

Fire Plan
10 Lymington Road, West Hampstead, London, NW6 1HY



On behalf of:
Mirabilis Group Ltd
7 Portland Place
London W18 1PU

Compiled by:
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FIRE PLAN

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1 INTRODUCTION

This residential property is known as 10, Lymington Road, West Hampstead, London, NW6 1HY. It is a period, converted four-storey, semi-detached property which was subjected to major refurbishment in 2016. The property contains 19 single private residential apartments located at basement, ground, first and second floor levels. There are 18 apartments where the entrance door to the apartments opens directly into the internal staircase enclosure. There is one apartment that has an entrance door which is accessed from the rear garden and has no common area.

There is a small path which leads from the pavement of Lymington Road to the main entrance door. There is a continuation of this path to the rear garden. The main entrance door has a small covered porch above the door which provides weather protection. The entrance door opens into the ground floor hallway where the internal staircase is located.

The purpose of this fire plan is to set down the format for recording the arrangements for the prevention, detection, fighting fire and means of escape in case of fire for this building. In addition, this plan accounts for the procedure to be adopted during the evacuation of any relevant persons at work, residents and their families and visitors from the floors containing the residential apartments located within the building.

Outlined within this plan are the fire safety management controls and fire procedures which the responsible person (Landlord of the building, in the case of this building is represented by Mirabilis Group Ltd) should take, to ensure that the evacuation of any person at work within the common areas of the building (cleaners) and any person located within the building including individual contractors, residents and visitors can be undertaken as smoothly and efficiently as possible.

It is essential that the contents of this fire plan are shared amongst any employee of Mirabilis Group Ltd and all residents of the building. It should also be brought to the attention of any other relevant persons who work in or visit the building such as lone workers and contractors etc., in order to ensure that awareness of the evacuation process is made known to them. This fire plan should be used in conjunction with any fire risk assessment of the building (reference to Regulatory Reform (Fire Safety) order 2005 – Article 5(i)).

2 DESCRIPTION AND FEATURES OF THE BUILDING

At the time of writing this fire plan, the names of the responsible persons appointed by the Landlord to manage this property under Article 3 of The Regulatory Reform (Fire Safety) Order 2005 work for Mirabilis Group Ltd, who has control of the building for the purposes of the above Order.

The building is categorised as a converted residential property which was at the time of its construction a single residential building and recently renovated to its present use in 2016. The building is constructed mainly of traditional period construction having brick and stone external walls, timber floors, a single internal staircase and a pitched timber framed roof which has accommodation located within the roof space.

The internal staircase forms the only means of escape route from the basement, ground and the two upper floors where the main entrance door is the final exit. The main entrance door has a security access control where the residents of the individual apartments control entry into the building.

The main entrance door has a Yale type lock located on the inside of the door which allows the entrance door to be easily opened from the inside without the use of a key for means of escape purposes.

The main entrance door opens into the entrance hall where the front section of the staircase provides access to the first and second floor levels. The basement floor is accessed from the rear section of the entrance hall where Apartments 1, 2, 3, 4 & 5 are located. There is also a door which opens from the basement staircase enclosure into a plant room where the main electrical installation and the gas boilers are located. There is also access to a riser cupboard.

The entrance doors to Apartments 6, 7, 8, & 9 are located within the ground floor entrance hall. The staircase leads up to first floor level where the entrance doors to Apartments 10, 11, 12, 13 & 14 are located. The staircase leads up to second floor level where the entrance doors to Apartments 15, 16, 17 & 18 are located.

The entrance doors to a number of individual apartments were audited at the time of the survey for this fire plan where it was noted that they were appropriately fire rated and provided with three hinges, fitted with intumescent strips and approved smoke brushes to the three leading edges of the door and were also provided with a self-closing device in compliance with British Standard 476:22/BS EN 1634:1 to achieve an FD 30(S) fire rating.

