

Kinleigh Folkard & Hayward



# Fire Safety

Simultaneous Evacuation Procedure





## Fire Evacuation Strategy

Your building maintains a **Simultaneous Evacuation Procedure**.

In the unfortunate event of a fire, your building's communal alarm system will sound, alerting all occupants so they can safely evacuate the building.

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### Introduction

This guide provides all building owners with details of the emergency plan for your block, along with important advice on both fire safety & fire doors.

**Please take time to read this guide. It will help you know what you should do, both day-to-day and in the event of an emergency.**

**NOTE:** In the event the property owner does not reside within their property, it remains the property owners responsibly to ensure the information contained within this guide is provided to all residents

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### Contents

#### Fire prevention

Preventing fires is the best way of keeping safe. This guide explains the simple steps you can take to keep your home and your building safe for both yourself and your neighbours.

#### Fire protection

This is information about the checks undertaken to ensure your building continues to offer the protection you need.

#### Information for disabled people

Details of the additional help available to keep you safe in the event of a fire, if you have a disability.

#### Fire procedures

In the unlikely event of a fire, it is important that you know what to do, this section explains what to do in simple steps.

## Fire Prevention

The best way to way to avoid a fire is to ensure that fire prevention measures in your home and in your block are effective.

**There are simple steps you can take to make your home safer:**



### Cooking

- Do not leave cooking unattended.
- Use oven-cooked foods instead of deep-fat fried foods.
- Turn off all cooking appliances when not in use.
- Keep towels, oven gloves, packaging and other items away from hobs.
- Keep toasters away from combustible materials including underneath wall-mounted units.



### Electrical equipment

- Do not overload extension leads.
- Make sure that plugs are plugged in firmly.
- Do not use damaged equipment or damaged cables. Get them repaired by a professional.
- Keep combustible materials away from socket points and cables.
- Do not plug more than one powerful appliance into an extension lead.



### Fridges, freezers, washing machines, driers & dishwashers (white goods)

- Check that your white goods are safe and not subject to a product recall.
- Check the government website: [productrecall.campaign.gov.uk](https://productrecall.campaign.gov.uk)
- Report faulty white goods to the manufacturer for repair or replacement.



### Heaters

- If you choose to use a portable heater make sure it is never located near to furniture, clothing or other combustible materials.
- Choose a portable heater that is safe – do not use **radiant bar heaters**. Oil-filled radiator heaters are a safer option.



### Candles and incense sticks

- Never leave candles burning unattended.
- Ideally, use battery-powered candles or oil burners in place of traditional flame.
- Make sure they are completely away from curtains, furniture or other combustible materials, and that you fully extinguish them after use.
- Use a proper tray or holder placed on a non-combustible surface.



## Smoking

- Smoking is the most common cause of fire fatalities.
- If you smoke, ensure you have a suitable ashtray that cannot tip over.
- Make sure that you fully extinguish your cigarette in the ashtray.
- Empty your ashtray regularly.
- Do not dispose of your cigarette out of a window or off your balcony.
- Avoid smoking in bed.
- Smoking is prohibited in all common areas.



## Balconies

- Use of barbecues is not permitted.
- Do not cook on your balcony.
- Do not store combustible items on your balcony.
- Avoid storing bottles or mirrors; these can focus sunlight and start fires.
- Avoid use of soft furnishings on any furniture on your balcony.
- Preferably use metal furniture on your balcony.
- Take extra care if smoking on your balcony and do not dispose of cigarettes over the edge of your balcony



## Housekeeping

- Keep routes to your front door clear so you can escape in an emergency.
- Never store or leave items in the communal areas. These could cause obstructions and trip hazards, and be a fire hazard if they are combustible.
- If anyone leaves anything in the common areas, please report it to your Property Manager so removal can be arranged for everyone's safety.
- Do not dump or store items next to or within the building in external areas.
- Do not leave mirrors by windows; these can focus sunlight and start fires.



## Arson

- Sadly, fires are started deliberately every year and cause serious damage.
- Be vigilant to anti-social behaviour and report it to us.
- Deliberate damage and setting of small fires can quickly escalate into more serious issues.
- Be aware of tailgaters – people who follow you through communal entrance doors, without using a key or fob.
- Ensure that housekeeping is well managed, in your home, your block and your external areas.

## Fire Protection

### Communal fire detection and alarm system

- Your building has a communal alarm system, with heat and 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.
- A fire alarm panel is located in the entrance area to the flats.
- If at any stage there is a fault warning or beeping, please let your property manager know immediately by calling 020 3542 0200.
- Do not interfere with fire detection and alarm system equipment or cover any detectors. This equipment is vital to the protection of all residents within the block.

