FIRE SAFETY INFORMATION

SIMULTANEOUS EVACUATION

RESIDENTS GUIDE

FIRE SAFETY

KEEPING YOU SAFE WHERE YOU LIVE

In this document you'll find important information relating to fire safety in and around your home. We encourage everyone in your household to read through this document to help maintain fire safety around your home.

We are providing this information following the introduction of the Fire Safety Regulations 2022, which requires every household to receive Fire Safety guidance from their property manager.

In this booklet, you'll find the information about:

- **What you need to do in the event of an emergency**
- **Fire Door Safety**
- **Other fire safety features**
- **Smoke detection in your home**
- **Your home fire safety checklist**

YOUR PROPERTY OPERATES A 'SIMULTANEOUS EVACUATION' STRATEGY

What this means:

A 'Simultaneous Evacuation' strategy means that when the fire alarm sounds everyone in the building must evacuate. If you hear the fire alarm in your apartment or anywhere else in the building you must leave the building. The most important thing to remember in a simultaneous fire evacuation is that everyone should exit the building as calmly as possible.

There are several reasons why your building operates this policy, it could be because the building was not designed and built with the correct compartmentation, or that there are other features such as 'external wall' issues which mean in the event of a fire it is not safe for residents to remain in their apartments.

Do I have to evacuate?

Yes, you must leave on hearing the alarm. The alarm should be loud enough to wake you while sleeping. The Fire and Rescue Service will expect all residents to safely evacuate if the alarm sounds. If you feel you may not be able to self-evacuate and your property operates this policy please contact your property manager.

Who do I report a fire to?

- You MUST **dial 999** immediately.
- Please advise Horizon as soon as you are made aware of a fire in the building (DO NOT do this before calling 999). You can call us on **0300 030 1035**.
- Advise your insurance company after the fire has occurred if it has affected your property.

WHAT DO I NEED TO DO?

You must immediately leave the building and make your way to the assembly point. This will be displayed on the Notice in the entranceway. You must wait further instructions from the emergency services.

What to do if there is a fire in YOUR property

DO NOT stay to fight the fire.

- If there are others in the property alert them and make your way out of the building.
- If it is safe to do so, close windows and internal doors, switch off your cooker or oven if it is on.
- Always close the front door of your property behind you, leaving it unlocked where possible.
- Raise the alarm by using a 'Break glass call point'.
- Call the Fire and Rescue Service by **dialling 999** and providing your full address and apartment number.
- Wait outside at the assembly point or in a safe location away from the building, until instructed to return by the Fire and Rescue Service.
- Do not put yourself at risk or cause unnecessary delay.

What to do if you see or hear of a fire in ANOTHER part of your development (including if the alarm sounds in YOUR apartment)

LEAVE THE BUILDING IMMEDIATELY

- Raise the alarm by using a 'Break glass call point'.
- Call the Fire Service by **dialling 999**.
- Wait outside at the assembly point or in a safe location away from the building, until instructed to return by the Fire and Rescue Service.

If you are NOT in your property and become aware of a fire within another part of the building

- Raise the alarm by using a 'Break glass call point'.
- **Dial 999** immediately while making your way to safety using your nearest escape route.
- DO NOT use a lift.
- DO NOT stop to collect belongings or return to your property.
- DO NOT enter the building until the emergency services advise it is safe to do so.

FIRE DOOR SAFETY

Your Front Door

Your entrance door is a self-closing fire door that should prevent smoke and fire entering and leaving your property in an emergency. It is important that you DO NOT make any alterations to the door, such as removing the self-closing device, as this will compromise the fire safety of your development.

If you wish to replace the door you must instruct a competent contractor to replace the door with one of an equivalent fire rating, and you must keep hold of the certificate to verify this.

You may need consent from the freeholder and local building control approval. Contact your on site Development manager or Property manager for further information.

The new regulations require us to check your flat front door at least once per year. FirstPort will visit your property at least once per quarter and try and gain access. Where we don't gain access, we will leave a calling card to advise we have called.

We will advertise the date of the next visit on the notice board.

During the first visit a QR code (sticker) will be placed on the top of your door on the hinge side. This sticker is unique to your flat front door and will be used to record inspection history. The QR code must not be removed.

Five Point Safety Checks:

For your safety we ask that you take time to check your fire doors using the five steps below

1. **Door and frame** – The door and frame should be checked to ensure that both are undamaged e.g., no open holes or breaks exist in surfaces of either the door or frame.
2. **Door seals** – Are there smoke and/or intumescent seals in place around the door or frame? Are these intact with no sign of damage?
3. **Hinges, handles and latches** – Are hinges, handles and latches fixed firmly to the door and frame? Are these operating correctly, not lose or broken? Are there minimum of 3 hinges on each door and no missing screws?
4. **Door closing correctly in frame** – Check the door closer for obvious signs of damage or missing parts. Check the door closes properly into the frame by opening the door halfway and letting it close. Does it close flush into the frame without sticking on the floor, frame or latch?
5. **Gaps** – When the door is closed in the frame, are the gaps less than 4mm between the door and frame on the top and sides of the door? (A £1 coin is about 3mm thick so use that as a gauge.) Are the gaps on the bottom of the door (threshold) less than 10mm between the bottom of the door and the floor? As a rule of thumb, if you can see light under the door, the gap is likely to be too big.

If during these checks you identify issues with the door, it is your responsibility to seek advice from a competent contractor to provide advice or undertake a repair.