As all the apartment entrance doors open directly onto the staircase enclosure, they need to comply to current British Standards and achieve a fire rating of FD 30(S) so as to provide fire protection to the escape route and to ensure that they can close correctly onto their rebate should there be a fire in an individual apartment to prevent the fire in the apartment from spreading into the common areas.

The door provided to the basement electrical cupboard was found not to be appropriately fire rated. As this door opens into a protected staircase enclosure, the door needs to be fire rated to achieve an FD 30(S) fire rating. This door is also to be kept locked shut. A recommendation is recorded within the fire risk assessment to upgrade this door.

There is a manually operated smoke vent at the head of the staircase which can be opened to allow smoke to disperse from the staircase enclosure should there be a fire within an individual apartment and smoke has filtered into the staircase. This will also help to facilitate fire-fighting operational procedures.

Emergency lighting is provided within the common areas by means of stand-alone, non-maintained units. This lighting would illuminate the common area should the primary mains electrical supply fail to illuminate the escape route. There is no portable fire-fighting equipment located within the common areas of this building.

This plan only reflects the issues relating to the property as observed during the visit and the information received by relevant responsible persons representing the Mirabilis Group.

3 FIRE PROCEDURES

An electrical fire alarm system is provided within this building which is supported by automatic fire detection located in the common areas. The standard of fire alarm coverage for this type of residential property is a Grade A LD2 standard in accordance with British Standard 5839:6, or a category L3 coverage as outlined within British Standard 5839:1. This fire alarm system has a fire alarm panel located in the entrance hall near to the entrance door, fire alarm call points, fire detection located in the common areas and heat detectors located in the hallway of each individual apartment which is linked to the fire alarm in the common areas. This fire alarm coverage would subsequently detect a fire within an individual apartment, sounding an alarm throughout the building so that persons located in the other apartments can make their way out of the building.

Anyone operating a fire alarm call point will sound an alarm throughout the building, including the individual apartments. On hearing the fire alarm actuate, the occupiers within the individual apartments and in the common areas of the building are to immediately leave the building and are to make their way to the designated assembly point which is the pavement opposite the pavement opposite this property.

In addition to the above, it was confirmed at the time of the survey that domestic hard-wired electrical fire detection has been provided within each of the individual apartments. Smoke detection is provided in each apartment to inform the resident(s) of a fire within the apartment at an early stage, to allow them to evacuate the apartment and make their way out of the building to a place of safety. This type of fire detection system would comply with a Grade D LD3 coverage as outlined within British Standard 5839:6.

A fire risk assessment for this building has been carried out in order for the landlord or his/her representative to comply with the Regulatory Reform (Fire Safety) Order 2005. This fire risk assessment has taken into account the means of escape for the building, the testing and servicing of fire safety systems such as the fire alarm and emergency lighting systems, etc.

