



Fire Safety Information Pack



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Balcony safety

Ideally we'd recommend you keep your balcony completely clear. Do not store any items on your balcony that might catch fire. If a fire does break out on your balcony, it has a bigger risk of spreading if you have flammable items nearby.

Balcony fires can be devastating as they can easily spread to adjoining properties. A fire can quickly be blown by the wind, spreading it upwards and outwards. This puts surrounding balconies or flats at risk.

Fire pits, patio heaters and chimineas should not be used on balconies.

Balconies should not be used for storage, this includes white goods.

Be aware of items falling from height. Never hang items on or over the balcony railings.

Do not modify your balcony or install combustible screening.

Do not use or set off fireworks, sky lanterns or sparklers from your balcony.

Never store flammable, combustible or hazardous materials on balconies (i.e. gas cylinders).

Never use barbecues, including disposable ones on your balcony.

Balconies can be an important escape route for residents or access point for firefighters.

Keep balconies clutter free.

Ensure cigarettes are put right out and dispose of carefully.



Fire strategy

Your building has a ‘**stay put**’ policy

Most purpose-built blocks of flats are designed to support a “stay put” strategy, sometimes known as “defend in place”.

This means only the people in the flat or compartment where the fire starts need to evacuate initially. This is because the building/s have been designed to include effective compartmentation, among other measures, which aims to contain, restrict and mitigate the spread of fire.

People in other flats unaffected by smoke or heat can remain there, safe from the fire. However, you can evacuate if you feel threatened by the fire, or you are told to leave by the fire service.

When a “stay put” strategy is in place no common fire warning system, visual or sounding alarm will be present in the building. However, no-one is prevented from leaving if they want to.



The London Fire Brigade advise:

When you stay put, you reduce the risk of entering a smoky corridor unnecessarily and potentially being overcome by smoke. Staying put also means firefighters can tackle the fire safely and quickly without being delayed by many residents evacuating down the stairways.



Your development's fire safety systems

A fire safety system is any mechanism or system that:

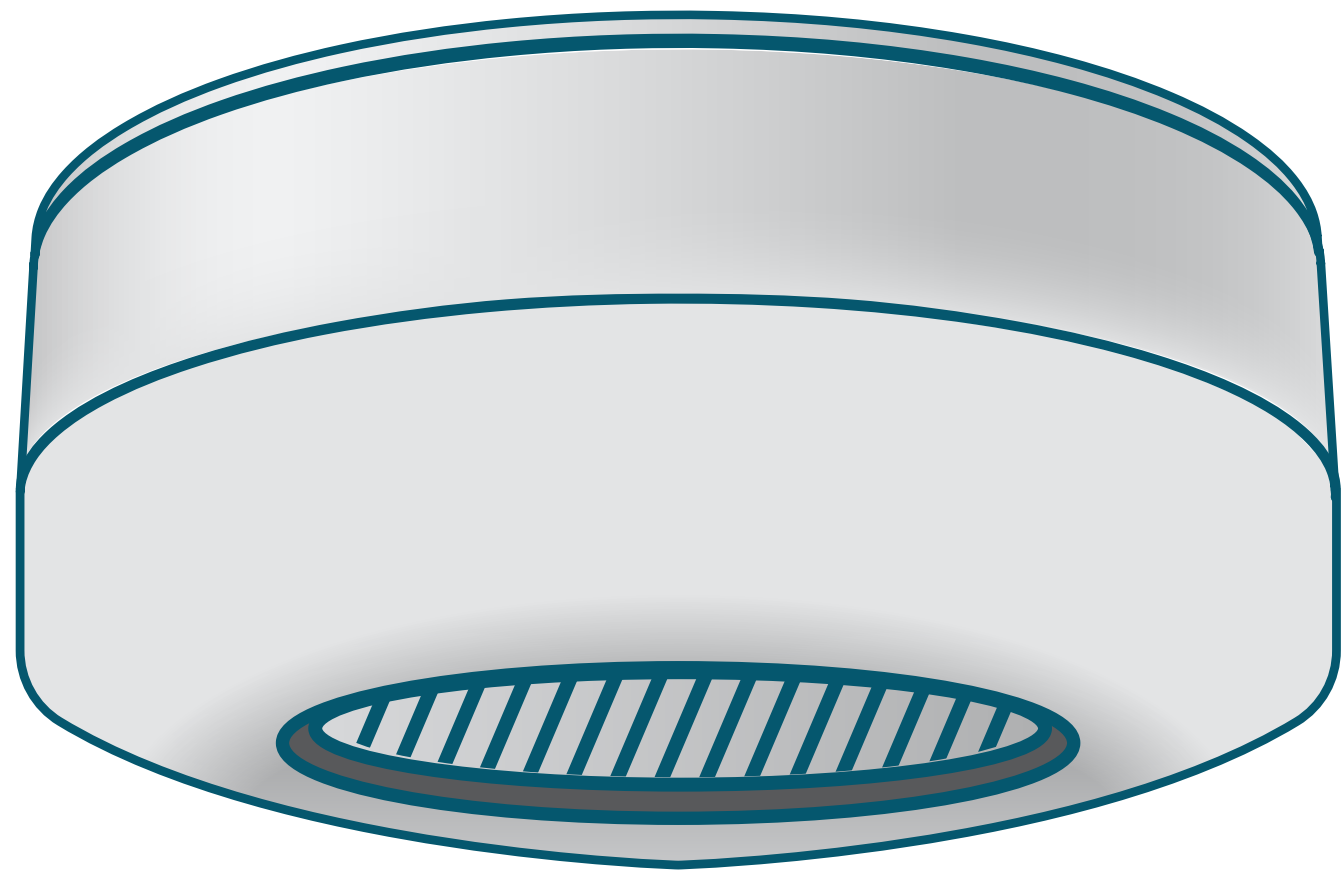
- Aides escape or evacuation in the event of a fire.
- Supports/facilities the detection of a fire.
- Controls or suppresses a fire.
- Facilitates a warning or alarm as a result of detecting a fire.





Smoke detectors

Device that detects smoke, generally to trigger a secondary action, for example the activation of an alarm or fire safety system.



Sounders

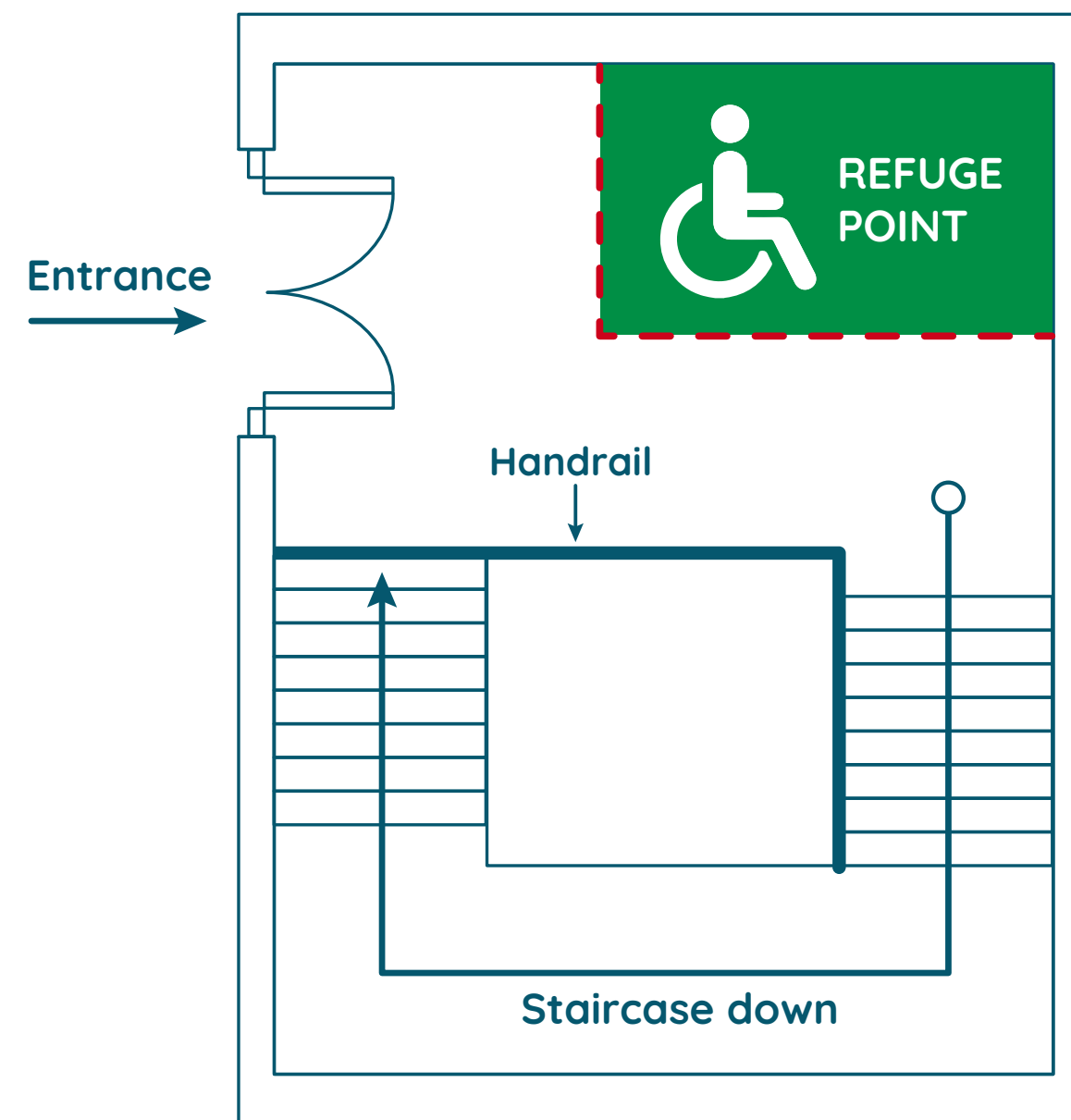
Device making a loud noise that gives warning of a fire to tell people its now time to evacuate, often activated and controlled by attending emergency services.



Fire alarm manual call points

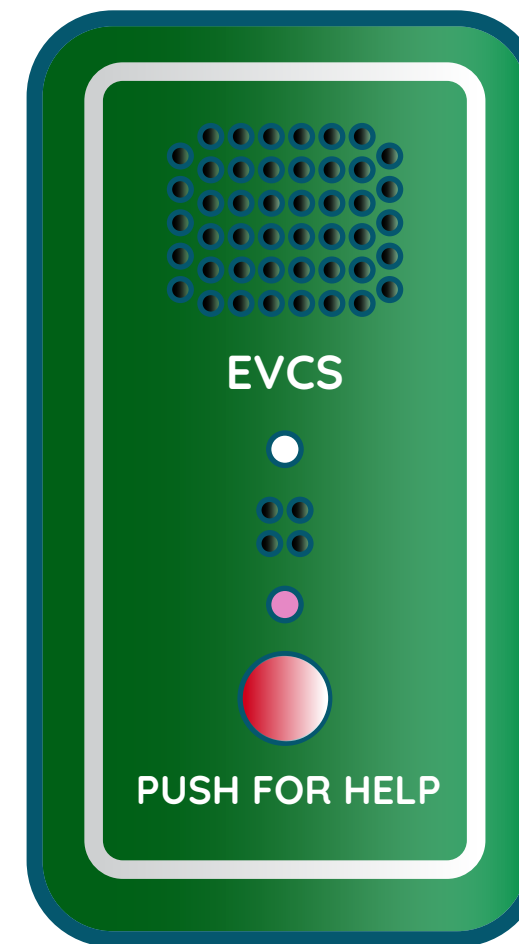
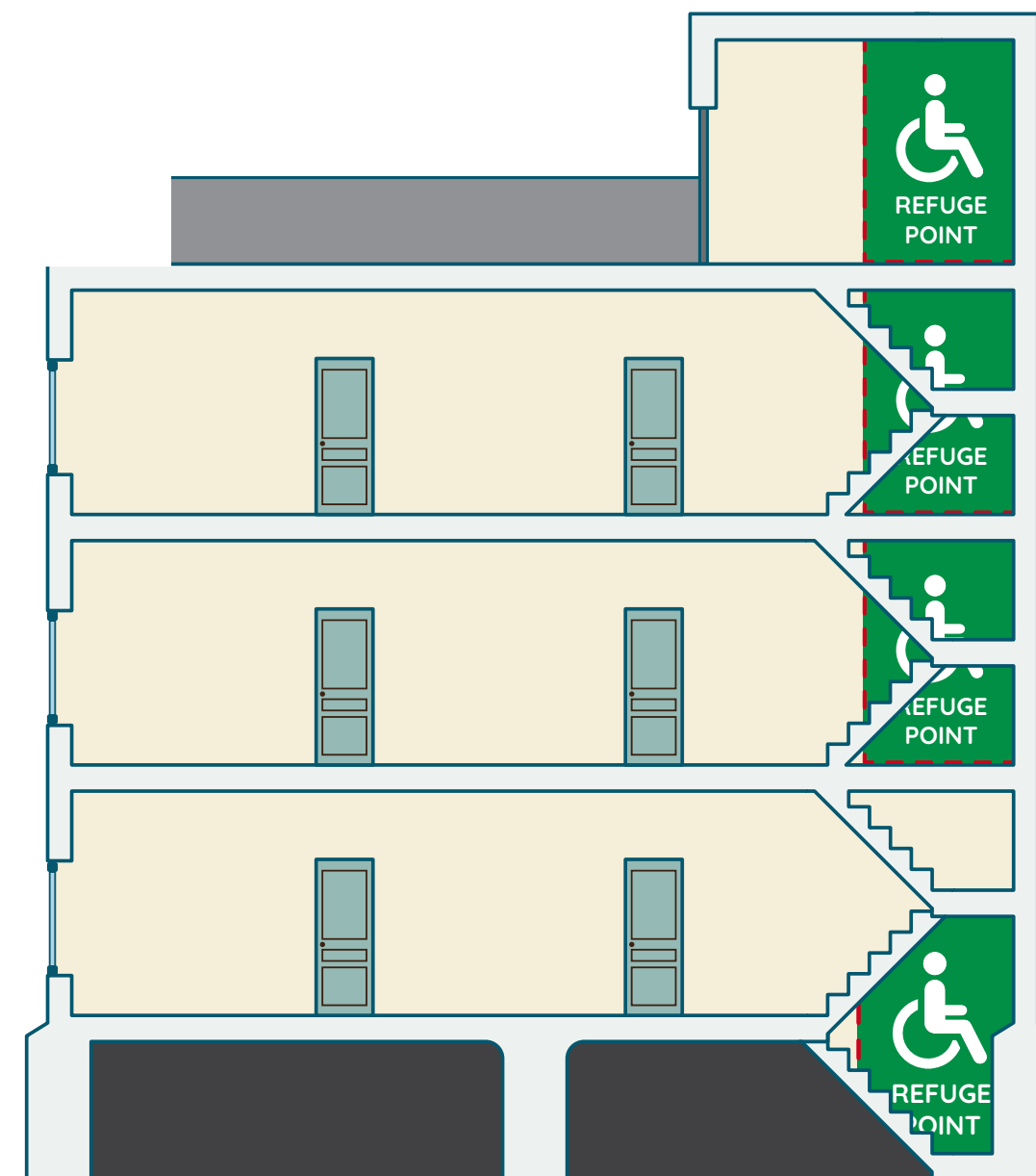
Enables a person to manually activate the buildings fire safety systems in the event of a fire incident.