For further information visit: https://www.firedoorsafetyweek.co.uk/toolkit/five-step-fire-door-check

Communal Fire Door

There are communal fire doors throughout your development, and we inspect them to make sure they're in working order on a quarterly basis.
Fire doors are designed to stop the passage of smoke and fire when closed. They are often in place to protect escape routes so people can safely evacuate. You may find them across corridors, on stairwells, and on electrical cupboards.
It's important that fire doors, which are labelled with a blue sign, are NEVER wedged or propped open.



ADDITIONAL FIRE SAFETY FEATURES

To protect you and your neighbours and enable the Fire and Rescue Services to safely tackle a fire, additional fire safety features may be installed in and around your property. These could include:

Fire Signage

Fire signage will be located throughout the building. This may include:

- Fire exit signs indicate where the door to the final exit is.
- Directional fire signage is there for you to follow to reach your emergency exit
- Fire action notices advise you what to do in the event of a fire.
- Wayfinding signage advises the Fire and Rescue Service which floor they are on.

Dry/Wet Risers

A dry/wet riser is used by the Fire and Rescue Service to get water to all floors of the building. There will be a fire service connection point on the ground floor and outlets on all the floors above. Access to the dry/wet riser outlet must not be blocked.



Emergency Lighting

These lights are provided on the escape route so in the event of an electrical failure, they will remain lit up and guide you to the staircase or exit



Smoke Ventilation

Smoke ventilation may be installed. This is commonly known as Automatic Opening Vents (AOVs). These vents open when smoke is detected nearby. The AOV is designed to open and clear smoke to allow for you to escape and for firefighters to safely fight a fire.

(Please note not all premises have additional safety features installed. Our competent Fire Risk Assessor reviews the safety features required in line with each building type and legislation.)



SAFETY ADVICE

These fire prevention tips can help reduce the chances of a fire in your home.

Smoke Alarms

Smoke alarms save lives – remember to install smoke detection devices in your home if you don't already
have them.

- Smoke alarms are available from DIY stores, electrical shops, and most high street supermarkets.
- While it can be more expensive, ten-year sealed battery smoke alarms are recommended and can save on the cost of replacing batteries over time.
- It's also recommended to install a carbon monoxide alarm in any room used as living accommodation which contains a fixed combustion appliance (this excludes gas cookers).

Test the smoke alarms in your property monthly

- In some developments your smoke detector may be linked to the communal alarm system. If you think your fire alarm could be linked to the communal system, please check with your property/development manager before you test. In our retirement schemes for example testing your alarm may cause false alarms.
- If any of your smoke alarms have a one-year battery, make sure it is changed every year. Only take the battery out when you need to replace it.
- Never disconnect or take the batteries out of your alarm if it goes off by mistake.
- Mains-powered alarms are powered by your home power supply and have a back-up battery in case of a power cut. They need to be installed by a qualified electrician and, like battery alarms, they do require testing.

In the Kitchen

- **Cook safely -** Take extra care if you need to leave the kitchen whilst cooking, take pans off the heat or turn them down to avoid risk.
- Avoid cooking when under the influence of alcohol.
- Avoid leaving children in the kitchen alone when cooking on the hob. Keep matches and saucepan handles out of their reach to keep them safe.
- Keep tea towels and cloths away from the cooker and hob.
- Double check the cooker is off when you've finished cooking.

Deep Fat Frying

- Take care when cooking with hot oil – it sets alight easily.
- Make sure food is dry before putting it in hot oil so it doesn't splash.
- If the oil starts to smoke – it's too hot. Turn off the heat and leave it to cool.
- Use a thermostat-controlled electric deep fat fryer. This means it can't overheat.

Electrics

How to avoid electrical fires:

- Try and keep to one plug adaptor per socket.
- Keep your eyes peeled for signs of dangerous or loose wiring such as scorch marks, hot plugs and sockets, fuses that blow or circuit-breakers that trip for no obvious reasons, or flickering lights.
- Unplug appliances when you're not using them, they are fully charged, or when you go to bed.

Keep electrical appliances clean and in good working order to prevent them triggering a fire.

An extension lead or adaptor will have a limit to how many amps it can take. Be careful not to overload your plugs to reduce the risk of a fire.

Appliances use different amounts of power – a television may use a 3amp plug and a vacuum cleaner a 5amp plug, for example. It's important to know the limit.

Cigarettes

Stub cigarettes out properly and dispose of them carefully. Put them out and make sure they are out!

- Don't leave a lit cigarette, cigar or pipe lying around. They can easily start a fire.
- Unplug e-cigarettes when fully charged and ensure you are using the correct charger type.

Candles

Make sure candles are secured in a proper holder and away from materials that may catch fire – like curtains or tissues.

- Put out candles when you leave the room, and make sure they're out completely at night.
- Consider using LED or battery-operated candles.
- Keep pets away from a lit candle.

Barbeques

Barbeques are NOT permitted on balconies. The Fire Service urge people to never use a barbeque or open flame on balconies or indoors.

Special Assistance

If you feel you need special assistance in evacuating your building and have not got a personal evacuation plan in place already, then please speak with your property manager.

FIRE SAFETY CHECKLIST

Now that you know the fire safety measures in place in your development and the extra steps you can take to be safe, use this checklist to prevent and safeguard your home from fire risks.

Be Prepared

- Make sure you know the evacuation strategy at your development.
- Help make others in your home aware of your development's evacuation strategy.
- Always **dial 999** in the event of an emergency.

Smoke Alarms

- Install smoke detection in your home and test the device(s) regularly.

Living Safely

- Make sure candles are in a secure fire-proof container and not near items that may easily catch fire.
- Check that any wall sockets are not overloaded.
- Turn off electrical equipment when not in use.
- Ensure the cooking area is free of items that may catch fire. For example, avoid any build-up of fat or grease on cooking equipment.