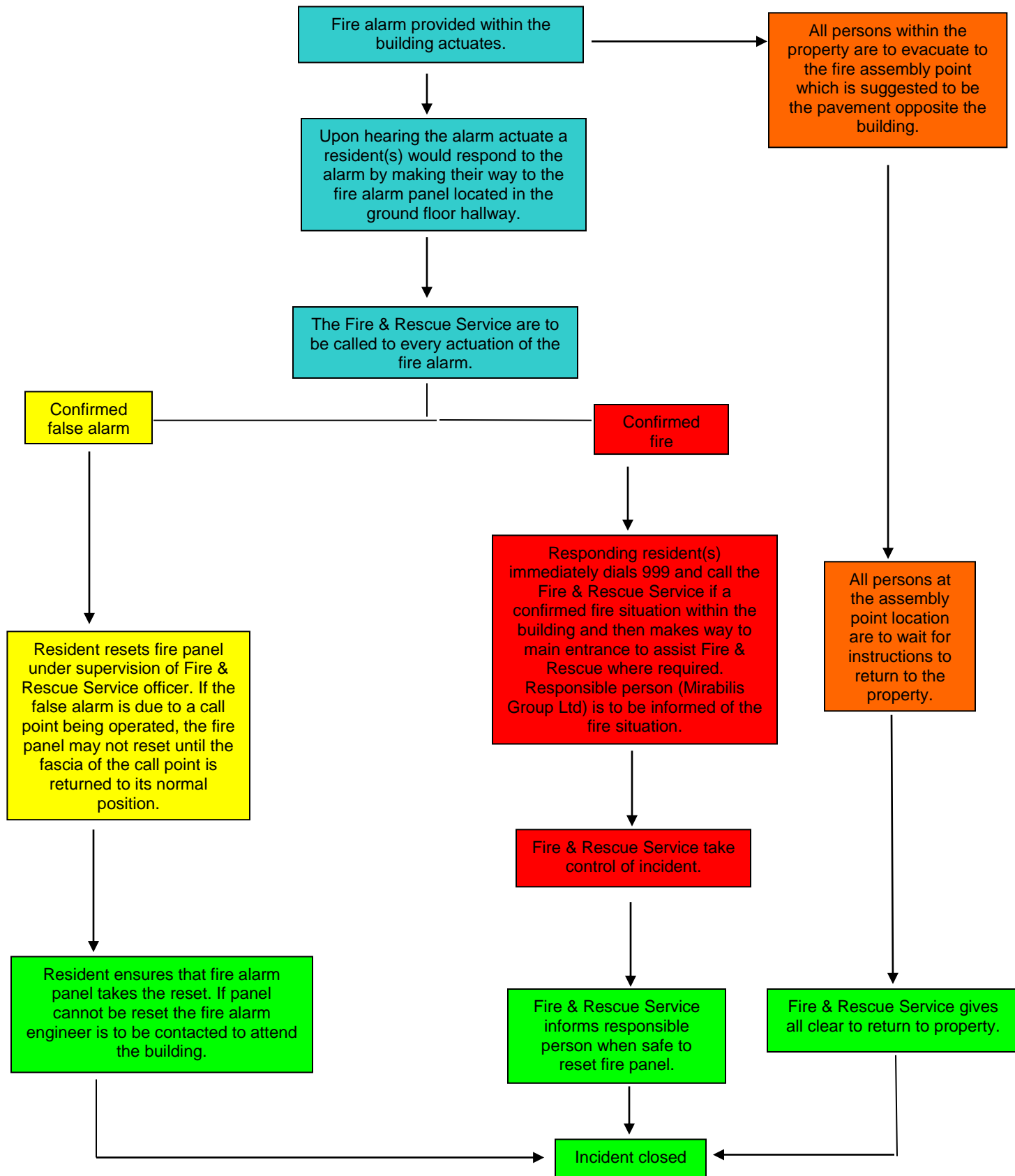
The assessment also has a duty to ensure that the means of escape for persons residing in, or visiting the building, can be used when the property needs to be evacuated in the event of an emergency.

It is assumed that the residents of the apartments within this property would have received very little or no training on the principles of fire evacuation from this property or the operation and control of the fire alarm system provided. This may expose individual residents to a risk of serious injury in the event of a fire occurring within the property.

4 ORGANISATION AND RESPONSIBILITIES RELATING TO FIRE EVACUATION

- 4.1 In the event of a fire situation within an individual apartment, the fire alarm within that apartment should operate, warning the resident(s) of a fire situation. The resident(s) of the affected apartment are to immediately leave the apartment ensuring that the apartment entrance door is closed to prevent the fire situation spreading into the common areas where the escape route is located. The resident(s) on leaving the affected apartment are to contact the Fire & Rescue Service by dialling 999 to attend the building and at the same time evacuate the building and proceed to the designated assembly point which is the pavement opposite the building. If the fire alarm system within the common area is not sounding, the evacuating resident(s) are to operate a fire alarm call point located within the common area to ensure that other residents in the building are warned of the fire situation to enable them to also evacuate the building.
- 4.2 The Fire & Rescue Service should be called to every alarm actuation within the building. It is advised that a resident(s) is to remain near to the fire alarm panel, where there is no personal risk, to await the arrival of the Fire & Rescue Service to attend the incident.
- 4.3 Upon hearing the fire alarm system operate, residents are to immediately evacuate. It may be immediately obvious to the responding resident(s) of a fire situation within the building due to smoke being seen on their route to the fire alarm panel, or shouts of fire being made by a resident who is involved in a fire situation. Should this be the case, the responding resident(s) is to immediately call the Fire & Rescue Service, regardless if a call has already been made, in order to confirm this fire situation.
- 4.4 The resident(s) initially responding to the incident should instruct other residents, who are not directly involved in a fire, to evacuate the building as an immediate evacuation policy is in place due to the presence of a fire alarm system and that the property has been converted to its present use.