### Compartmentation

- Your building has notional fire-resisting walls and floors around flats.
- These, along with your flat entrance fire door, are designed to contain a fire to the flat in which it starts for a period of time while you escape.
- Do not allow anyone to create holes in your flat walls or floors.

### Fire/Smoke alarms within your flat

- Your Fire/Smoke alarms are vital to keeping you safe if a fire occurs.
- Your alarms will detect the present of heat or smoke and will sound loudly to let you know that you need to evacuate your flat.
- You should test your flat's alarms, using the 'test' button on each alarm, every month, to make sure it works
- You do not need to test the communal fire alarm or detectors because this will be done by the specialist contractors as part of the buildings routine maintenance program.

## The Importance of Fire Doors

- The principal objective of fire doors is to save lives and stop the progress of fire, as such they form a critically important part of a building's passive fire protection system and an essential requirement for your building.
- Do not wedge these doors open. The adequate performance of a fire door can be the difference between life and death.
- Never wedge fire doors open.
- Fire doors must not be tampered with.
- Fire doors receive regular inspections to ensure standards are maintained throughout their lifespan.

## Fire doors in the common parts

- Fire doors in the common parts protect staircases and other escape routes from smoke.
- Do not wedge these doors open.
- If the door becomes faulty, report it to your Property Manager.
- In all buildings at least 11 metres high or at least 5 storeys, all fire doors within the communal areas will be subject to routine quarterly inspections, in accordance with 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.

## 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 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 equipment, it can be critical to keeping you, your family, your neighbours and 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.

## 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 routes.

## Information on extinguishers (if you choose to purchase one)

- Our view is that if there is a fire within your flat you 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 the following:
  - i. Extinguishers require maintenance to ensure they remain effective
  - ii. You should consider how often maintenance is needed and how you will carry that out.
  - iii. 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 this before buying an extinguisher.

## Evacuation

- The best way to prepare yourself for a fire is to have a clear plan in your mind of what you will do if a fire does occur.
- Think about who you will help first – will this be your children, or an elderly relative? What will you do about any pets?
- Planning for your evacuation can make the process much quicker and safer should a fire occur.

## Information for Disabled People

We recognise that disabled people may be particularly vulnerable in the case of fire, and we are committed to helping to plan for the safety of all residents.

Some residents may have difficulty in physically travelling to escape from a fire within their flat. Other residents may have hearing impairments that mean that they may not hear their alarms.

For anyone that needs help or support, arrangements can be made to:

- Carry out a personal risk assessment, where we will arrange for a specialist to discuss your needs with you and decide how best to help you keep safe from fire.
- Provide you with a personal emergency evacuation plan. This is a plan for keeping you safe in an emergency. This will be either by allowing you to evacuate safely yourself with the aid of specific equipment or information, or by establishing a process whereby you receive assistance from London Fire Brigade.

**We are here to help; however we can only assist if we are aware of your needs.**

**Please ensure you let us know if you need support.**

**To help us to help you, you can contact us:**

**By phone: 020 3542 0200**

**By email: [firesafety@kfh.co.uk](mailto:firesafety@kfh.co.uk)**



## Procedures

In the event of a fire your building's communal alarm system will alert all residents so they can evacuate the building. This is known as a **Simultaneous Evacuation Procedure**.

### In case of fire within your flat:

	If you discover fire, alert other members of your household immediately and ensure that everyone is aware.
	If you hear the fire alarm in your flat, ensure that you and your family immediately start evacuating.
	Close all doors within your flat if it is safe to do so.
	Evacuate your flat, ensuring that your flat entrance door is closed behind you.
	If the communal alarm is not sounding, and there is a fire within your flat, sound the building fire alarm by breaking the red 'break-glass' call point.
	When outside the building, dial 999 on a phone and ask for London Fire Brigade, giving the building address.
	When the London Fire Brigade arrive, meet them and tell them where the fire is. Do not re-enter the building until they have extinguished the fire and have let you know that it is safe.

## In case of fire elsewhere in the building:

Leave immediately and phone London Fire Brigade by dialling 999 when outside the building. Give the address of the building and wait at a safe distance for the London Fire Brigade to arrive.

	<p>If you discover fire in the communal areas, alert persons in the communal areas immediately to ensure that everyone is aware.</p>
	<p>Close all doors within the communal area if it is safe to do so.</p>
	<p>Evacuate the block.</p>
	<p>Raise the alarm by breaking the red 'break-glass' call point on your escape route.</p>
	<p>When outside the building, dial 999 on a phone and ask for London Fire Brigade, giving the building address.</p>
	<p>When the London Fire Brigade arrive, meet them and tell them where the fire is. Do not re-enter the building until they have extinguished the fire and have let you know that it is safe.</p>
	<p>Lifts should not be used unless deemed necessary as part of a Personal Evacuation Plan.</p>