Birds eye view of stairwell



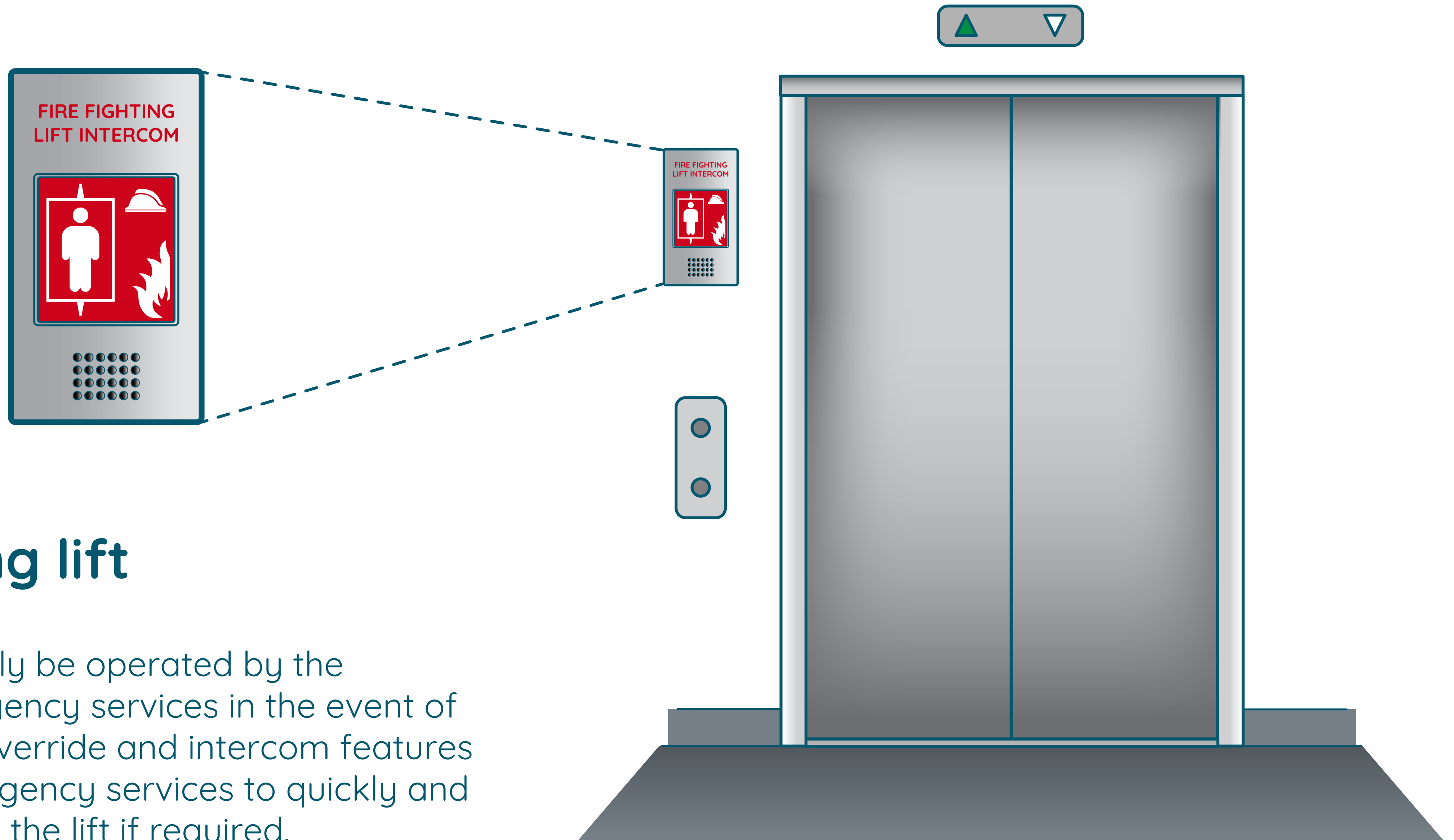
Refuge point

Safe temporary waiting area/s of fire-resisting construction located within the building to aid the evacuation of vulnerable people as safely as possible.



Emergency voice communication systems (EVCS)

Fixed and monitored two way voice communication system to assist the evacuation of vulnerable people, enhancing fire fighting processes and communication during emergencies.

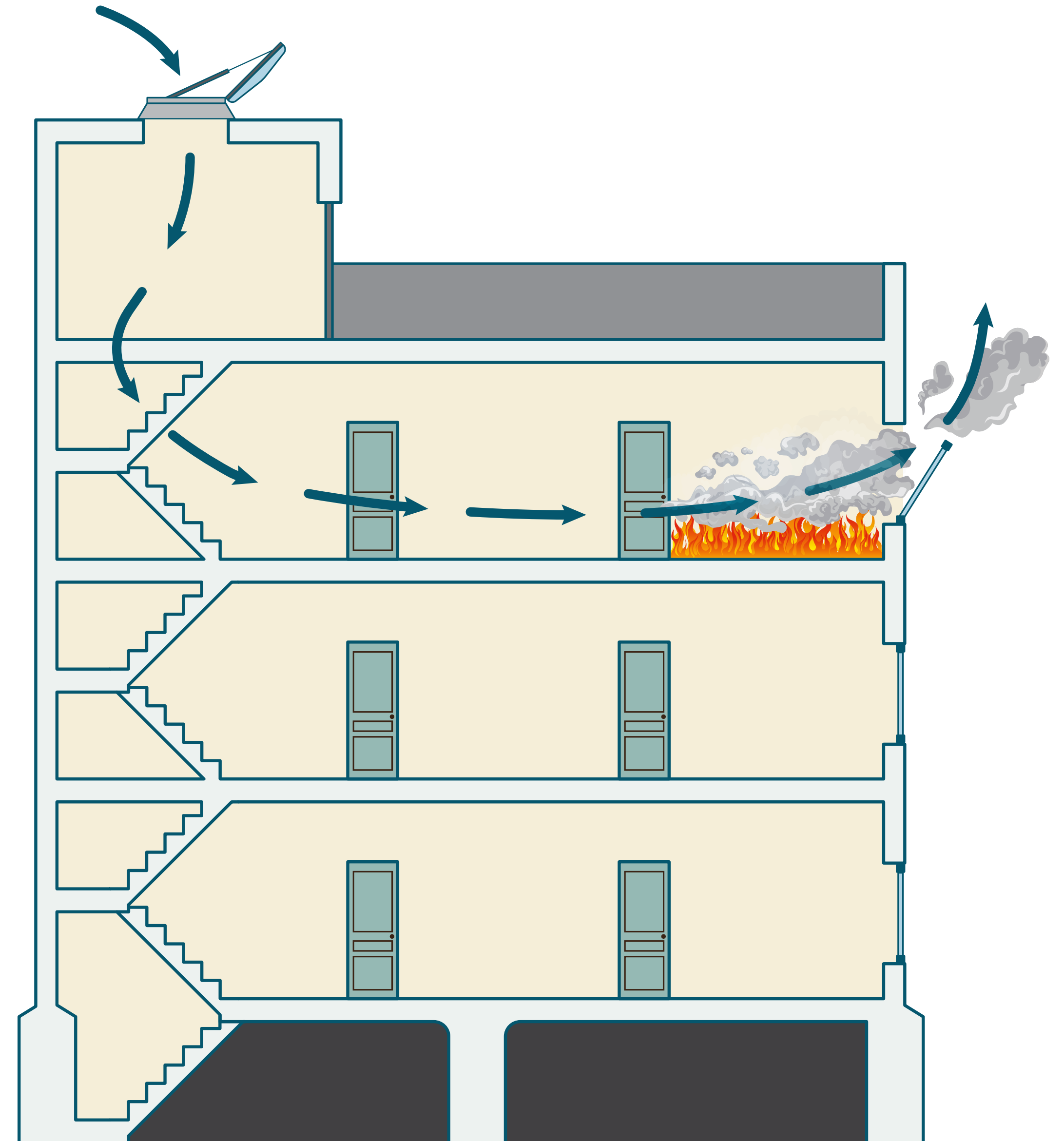
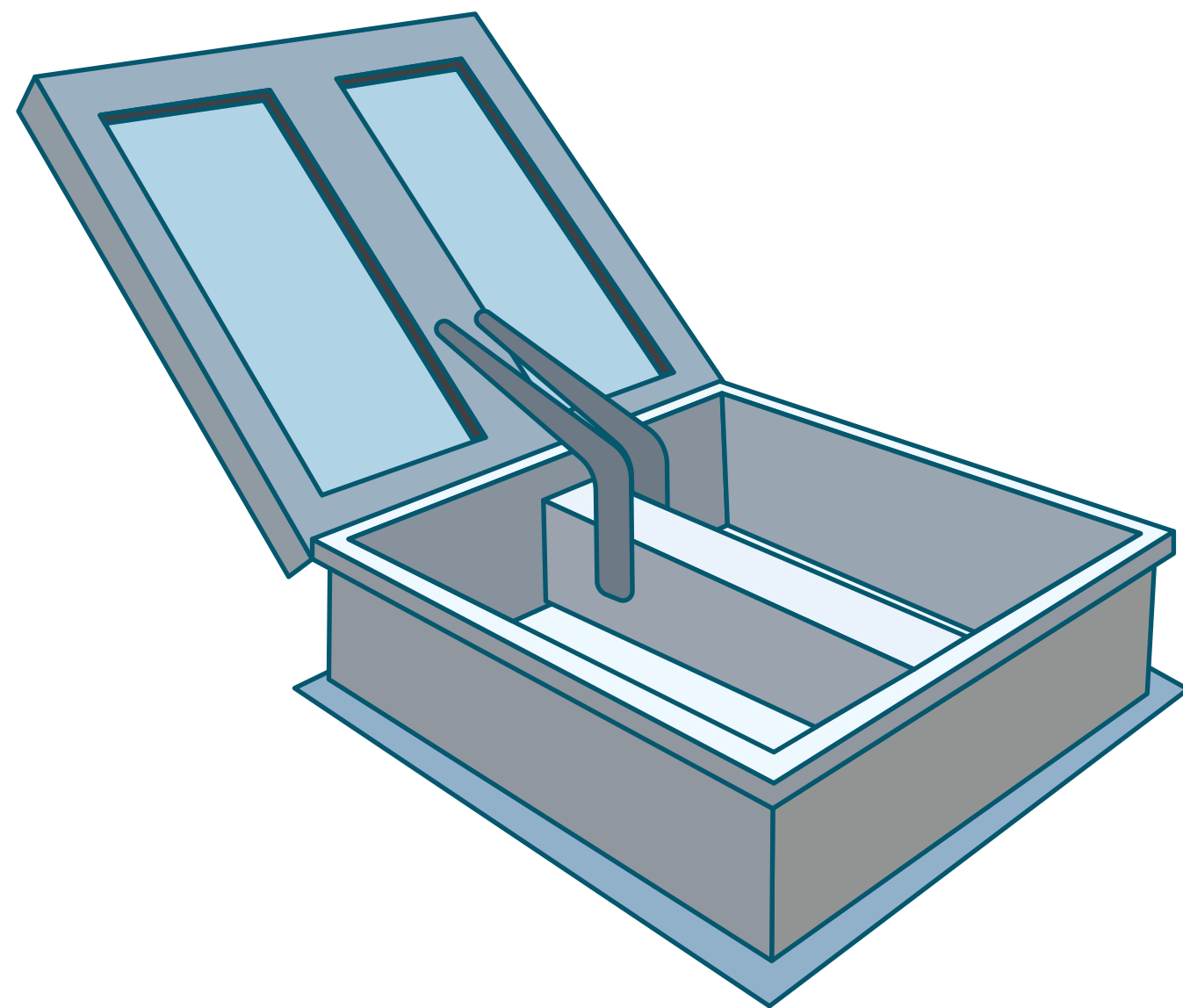