- 4.5 Persons evacuating the property should report to the designated assembly point, which is on the pavement opposite the property, where they are to remain until the Fire & Rescue Service officer in charge has approved a return to the property.
- 4.6 On arrival, the Fire & Rescue Service may ask for the fire alarm to be silenced. When the Fire & Rescue Service are satisfied that the fire alarm system can be reset, the responding resident(s) for the property at the time of the incident will undertake this task, as it is unlikely that the Fire & Rescue Service will reset the fire alarm panel.
- 4.7 When the Fire & Rescue Service are satisfied that the incident has been dealt with appropriately, they will 'stand down' the incident and the responding resident(s), at the time of the incident, can inform all other occupiers to return to their individual apartments where an evacuation has taken place. If an actual fire has caused the alarm, it may not be possible to return to the fire affected area of the property. If this is the situation, the responsible person for Mirabilis Group, will have to make a decision on any further action that will be necessary where the property has been badly affected by fire.
- 4.8 Following the investigation, if it is a confirmed **FALSE ALARM**, (i.e. a fire detector fault), the responding resident(s) at the fire alarm panel, can provide this information to the Fire & Rescue officer in charge upon their attendance. It may not be possible to reset the fire alarm panel if the fire alarm key is not provided at the panel. (If this key is not provided then the alarm cannot be reset until a member of Mirabilis Group, or their appointed contractor, attends site). Once this action has been undertaken correctly, the fire alarm panel can be reset. Should the fire alarm panel subsequently take the reset, the residents involved in the response can return to their individual apartments when it has been agreed by the Fire & Rescue Service officer. **It is unlikely that the Fire & Rescue officers will reset the fire alarm system.**
- 4.9 If the fire alarm does not take the reset command and a continuous alarm sounds, the alarm can be silenced and the person investigating the alarm would need to notify the responsible person for Mirabilis Group who will contact the contracted fire alarm engineer.
- 4.10 The response to the actuation of a fire alarm is outlined in the following flow chart:



5 PRINCIPLES OF FIRE EVACUATION OF THE BUILDING

- 5.1 As this property was originally an individual residential property which has been converted into residential apartments, the fire risk assessment would have recommended that the type of fire alarm system to be provided is a Grade A LD2 system in accordance with British Standard 5839:6, or a category L3 coverage as outlined within British Standard 5839:1. This would mean that a fire detector which is linked into the fire alarm system for the landlord's common area is provided within the entrance hall for each apartment. By the provision of this fire detector, a fire within an individual apartment would sound a fire alarm throughout the property where a full fire evacuation would need to take place.
- 5.2 Due to the type of construction of this building, an immediate evacuation of all the apartments is to take place in a confirmed fire situation. Residents of the apartments are requested to immediately leave the property and proceed to the designated assembly point. No person should return to the building unless permission has been given from the Fire & Rescue Service Officer in Charge.
- 5.3 The residents involved in the initial evacuation of their apartment should proceed to a safe area outside of the building (the pavement opposite the property) as this provides:
- A safe open area away from the building so that persons are not affected by the products of combustion given off during a fire, or collapsing debris e.g. falling glass;
 - Located where it does not impede access to the building by the emergency services;
 - Is well illuminated by natural and street lighting;
 - Is an open area which is easily and safely accessed;

