only store e-bikes, e-scooters and their batteries in a cool place
- Always follow the manufacturer's instructions and unplug your charger when it's finished
- Always follow best practice for charging devices
- Look out for any damage or normal wear & tear.
- Always dispose of batteries and devices responsibly.





OUR RESPONSIBILITIES IN COMMUNAL AREAS

- Carry out Fire Risk Assessments (FRAs) in all our buildings, to highlight any fire risks
- Hold regular communal area inspections to ensure that escape routes are free from obstructions and that no unauthorised items are being stored
- Make sure that a suitable fire detection and alarm system is fitted and regularly tested
- Employ contractors to carry out regular gas, electrical and fire safety system checks in your home
- Provide Personal Emergency Evacuation Plans (PEEPs) for all customers who might struggle to evacuate the building independently in an emergency
- Help to arrange a home fire safety visit from your local Fire and Rescue Service
- Ensure fire doors and house entrance doors are effective fire and smoke barriers.

YOUR RESPONSIBILITIES IN COMMUNAL AREAS

- Never leave any items in communal areas of your building
- Do not interfere with any fire doors, equipment or signage in the building
- Keep corridors, landings, foyers and stairways completely clear at all times
- Keep all meter and alarm panels accessible at all times.



Any items or obstructions found in communal areas of your building will be removed.

If there is no immediate risk, or the item(s) might have value, we will give notice of our intention to remove the item(s).

Any item not claimed within 7 days of expiry of this notice will be disposed of permanently. Onward will not be liable for any damage to the item during disposal.

Owners of any obstructions will be responsible for the cost of disposal.



IF YOUR BUILDING HAS SPRINKLERS

- Your fire sprinkler system can only be activated by heat. It cannot be activated by smoke.
- Please do not paint over the sprinkler housing, this can prevent the cover plates from releasing.
- Please ensure that no items such as tall furniture are blocking the sprinkler cover plates