Firefighting lift

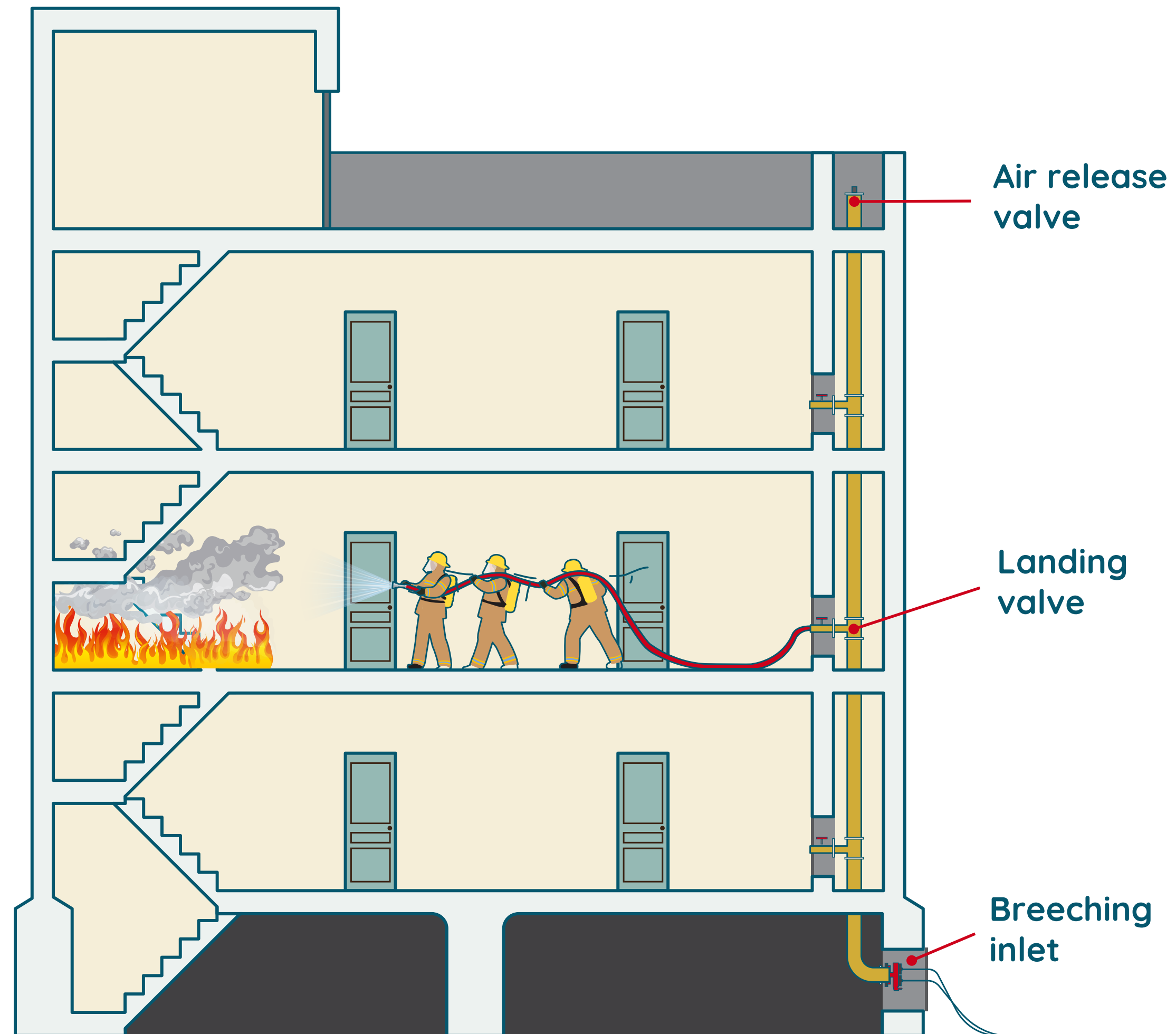
A lift that can only be operated by the attending emergency services in the event of a fire incident. Override and intercom features enable the emergency services to quickly and effectively utilise the lift if required.

Passive smoke ventilation

An opening, commonly a door, window or in corridor vent, that opens in the event of smoke or heat detection. The opening of the vent enhances air movement to aid the removal of smoke filled air from the building, assisting escape activities and fire fighting.

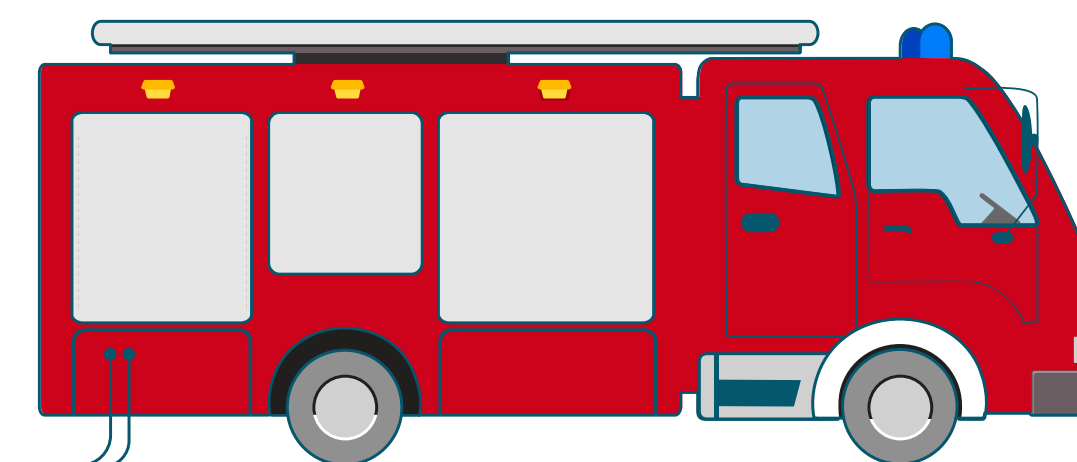


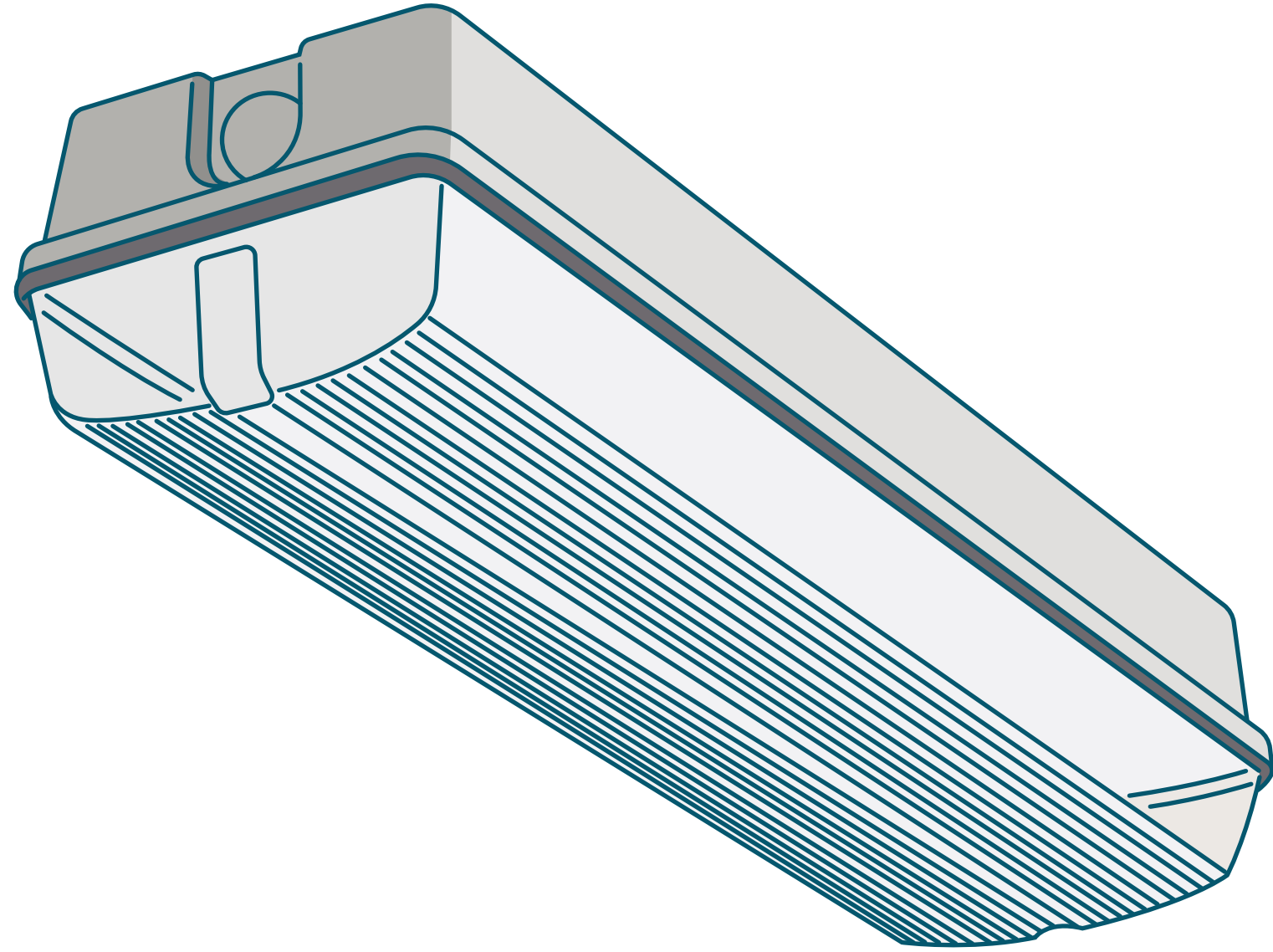
Dry riser



System of pipes and outlets that run up through a building, allowing attending emergency services to easily access water from each individual floor of the building.

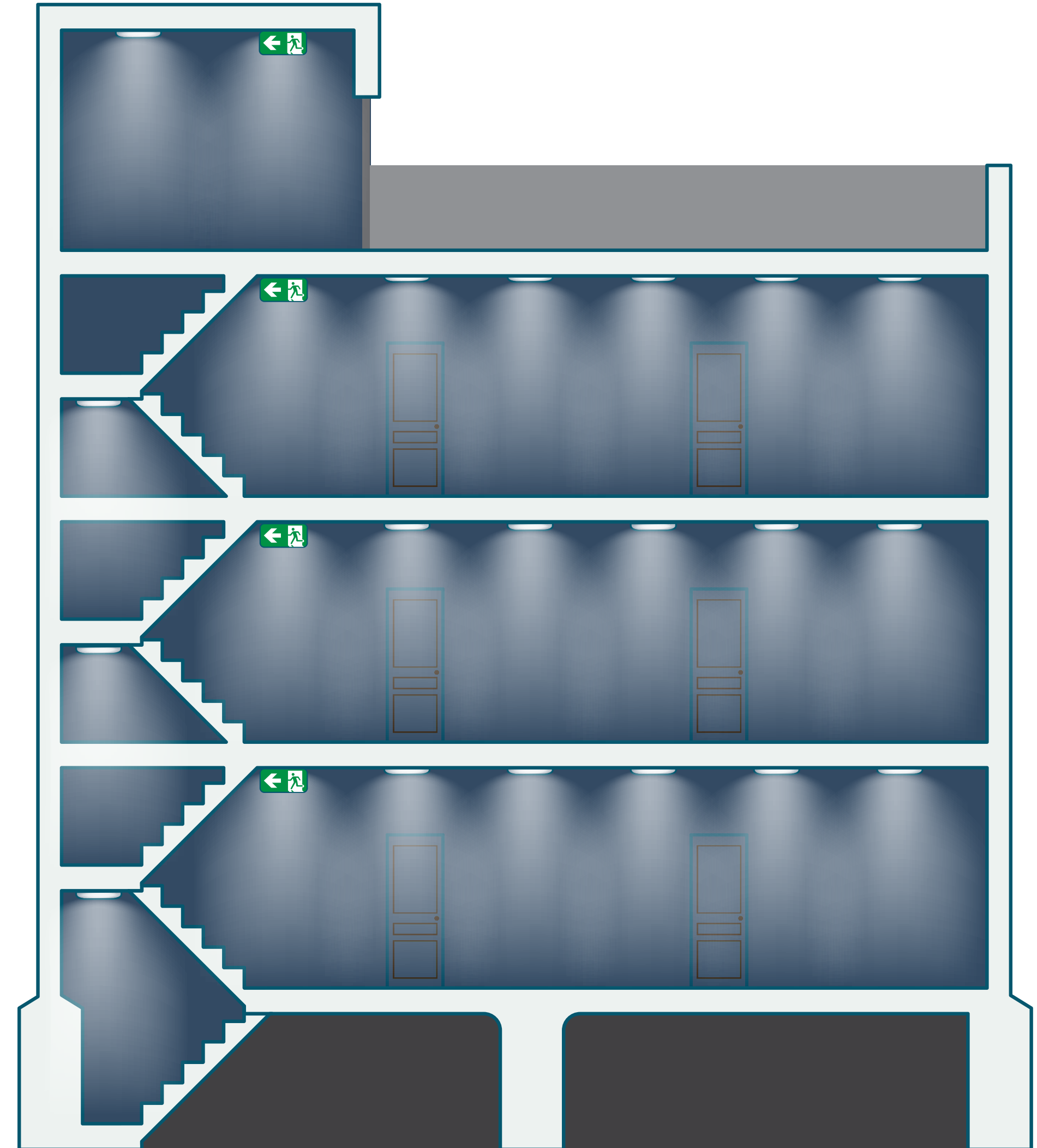
Dry risers are a legal requirement in buildings more than 18 meters high. They're typically used in buildings between 18 and 50 meters in height.