6 SOURCES OF IGNITION

- 6.1 **SMOKING** – The persons using this building appear to adhere to the government's no smoking law and there appear no signs of illicit smoking within the common areas of the building. The safe use of smoking materials within individual apartments should form part of the resident's agreement as an advisory matter.
- 6.2 **ELECTRICAL** – All electrical equipment which is brought in for use by any employee Mirabilis Group Ltd, or any contractor at work within the common areas, or within a resident's private apartment, must be regularly serviced in accordance with the Health & Safety at Work Act 1974, The Management of Health & Safety at Work Regulations 1999, The Electricity at Work Regulations 1989 and The Provision and Use of Work Equipment Regulations 1998. The employee/responsible person who represents Mirabilis Group Ltd is to ensure that all portable electrical appliances used by contractors, such as cleaners at work within the common areas, are tested annually (PAT tested) and that a safe system of managing trailing wires across floors is in place, including the neglect and misuse of electrical wiring.
- 6.3 **COOKING** – No cooking is to be carried out within the building other than that provided within the kitchens of the private residential apartments.
- 6.4 **HEATING APPLIANCES** – There appears to be no portable heaters in use within the common areas in addition to the building heating system. Should there be periods of use of such heaters, employees are to be instructed by the responsible person(s) on safe usage. The resident's agreement should include a section on portable heaters within resident's apartments to ensure that if they are used, they should be regularly maintained in accordance with the manufacturers' instructions.

- 6.5 **RUBBISH AND WASTE MATERIALS** – Rubbish and waste should not be allowed to accumulate within common areas, particularly the protected staircase enclosure. Combustible materials are to be removed on a regular basis and placed in suitable containers. It would appear that only domestic waste is generated by the residents of this building which is placed on the pavement outside the building on the day it is to be collected by the Local Authority.
- 6.6 **ARSON** – The responsible person is to ensure processes are in place to reduce the threat of a fire being started maliciously. The occurrence of arson can be reduced, and its effect controlled, if consideration is given to identify potential threats and effective protection measures are undertaken at an early stage.
- 6.7 **CONTRACTORS** – Where contractors are likely to be undertaking work within the building, they are to receive a brief from the representative of Mirabilis Group Ltd regarding the appropriate means of escape from the areas where they are at work and also the method of raising the fire alarm in the event of a fire. Contractors should not be left alone to work within the building unless they have a means of reporting to the responsible person on a regular basis. In addition, regular checks are to be made by the responsible person to ascertain their work is being carried out safely and that their work does not obstruct designated escape routes or passages.

Due to the size of the building and the nature of the health and safety hazards within it, a Permit To Work system may not be required. However, management must ensure that contractors engaged to carry out any form of hot work with the potential to cause a fire such as cutting, welding, or brazing, are fully conversant with suitable precautions to minimise the risks. This may require the provision of portable fire fighting equipment.

7 GENERAL FIRE PRECAUTIONS

- 7.1 **MEANS OF RAISING THE ALARM** – A fire alarm system is provided throughout the common areas of this building. This fire alarm system is supported by automatic fire detection. The representative of Mirabilis Group Ltd is to ensure that the fire alarm system is tested on a weekly basis by a suitably competent person using a different call point each week and that the fire alarm system receives a routine service in accordance with British Standard 5839: Part 1. The fire alarm records are to be maintained within a fire logbook held at this building.
- 7.2 **EMERGENCY POWER AND LIGHTING** – Emergency lighting is provided within the common areas of this building by means of non-maintained units which are located within the normal lighting units. The representative of Mirabilis Group Ltd is to ensure that the emergency lighting system is tested on a monthly basis by a suitably competent person and receives a routine service in accordance with British Standard 5266: Part 1. The emergency lighting servicing records are maintained within a fire logbook held at this building.
- 7.3 **ESCAPE ROUTES** – The responsible person is to carry out routine checks to ensure the internal escape routes are available for use at all times and are not obstructed. It is advisable that the responsible person or his/her representative checks the main entrance door into this building to ensure that it can be easily openable from the inside without the use of a key.

