



Fire Safety Information

For residents of Buildings adopting a **SIMULTANEOUS
EVACUATION** Fire Management Policy

Please ensure you take the time to read this guide, as it is written to assist residents with understanding the action required in the event of an emergency

PLEASE BE AWARE:

In the event the property owner does not reside within their property, it remains the property owners responsibility to ensure the information contained within is provided to all occupants of their property.

Fire Evacuation Strategy

The building within which you reside,
operates a **Simultaneous Fire Evacuation
Policy.**

**In the event of a fire, your building's communal alarm system
will alert all residents so they can evacuate the building.**



Introduction and Content

Introduction

This comprehensive guide is designed to equip all residents of the building with essential information regarding the emergency plan specifically tailored for the residential areas.

It provides critical insights into general fire safety and the significance of fire doors and should be reviewed and digested fully.

Furthermore, we would recommend frequently reminding yourself of the content and we suggest a copy be retained for future reference.

– **Fire Prevention Action**

The most effective way to ensure safety is to prevent fires. This section provides straightforward steps that residents can take to enhance the safety of their homes and the entire building, thereby fostering a secure environment for themselves, their family and their neighbours.

– **Fire Doors & Escape Routes**

Information about the importance of fire doors, both within your own property and the communal areas.

– **Fire Procedures**

In the rare event of a fire, it is crucial to be prepared. This section outlines the necessary steps to take in a clear and concise manner.

**Remember, safety is a shared responsibility
Every small step towards it counts.**



Fire Prevention Action

Ensuring the safety of multi occupancy buildings is a shared responsibility, especially in a block of flats.

By adhering to a set of simple yet effective measures, residents can significantly reduce the risk of fire incidents, thereby safeguarding not only their own homes but also contributing to the overall safety of the entire block.

The following bullet-point list outlines key fire prevention measures that every resident can follow to create a safer living environment for all.

Cooking Safety

- **Stay Alert**
Never leave your cooking unattended.
- **Choose Safer Methods**
Opt for oven-cooked meals over deep-fat frying.
- **Switch Off**
Always turn off cooking appliances when they're not in use.
- **Clear the Area**
Keep items like towels, oven gloves, and packaging away from the stove.
- **Position Appliances Wisely**
Place toasters away from flammable materials, including under wall-mounted units.

Electrical Safety

- **Avoid Overloading**
Don't overload extension leads and ensure plugs are firmly inserted into sockets.
- **Use Safe Equipment**
Avoid using damaged equipment or cables. Have them repaired by a professional.
- **Keep Clear**
Keep flammable materials away from socket points and cables.
- **Limit Power Usage**
Don't plug more than one high-power appliance into an extension lead.

White Goods (Fridges, Freezers, Washing Machines, Dryers & Dishwashers)

- **Safety Check**
Ensure your white goods are safe and not subject to a product recall. Visit productrecall.campaign.gov.uk for more information.
- **Report Faults**
If your white goods are faulty, report to the manufacturer for repair or replacement.



Fire Prevention Action

Heaters

- **Safe Placement**
If using a portable heater, ensure it's not near furniture, clothing, or other flammable materials.
- **Choose Wisely**
Avoid radiant bar heaters. Oil-filled radiator heaters are safer.

Candles and Incense Sticks

- **Stay Alert**
Never leave candles or incense sticks burning unattended.
- **Safer Alternatives**
Consider using battery-powered candles or oil burners instead of traditional flames.
- **Safe Distance**
Keep them away from curtains, furniture, or other flammable materials. Always extinguish after use.
- **Proper Holder**
Use a proper tray or holder placed on a non-combustible surface.

Smoking

- **Common Cause**
Smoking is a leading cause of fire fatalities.
- **Safe Ashtrays**
Use a stable ashtray that can't tip over.
- **Extinguish Completely**
Always ensure your cigarette is fully extinguished.
- **Regular Emptying**
Empty your ashtray regularly.
- **Proper Disposal**
Don't throw your cigarette out of a window or off your balcony.
- **Avoid Bed Smoking**
Refrain from smoking in bed.
- **Common Areas**
Smoking is banned in all shared areas.