Emergency lighting

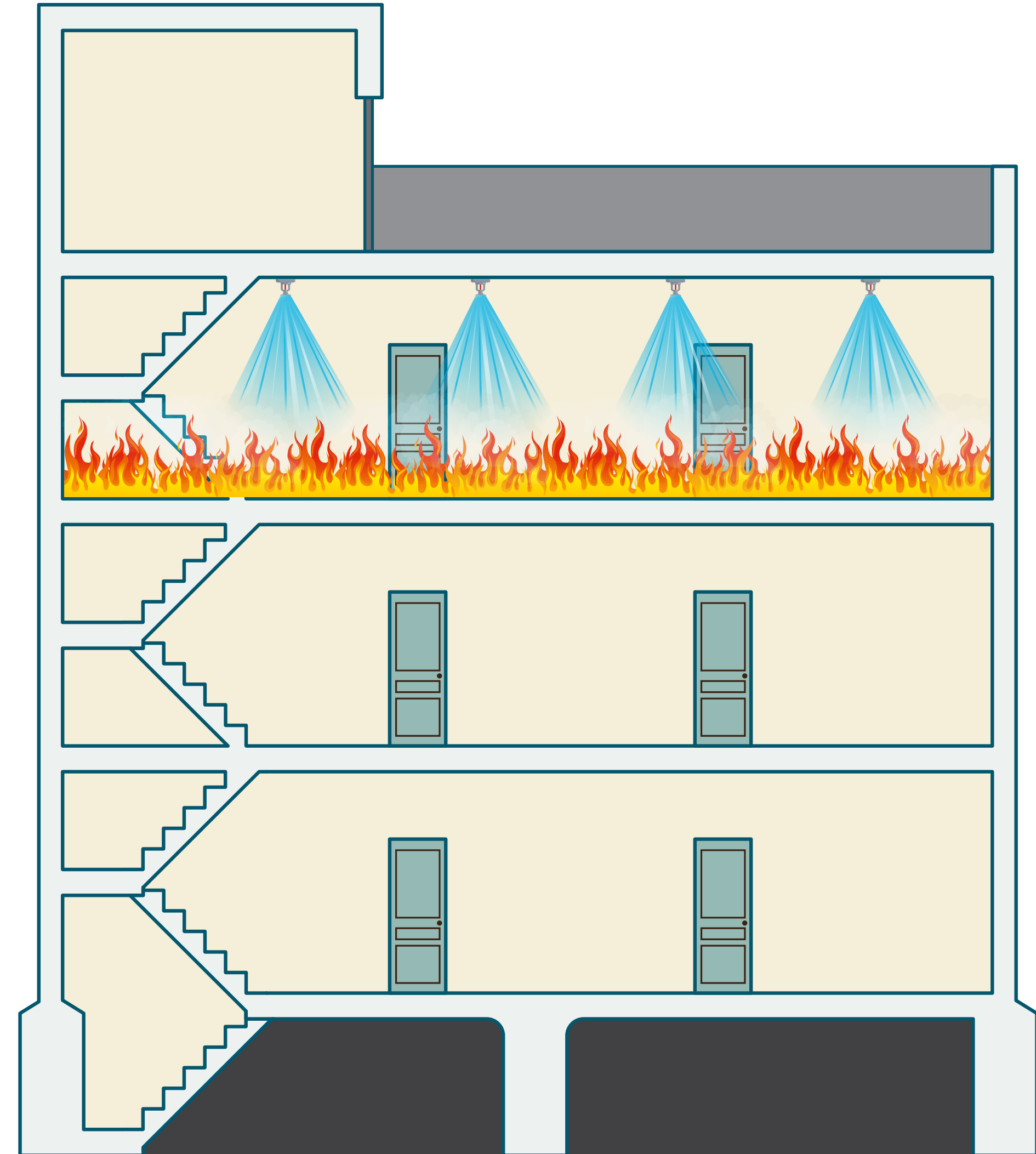
Lighting with a secondary source of temporary power to ensure the illumination of key access and escape routes in the event of an emergency situation, where a loss of power results in the failure of the normal lighting.





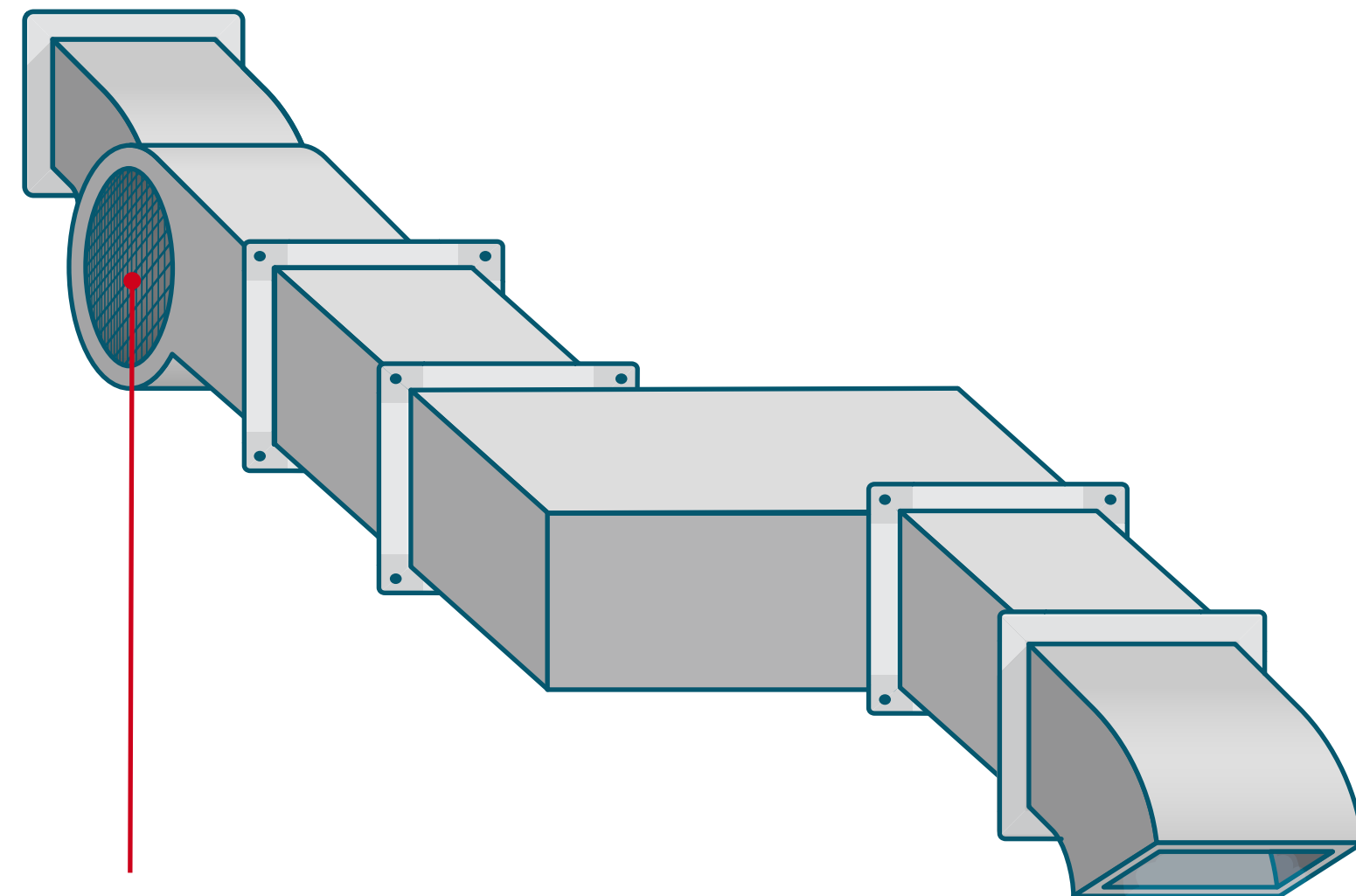
Fire sprinkler system

System of sprinklers that release water to control and extinguish fires, activated by heat, smoke or both.



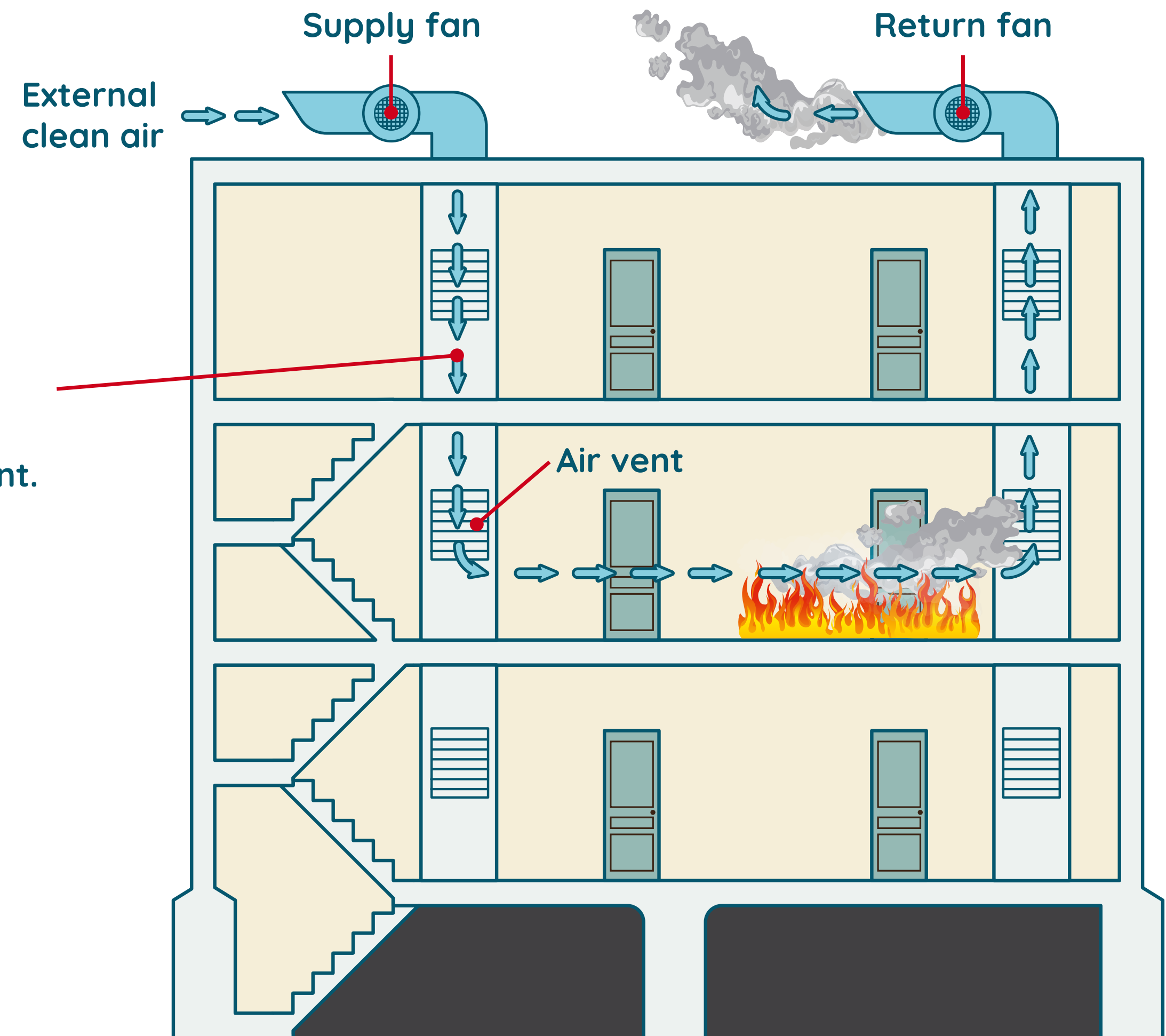
Mechanical smoke control system

System that control the movement of smoke and air in a building to aid escape and fire fighting.

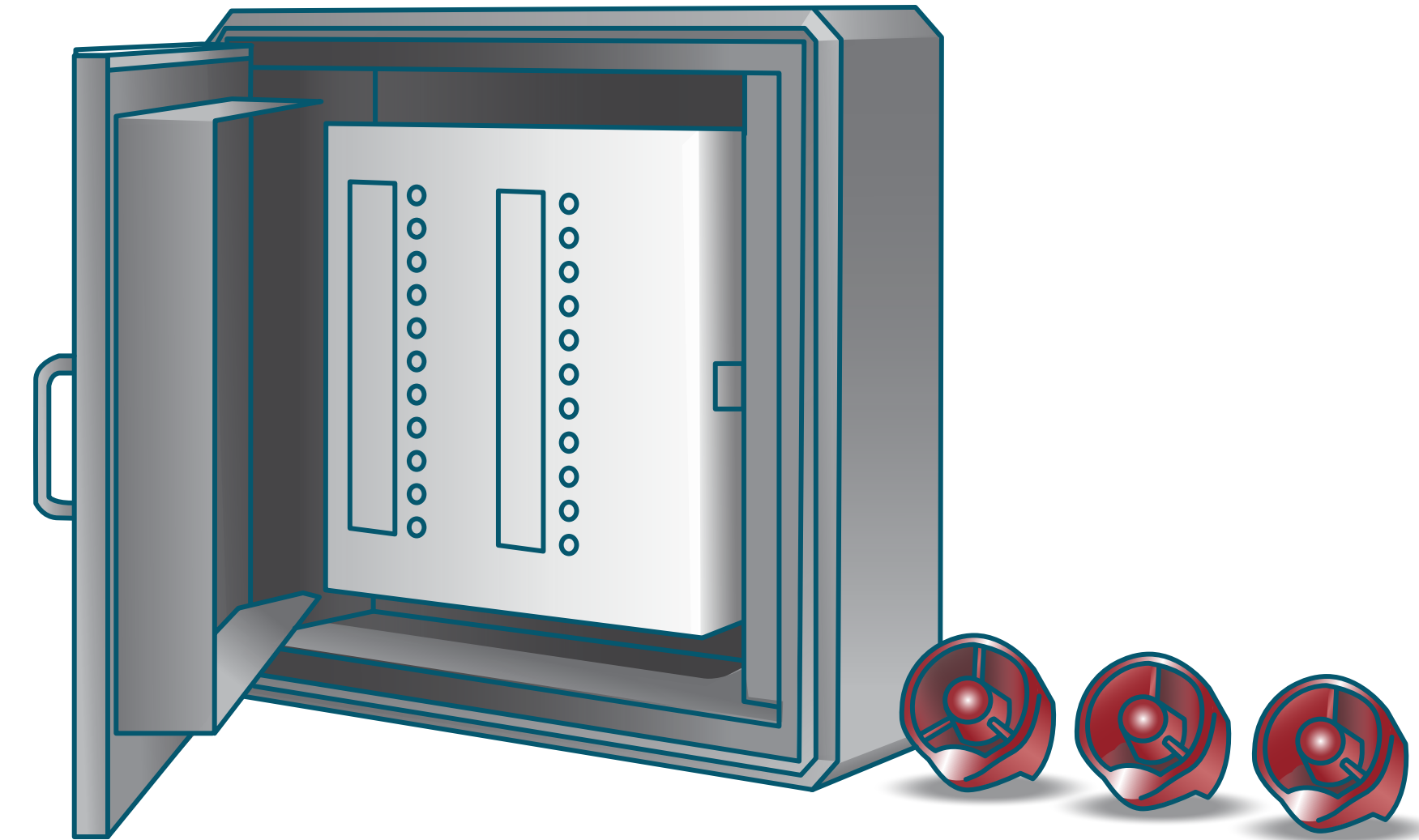
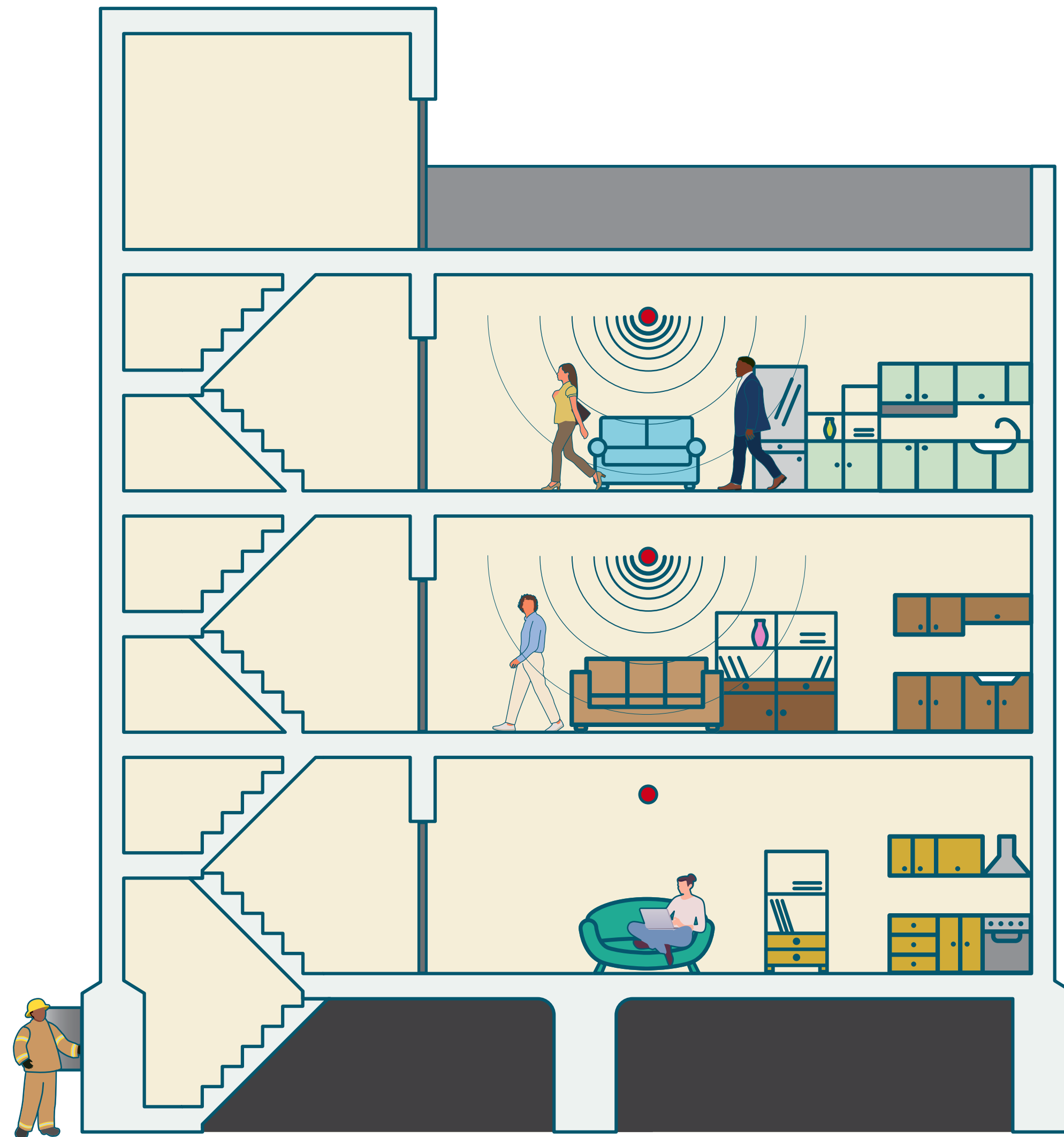


Mechanical equipment further enhancing air movement, ensuring the incoming external clean air replaces existing smoke filled air.

External, clean air is mechanically pushed into the building to enhance air movement.