Fire Prevention Action

Balconies

- **No Barbecues**
Barbecuing is not allowed, along with any other form of cooking on your balcony.
- **Storage**
Don't store flammable items on your balcony.
- **Avoid Certain Items**
Don't store bottles or mirrors as they can focus sunlight and start fires.
- **Furniture**
Please opt for metal furniture and avoid soft furnishings.
- **Smoking**
If you smoke on your balcony, be extra careful and don't throw cigarettes over the edge.

General Housekeeping

- **Clear Routes**
Keep the path to your front door clear for emergencies.
- **No Obstructions**
Don't store or leave items in communal areas as they can cause obstructions and fire hazards.
- **Report Issues**
Report any items left in common areas to your Property Manager for removal.
- **External Areas**
Don't dump or store items next to or within the building in external areas.
- **Mirrors**
Don't leave mirrors by windows as they can focus sunlight and start fires.

Reduce Arson Risk

- **Be Vigilant**
Fires are sadly started deliberately every year. Be alert to anti-social behaviour and report it.
- **Escalation**
Act quickly, small fires can quickly become serious issues.
- **Tailgaters**
Be aware of people who follow you through communal entrance doors without using a key or fob.
- **Housekeeping**
Ensure good housekeeping in your home, block, and external areas to reduce the availability of flammable material.



Fire Prevention Action

Building Compartmentation

- **Fire-Resisting Features**
Your building is designed with fire-resisting walls and floors around flats.
- **Containment**
These features, along with your flat's fire door, are designed to contain a fire within the flat it originated in, providing sufficient time for Fire Brigade attendance.
- **No Alterations**
It is critical, residents do not allow anyone to create holes in a flat's walls or floors.

Fire/Smoke Alarms in Your Flat

- **Vital Role**
Your fire/smoke alarms are crucial for your safety in case of a fire. They detect heat or smoke and sound an alert, indicating that you need to evacuate your flat.
- **Monthly Testing**
Test your flat's alarms every month to ensure they are fully operational.
- **Communal Detectors**
You don't need to test detectors located with the communal areas. Specialists will do this as part of the building's routine maintenance program.

Testing a smoke alarm is a simple process that can be completed in a few steps:

- **Inform Others**
Let everyone in the home know that you will be testing the smoke alarm to avoid causing any panic.
- **Visual Check**
Do a visual check of your alarm. Mains-powered smoke alarms should have a solid green light to indicate the power is on, while battery-operated alarms should have no visible lights.
- **Test Button**
Press the test button on the unit for up to 10 seconds until the smoke alarm begins to sound. This tests the sensor, electronics, and the sounder. The alarm will stop sounding when the button is released.
- **Check Sound Output**
Levels When testing an alarm, it will sound loud to you because you are going to be standing directly underneath it. However, you should also want to be sure that your detector is loud enough that anyone in any room in the home can hear it.

If the alarm does not sound during the test, you may need to replace the batteries or check the detector's wiring for damage. If your detector is hardwired and still not working, you may need to call an electrician to check the wiring.



Fire Doors and Escape Routes

The Importance of Fire Doors

Life-Saving Role

- Fire doors form an essential part of the building's passive fire protection system and are critical for saving lives and halting the spread of fire.

Maintenance

- The performance of a fire door can be life-saving, so it's vital that fire doors are properly maintained.
- Never prop fire doors open & fire doors must not be tampered with.
- Fire doors must undergo regular checks to ensure they maintain their standards throughout their lifespan.

Fire Doors within Communal Areas

Protection

- Fire doors in common areas protect staircases and other escape routes from smoke.

Maintenance

- The performance of a fire door can be life-saving, so it's vital that fire doors are properly maintained. If a door becomes faulty, please take the time to report it to your Property Manager.
- Never prop fire doors open & fire doors must not be tampered with.
- Fire doors must undergo regular checks to ensure they maintain their standards throughout their lifespan.
- In buildings at least 11 metres high or at least 5 storeys, all fire doors in communal areas undergo routine quarterly inspections, in accordance with the Building Safety Act 2022.

Doors within your flat

- All doors within your flat will provide some level of protection against fire, even if they are not designated fire doors.
- Close your doors at night, particularly your kitchen and living room doors — this will hold back a fire while you escape.
- If a fire does occur, close all doors when you make your escape, if it is safe to do so.
- Do not drill through your door or frame; this will affect its ability to contain fire and smoke.