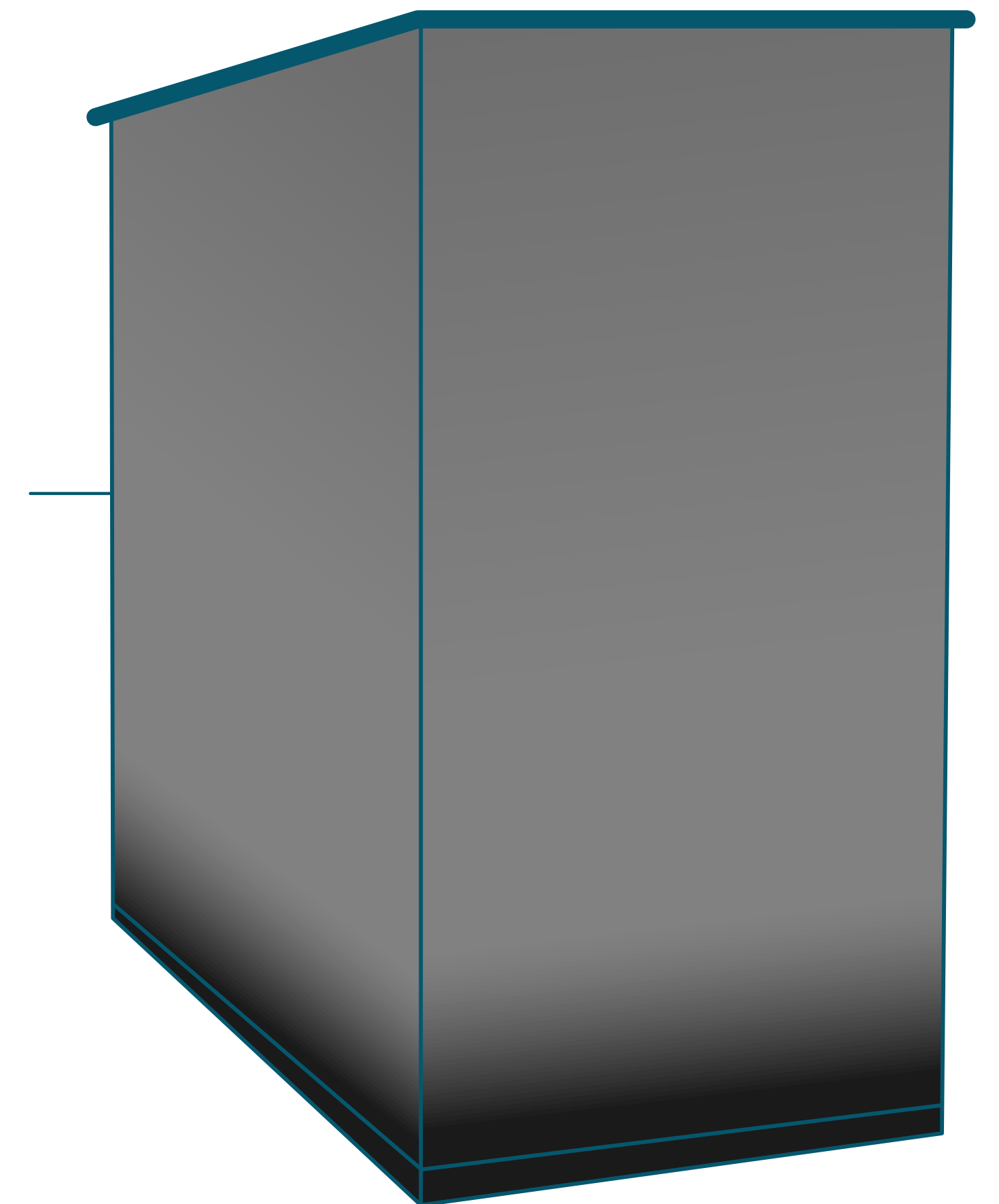
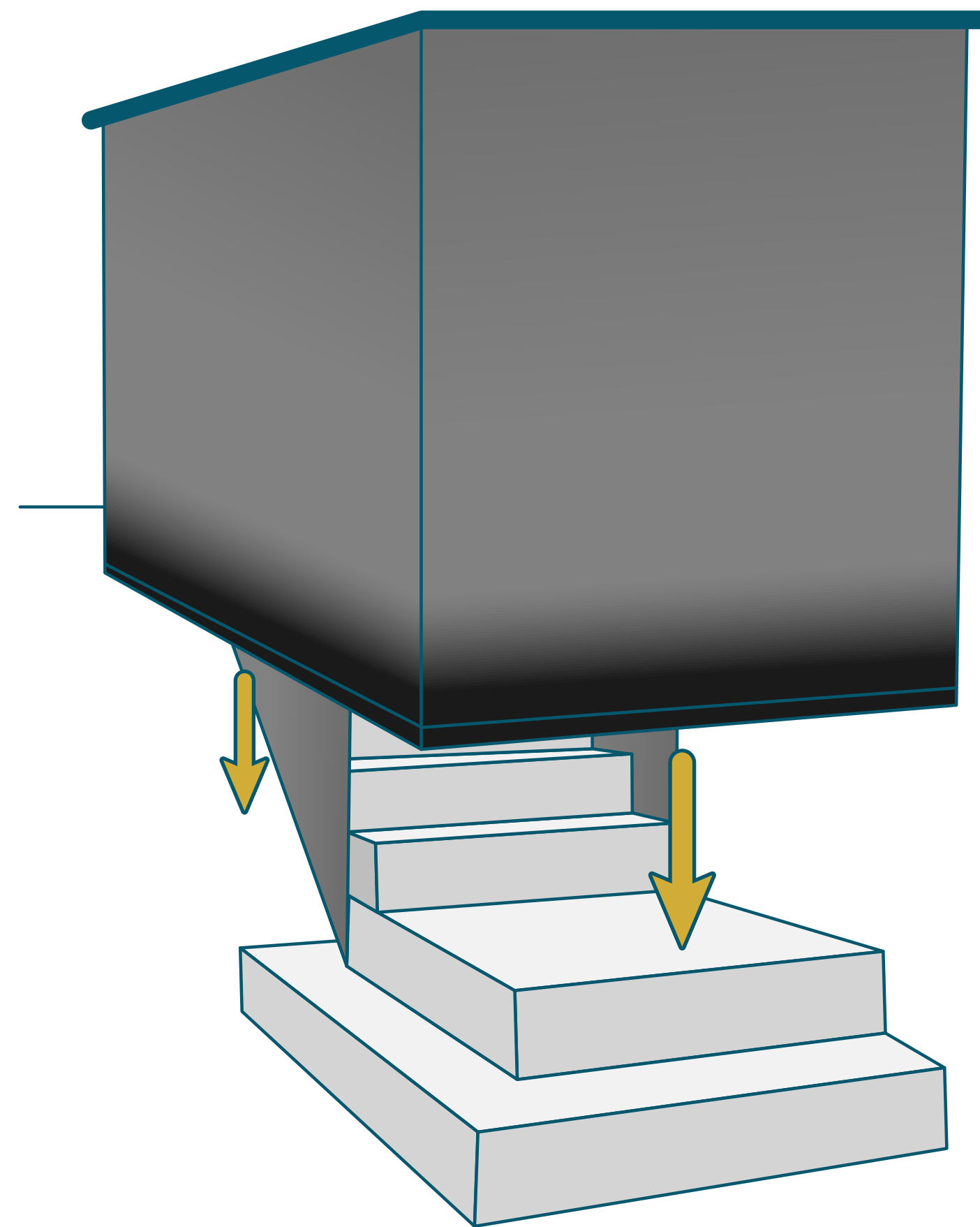
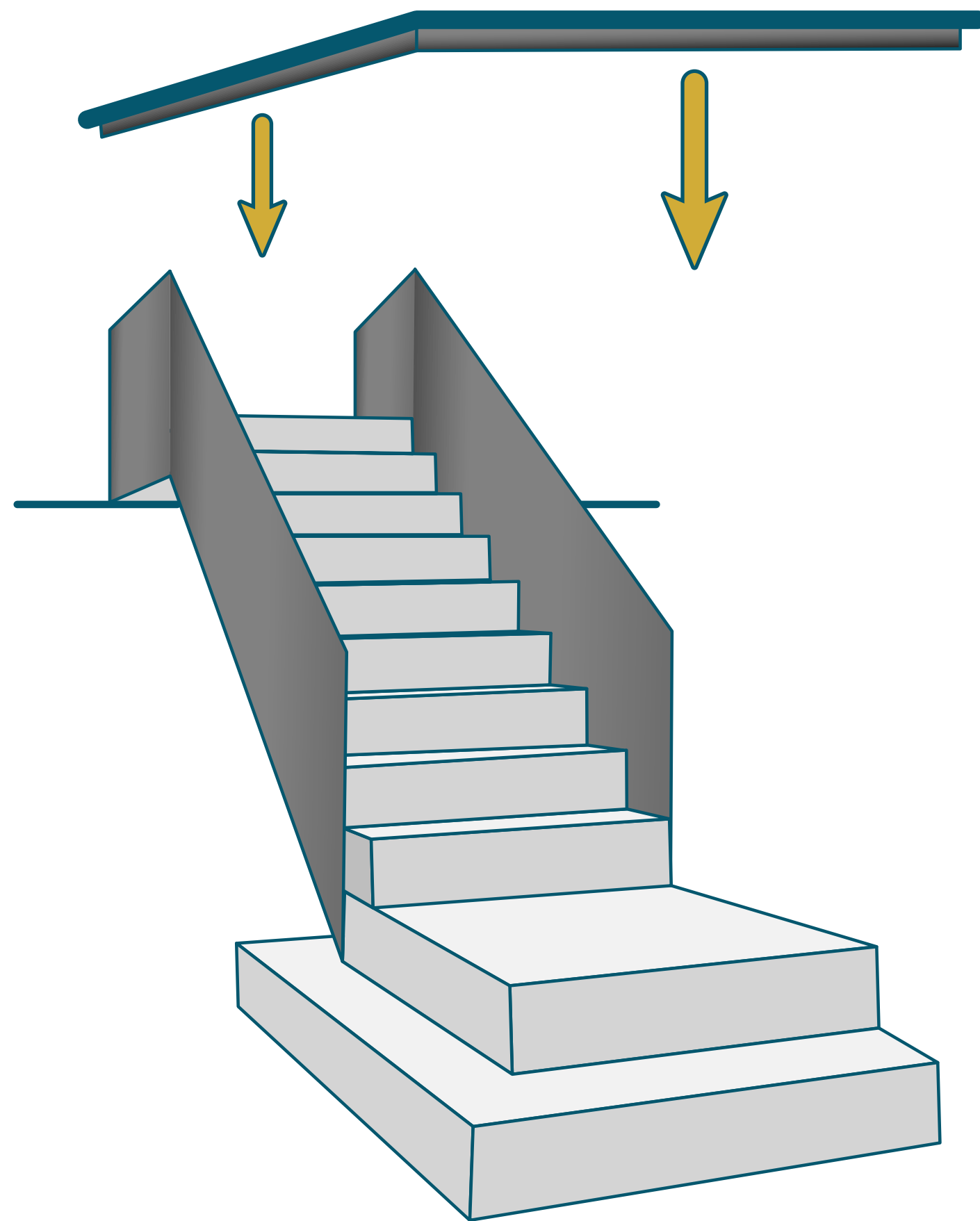
Evacuation alert system



An alert system, generally with in apartment sounders, that is activated and controlled by the fire and rescue services. The evacuation alert system is similar to a fire alarm in that it sounds an alarm to notify residents of a need to evacuate. However, the system is only manually activated by attending fire and rescue services, enabling them to activate and control the relevant sounding alarms within the building/s so that they can manage and facilitate an evacuation. For example, sounding alarms may be triggered on a floor-by-floor basis.

Smoke curtains

Fire-resistant material automatically lowered upon detection of heat and/or smoke within a building to control the spread of fire.



Fire safety information for you and your home

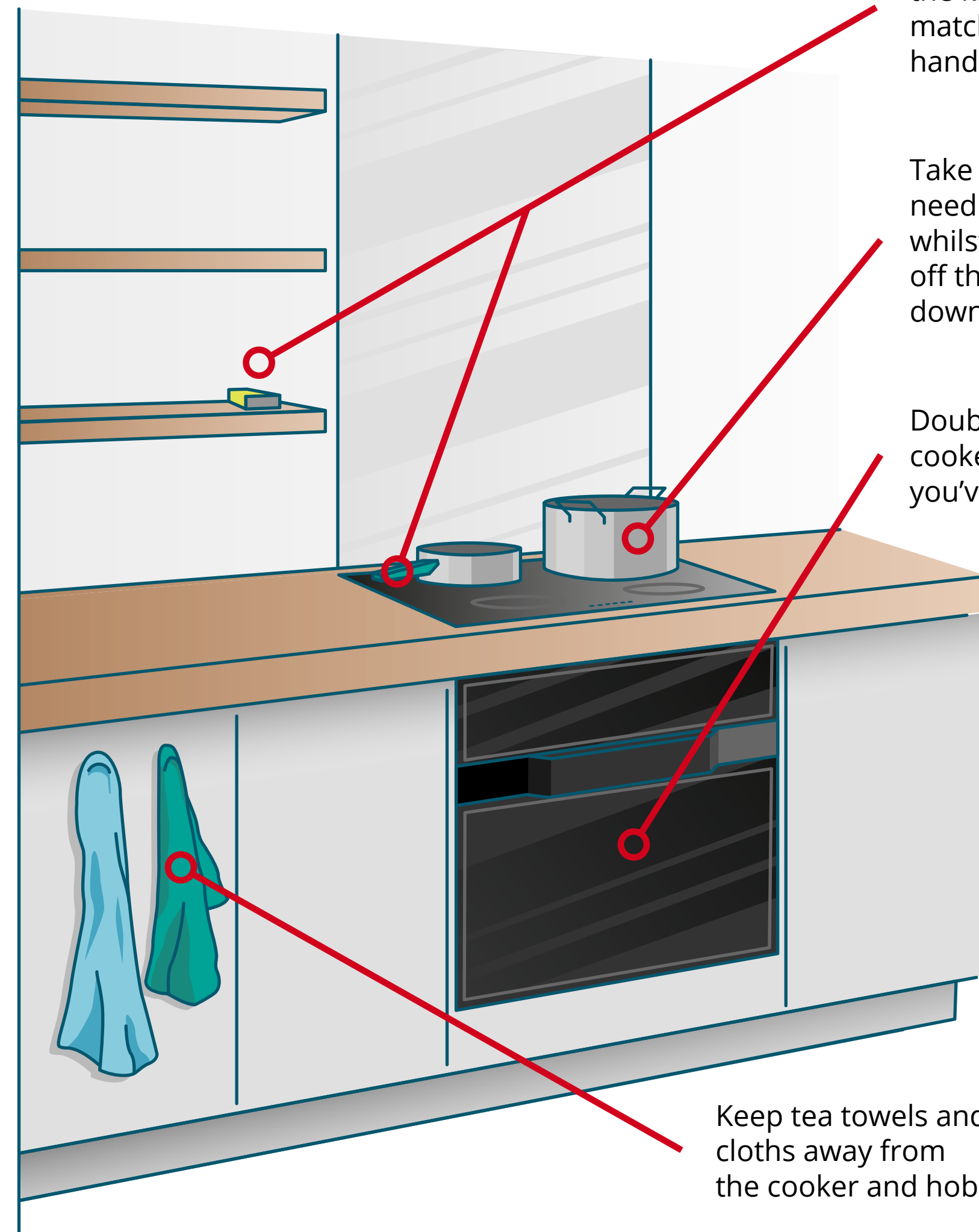
Here are some fire safety-related tips and information aimed at keeping you and your home safe. Please do read this information and of course if you have any questions do let us know.



In the kitchen



Cooking safely

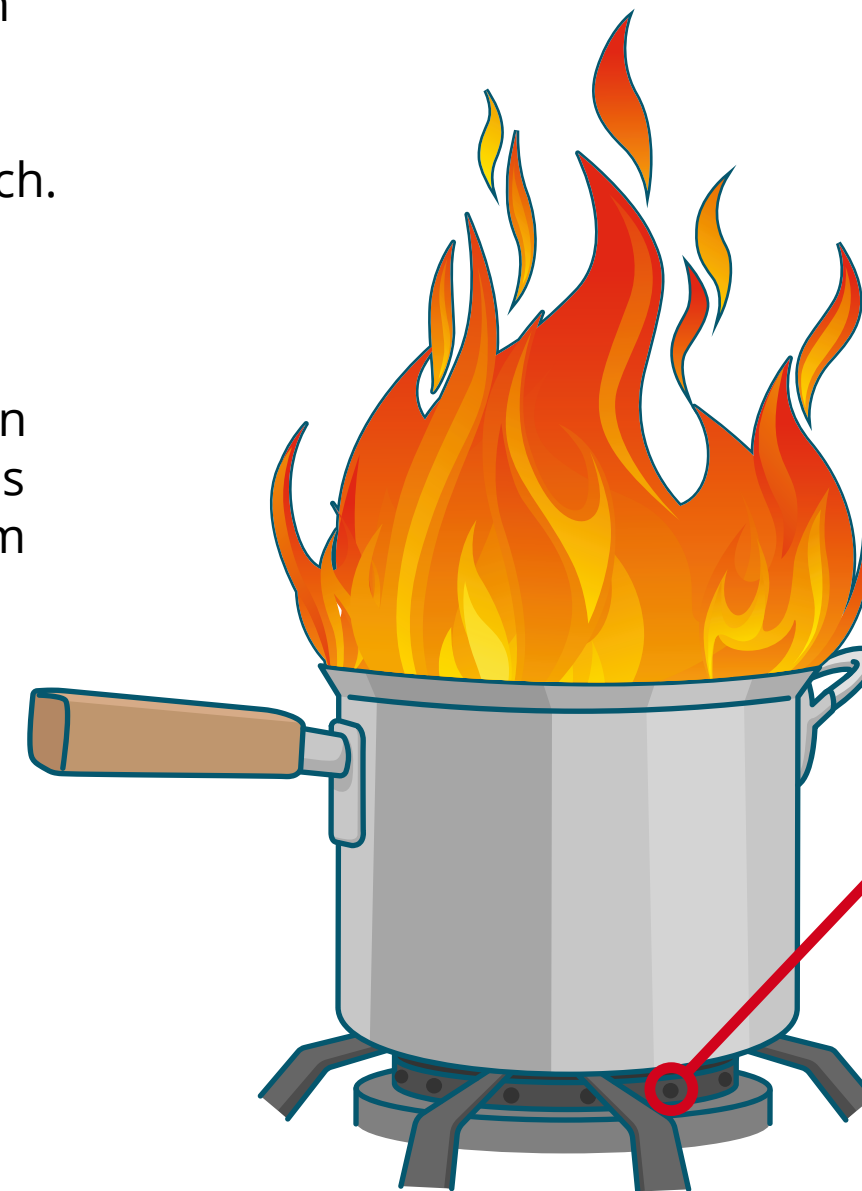


Avoid leaving children in the kitchen alone. Keep matches and saucepan handles out of their reach.