Fire Doors and Escape Routes

Your flat entrance door

- Your flat entrance door is critical to containing a fire and any smoke within your flat. It will help protect you and your family while you escape, and your neighbours and fire-fighters while the fire is extinguished.
- It is essential that your flat entrance door has a self-closing device, such devices must never be removed.
- If a fire occurs in your flat, make sure that when you escape, your flat entrance door is closed behind you.
- You must not change your flat entrance door without first agreeing this via your Property Manager.
- In all buildings at least 11 metres high or at least 5 storeys, all flat entrance doors will be subject to routine annual inspections, in accordance with the Building Safety Act 2022.

Smoke Ventilation

- In many buildings, there are windows or openings that are designed to keep escape routes clear of smoke.
- These can be used by fire-fighters during a fire to keep escape routes clear.
- Do not interfere with this critical equipment, keeping you, your family, your neighbours & fire-fighters safe.

Escape routes and security gates

- It is vitally important that everyone can escape quickly in the event of fire.
- Do not install locks or security gates on any escape routes.
- If your flat has a security gate installed, we strongly recommend that you remove it.



General Fire Safety

Access and facilities for London Fire Brigade

- It is vital that London Fire Brigade can quickly get to any fire in or around your block.
- Do not block hydrants.
- Do not block dry riser outlets or inlets.
- Do not block vehicle access or exit routes.

Information on extinguishers (should you choose to purchase one)

- KFH maintain the view that in the event of a fire within your flat, residents should get out and call the London Fire Brigade.
- However, if you choose to purchase an extinguisher for your flat we recommend that you consider:
- Extinguishers require maintenance to ensure they remain effective.
- You should consider how often maintenance is needed and how you will carry that out.
- You should consider what type of extinguisher is most appropriate.
- It may be best to get a multi-purpose extinguisher that can be used on all fires, including electrical equipment, such as water mist or certain types of foam.
- Investigate before buying an extinguisher.



Communal Alarm System

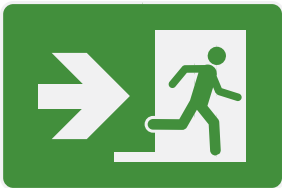
Access and facilities for London Fire Brigade

- Your building has a communal alarm system, with heat and /or smoke detectors in each flat, as well as smoke detectors in the communal areas, and manual call points.
- The alarm will alert all residents if there is a fire anywhere in the building so that everyone has enough time to escape.
- On hearing the communal alarm, you should immediately evacuate the building and not re-enter until you are told you can by the London Fire Brigade.
- Do not interfere with fire detection and alarm system equipment or cover any detectors. This equipment is vital for the protection of all residents within the building



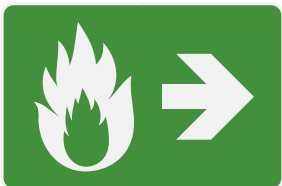
FIRE ACTION PLAN

EXAMPLE ONLY: PLEASE REFER TO COMMUNAL AREAS FOR SITE SPECIFIC SIGNAGE



ANY PERSON DISCOVERING A FIRE:

- SOUND THE ALARM BY ACTIVATING THE NEAREST FIRE ALARM CALL POINT (RED WALL MOUNTED BOX)
- EXIT THE BUILDING VIA THE NEAREST FIRE ESCAPE ROUTE, CLOSE DOORS BEHIND YOU, WHERE SAFE TO DO SO.
- HAVING EXITED THE BUILDING, CALL THE FIRE BRIGADE ON 999



ON HEARING THE FIRE ALARM:

- EXIT THE BUILDING VIA THE NEAREST FIRE ESCAPE ROUTE, CLOSE DOORS BEHIND YOU, WHERE SAFE TO DO SO.
- HAVING EXITED THE BUILDING, REPORT TO THE ASSEMBLY POINT



DO NOT...

- WAIT TO COLLECT PERSONAL BELONGINGS, OR RETURN TO YOUR FLAT
- RUN OR TAKE RISKS
- USE THE LIFT



CALL THE FIRE BRIGADE - DIAL 999

- WHEN THE OPERATOR ANSWERS ASK FOR FIRE.
- WHEN THE FIRE SERVICE ANSWER, PROVIDE THE ADDRESS:

EXAMPLE ONLY: PLEASE REFER TO COMMUNAL AREAS FOR SITE SPECIFIC SIGNAGE



DO NOT END THE CALL UNTIL THE FIRE SERVICE HAS REPEATED THE ADDRESS CORRECTLY.