Take extra care if you need to leave the kitchen whilst cooking, take pans off the heat or turn them down to avoid risk.

Double check the cooker is off when you've finished cooking.

Keep tea towels and cloths away from the cooker and hob.



What to do if a pan catches fire

Don't take any risks. Never move the pan. Never throw water over it.

Don't tackle the fire yourself.

Close the door to the kitchen if possible.

Turn off the heat if it's safe to do so.

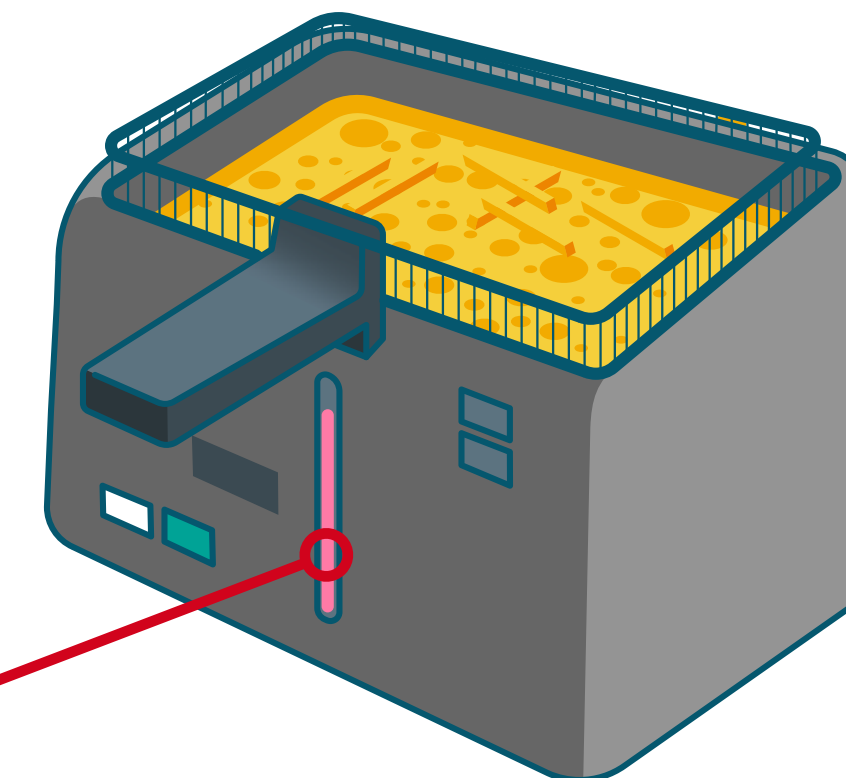
Get out. Stay out. Call 999.

Deep fat frying

Make sure your food is dry before putting it in hot oil.

If the oil starts to smoke – it's too hot. Turn off the heat and leave it to cool.

Do not use a chip pan. Use a thermostat controlled electric deep fat fryer. They can't overheat.



Safety with candles and cigarettes



Avoid smoking in your apartment. Ensure cigarettes are put right out and dispose of carefully.

Keep matches and lighters out of children's reach.



Be careful with candles and tea lights. Avoid placing them on or near materials that could burn or catch fire – like curtains.

Put out candles when you leave the room, and make sure they are out completely at night. Do not leave children alone with candles.

Electrics

! Be extra careful with electrics.



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Ensure that appliances are appropriately maintained. If you are concerned about the electrics in your property, you notice burn marks around plugs or cables for example, call a qualified electrician immediately.

Do not overload sockets. Avoid using multi plug block adapters. Never connect one extension lead into another, known as 'daisy chaining'.

Use an appropriate adapter when using a non UK electrical appliance. Never put two prong plugs into three prong sockets.

An extension lead or adaptor will have a limit to how many amps it can take, so be careful not to overload them to reduce the risk of fire. Appliances use different amounts of power. A television may use a 3 amp plug and vacuum cleaner a 5 amp plug for example.

! Don't fix faulty electrics yourself. Call a qualified electrician.

! Don't use heaters for drying clothes and keep them a safe distance away to avoid them catching fire.

Sitting too close to heaters can lead to a risk of burns, particularly for vulnerable people. Keep them clear from curtains and furniture.

Unplug the blanket before you get into bed unless it has thermostatic controls for safe all-night use.

Avoid buying second hand electric blankets. Check regularly for wear and tear, and always follow manufacturer's instructions.

Store electric blankets flat, rolled up or loosely folded.

Try to locate portable heaters away from foot traffic, such as near to walls, to prevent accidental contact or stop them from being knocked over.


Balcony safety



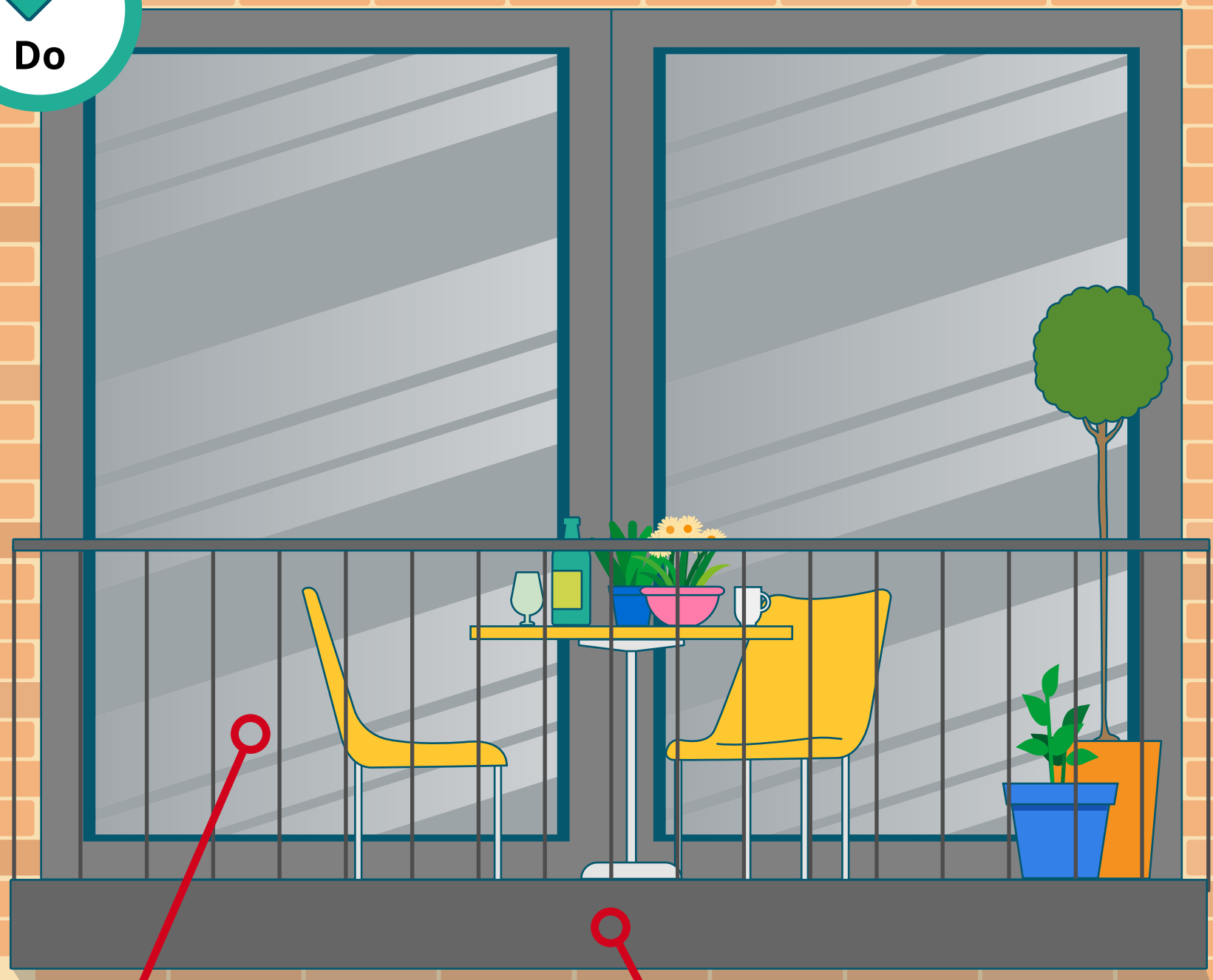
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Do



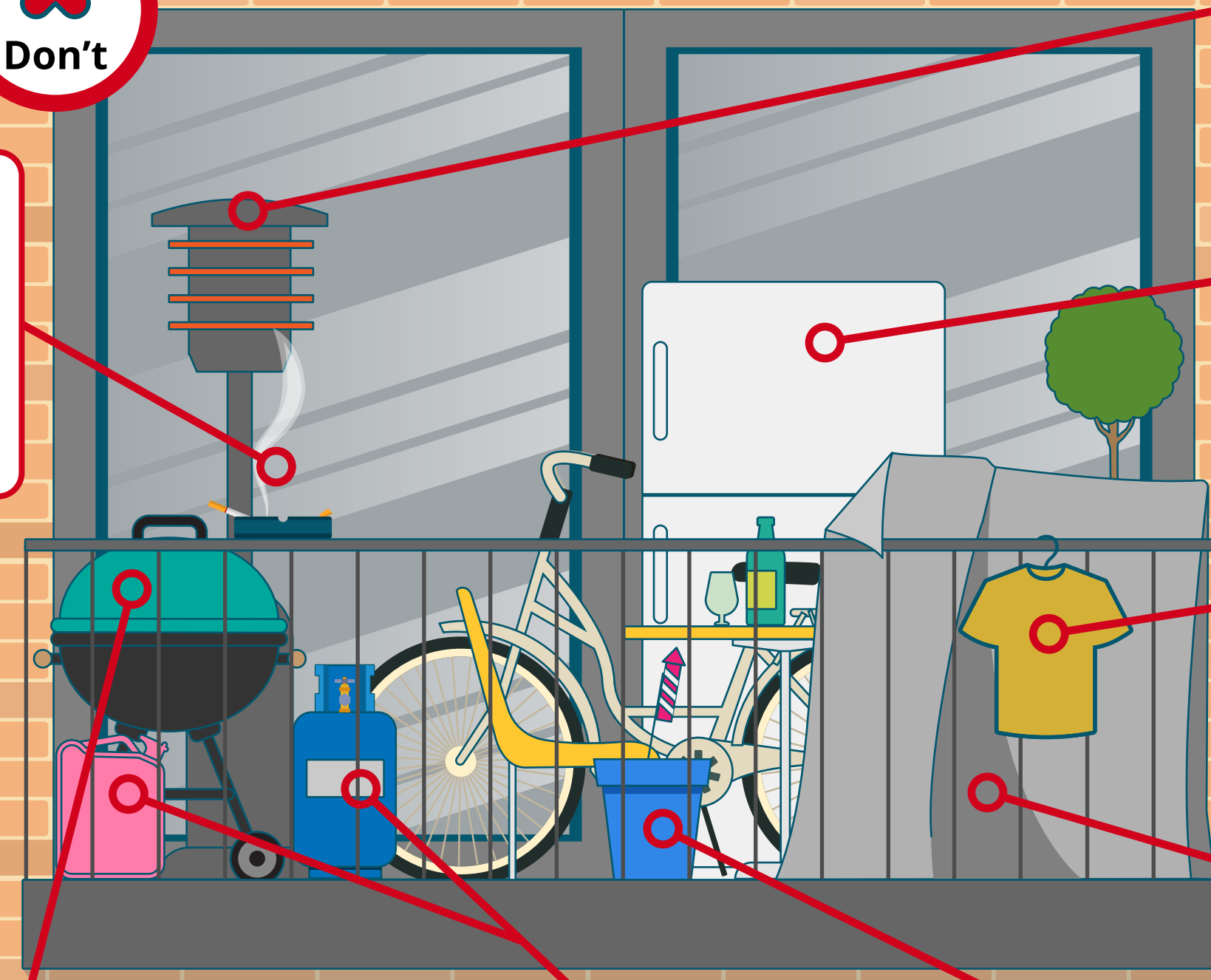
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! Regularly check your fire door!

Check your fire door/s at least twice a year, ideally more often. Check the door self closes firmly onto the latch without sticking on the floor or the frame. A fire door is useless if it's wedged open or can't close fully.

Don't alter your fire door!

Never carry out any repairs or work on your fire door. This can damage it and make it less likely to work properly in an emergency.



Don't drill into your fire door or cut it in any way.



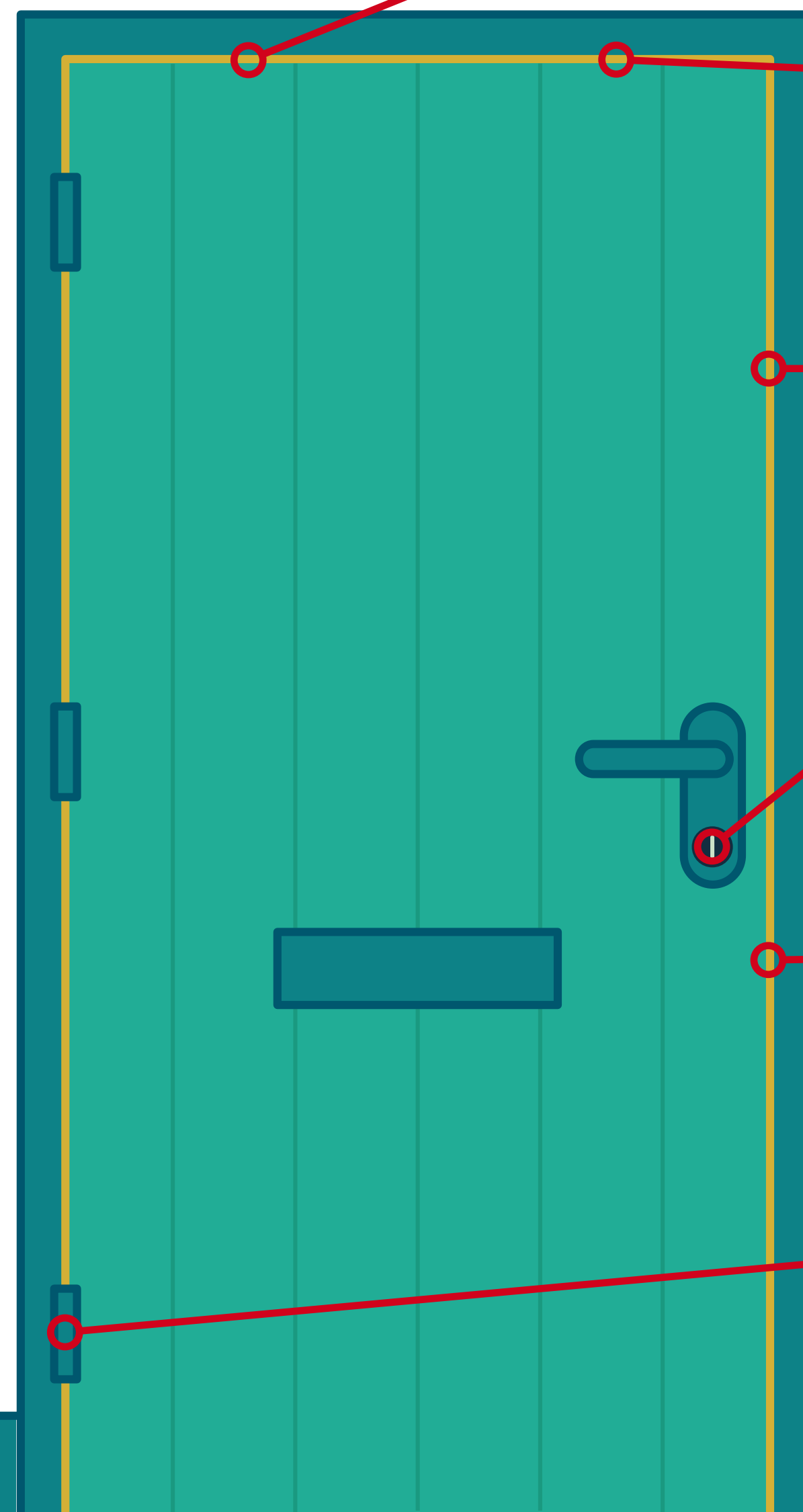
Don't paint over the seals on a fire door.



Any repairs or replacements such as handles, hinges or hardware need to be carried out by a qualified individual.



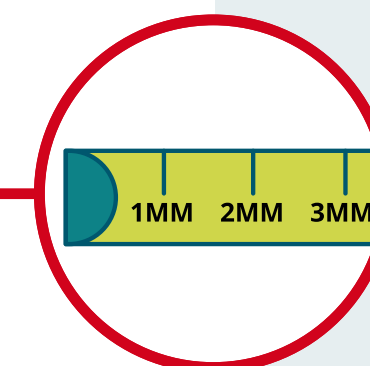
If you suspect that a fire door has been tampered with, or is faulty, repairs should be carried out by a qualified individual immediately. Check for accredited contractors at: firedoors.bwf.org.uk and bmtrada.com



Fire doors save lives by preventing the spread of fire and smoke. A fire door will only function as intended if it is closed. It is important your fire door is not wedged or held open. **Keep it closed.** Regularly check any self-closing devices are working, that they are not tampered with and that the door closes fully and firmly.



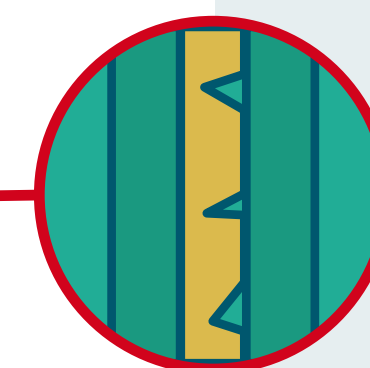
Look for a label or plug on top (or occasionally on the side) of the door. Without a certification mark, you cannot be sure if it really is a fire door.



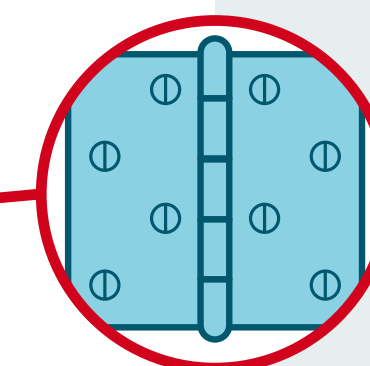
Check the gaps around the top and sides of the door are consistently less than 4mm when the door is closed. The gap under the door can be slightly larger (up to 8mm), but it does depend on the door. Ideally, you should not see light under the door.



Check handles, letter boxes, locks, hinges and spyholes are marked CE or UKCA and therefore fire rated.



Look for any seals around the door or frame. Check they're intact, with no sign of damage.



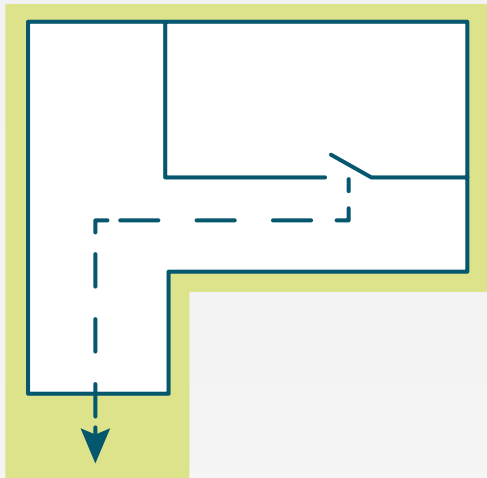
Check all hinges are firmly fixed (three or more of them) to the door frame and the door leaf, with no missing or broken screws. They must be marked CE or UKCA.

Plan an escape route

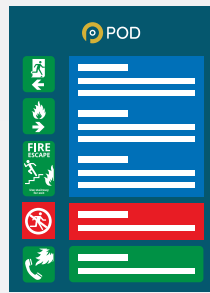
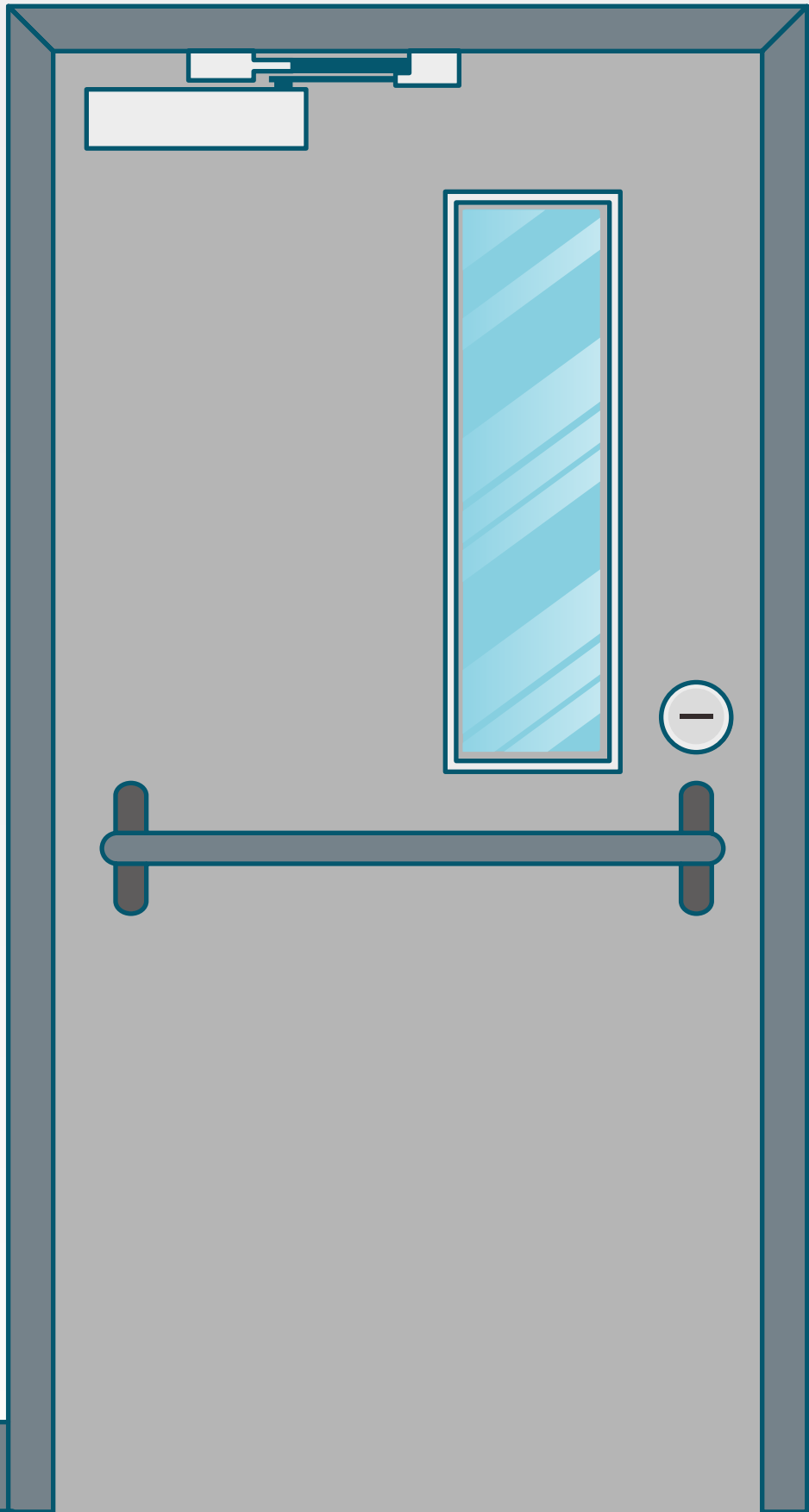
Get out. Stay out. Call 999.

Think in advance of what you would do if there was a fire in your apartment or elsewhere in your building where you may need to evacuate:

- ❗ Plan an escape route and make sure everyone knows how to escape.
- ❗ Establish and familiarise yourself where the fire exits, staircases and alarms are.
- ❗ Count how many doors you might need to go through to escape. It can be hard to see in smoke and you might become confused about where you are.
- ❗ Keep fire doors closed. They help to slow down the spread of fire and will give you extra time to get out.



Keep your household keys accessible in case of an emergency.



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If you believe you may have difficulty in leaving the building unaided during an emergency advise the building manager to ensure that you have been identified as a vulnerable person.



Fire Action Notice

Please read your buildings **Fire Action Notice**. These are located throughout your building and next to fire exits.

Example fire safety signage:



No Smoking



In case of fire do not use the lift



Use the stairs

Keep all exits clear,
even communal areas.



For more information, help
or support regarding these
guidelines please contact us:

0333 577 6656

support@podmanagement.co.uk

Thank you