8 FIRE TRAINING

It is important that any representative(s) of Mirabilis Group Ltd who is responsible for the day to day running of the building and any other person who may form part of the management team for this building, are to receive information and instruction on what to do in case of fire and the procedures in place upon the actuation of the fire alarm system.

Training of the above persons should be undertaken as necessary (usually twice a year) including those that work out of hours such as cleaners. Training received by members of the management team or the residents, is to be copied to the fire logbook for the building.

9 ACTION TO BE TAKEN

The information to persons using the building, upon discovering a fire is included within this fire plan and should be made available to all residents in the form of fire action notices displayed in common areas. This information includes:

- How to raise the alarm;
- How to call the Fire & Rescue Service;
- The location of the assembly point (the pavement opposite the building);
- The action to be taken on hearing the fire alarm system operate within the common areas and within an individual apartment;

Additional information that is to be given should include:

- Details on the evacuation signal;
- Actions on hearing the alarm by all responsible persons.
- Remember:
 - Do assist other persons who may be experiencing difficulty;
 - Do not run;
 - Do not panic;
 - Do not stop to collect personal belongings;
 - Do not re-enter the building until the Fire & Rescue Service has advised that it is safe to do so.

10 FIRE RECORDS

A fire logbook is available within the building to enable it to be assessed and is to include the records of the fire related training and the routine testing of the emergency lighting system and fire alarm system located within the common areas.

11 FIRE SIGNAGE

Fire exit signage is provided within the common areas of the building and display the running person pictogram. The electrical cupboard was not provided with a Fire Door Keep Locked sign.

12 FIRE RISK ASSESSMENT

A fire risk assessment has been undertaken for this building as required by Article 9 of the Regulatory Reform Fire Safety Order 2005.

A fire risk assessment would have been compiled to take into account the means of escape and other fire issues relating to the common areas of this building.

A fire risk assessment should be constantly monitored to assess how effectively the fire risk within the building and external facilities are being controlled. If there is any reason to suspect that the above fire risk assessments are no longer valid, or there has been a significant change to the buildings or external facilities, then the fire risk assessment would need to be reviewed and if necessary revised. The reasons for review could include:

- Alterations to the property or external facilities, including the internal and external layout;
- Substantial changes to the furniture and fixings;
- Introduction, change of use or increase in the storage of flammable or hazardous materials;
- The failure of fire precautions, e.g. fire detection and fire alarm systems or ventilation systems;
- The presence of persons with some form of disability.
- The re-introduction of substantial construction work.

Any actions that are identified within the fire risk assessment should be dealt with within the timeframes as outlined by the assessor.

RESIDENT'S FIRE SAFETY INFORMATION SHEET
10 Lymington Road, West Hampstead, London, NW6 1HY

On behalf of Mirabilis Group Ltd, a copy of this information sheet will be delivered to the resident occupying each apartment. This fire safety sheet outlines the information relating to the action to be taken in the event of a fire occurring within this building and the subsequent evacuation procedure to be taken. It also highlights other fire safety information in order to provide a safe environment within this building.

It is important that you, as a resident of the building, read and understand the actions that need to be taken in the event of a fire.

It would therefore be necessary for each resident to be aware that he/she may need to respond to a fire situation in the building in order that any actual fire situation can be identified and that the Fire and Rescue Service are immediately called to attend.

Below is a summary of the actions, you as a resident of the building may need to take:

CONFIRMED FIRE

1. In the event of a confirmed fire, the Fire & Rescue Service should be immediately called by dialling 999 and asking the operator for the Fire & Rescue Service, informing them of a fire situation at Apartment Number? **10, Lymington Road, West Hampstead, London, NW6 1HY**. It will not matter how many residents of the building contact the Fire & Rescue Service to inform them of a fire situation. The important issue is that an individual resident makes the call in the first instance.
2. As there is no representative of Mirabilis Group present in the building, a resident(s) is to attend the fire alarm panel, and to subsequently confirm the cause of the alarm and ascertain whether it is a fire or false alarm (a fire may be immediately obvious to the person(s) responding to the alarm).
3. In a confirmed fire situation, the responding residents(s) are not to take any personal risks. Where the fire is in an individual apartment, the occupants of the apartment may already be evacuating into the common area. It may be helpful to assist these residents to a place of safety. It would then be advisable to commence evacuating the apartments that are not directly involved in the fire by sounding the fire alarm within the common area, if not already sounding.
4. The occupants of the building, when evacuated, should make their way to the designated assembly point which is the pavement opposite the property. In a fire situation, on no account should any person be allowed back into the building until the Fire & Rescue Service personnel have stated that it is safe to do so.
5. On arrival, the Fire and Rescue Service will take control of the incident.
6. Following the extinguishing of any fire, the Fire and Rescue Service will inform the residents of the affected apartment and other residents that may have evacuated the building, that it is safe for the occupiers to either remain within the safe area, or return to their apartments, or if the individual apartment, or the building, is uninhabitable following the fire situation.
7. The responding resident(s) will contact the responsible person, Mirabilis Group using the relevant emergency contact number.

CONFIRMED FALSE ALARM

8. When the fire alarm actuates, residents are to leave their apartments and evacuate the building and are to make their way to the assembly point. One of resident(s), if safe to do so, investigates cause of the alarm and calls the Fire & Rescue service as 2 above.
9. The Fire and Rescue Service on attending the building will undertake an investigation into the cause of the fire alarm actuation.
10. Upon confirmation that it is a false alarm, the Fire and Rescue Service will instruct the responding resident to reset the fire panel.
11. Should the fire panel take the reset, the Fire and Rescue Service Officer in Charge will inform the resident located at the fire panel that it is considered safe to return to the building.

FIRE SAFETY ADVICE FOR RESIDENTS OF THE BUILDING

The internal staircase is protected by fire resisting entrance doors to each apartment, so it is important not to allow the fire to enter the staircase if at all possible. It is also very important however, to remember that if a fire breaks out in your individual apartment you must make sure that you can leave safely.

Do not wait until a fire happens, read these instructions and consider the best way for you and your family to get out of your apartment if a fire breaks out there. Also plan your route out of the building if a fire has started somewhere else and your apartment is at risk from smoke and fire.

AT ALL TIMES

Make sure that fire detectors fitted in your individual apartment are available and are tested on a regular basis.

Do not store anything within the escape routes or staircase within the building as this is an emergency route of escape and needs to be available for persons to use in the event of a fire. Any obstructions, bicycles, prams, pushchairs, doormats, storage and other obstructions could be slip or trip hazards and could prevent other residents using this escape in the event of a fire. This storage could also be a possible fire risk and a fire involving combustible materials located within this staircase could prevent your escape from the building.

Do not store personal storage in the cupboards where your gas and electricity meters are located.

IF A FIRE BREAKS OUT IN YOUR APARTMENT

Leave the apartment immediately. Do not try to put out anything but the smallest fire. Ensure that all occupants leave the apartment and close all doors where possible. **Leave the property and sound the alarm within the common area of the property by operating a fire alarm call point on your exit, ring the Fire & Rescue Service by dialling 999.**

IF YOU BECOME AWARE OF A FIRE IN ANOTHER PART OF THE BUILDING

Immediately evacuate your individual apartment and make your way to the designated assembly point on the pavement opposite the building. If the fire alarm is not actuating operate a fire alarm call point on your way out of the building.

CALLING THE FIRE AND RESCUE SERVICE

Dial 999. When the operator answers ask for the Fire and Rescue Service, inform the Fire and Rescue Service operator of your full address, where the fire is and if anyone is trapped in the building. Do not replace the receiver until the Fire and Rescue Service has correctly repeated your address.

Please sign and return to the Managing Agent, Mirabilis Group to confirm you have read and understand the information

Name: **Apartment
Number:**

Signature **Date:**

Advice on disabled evacuation

Guidance for the evacuation of disabled persons from a building

Current fire safety legislation states that all persons should be evacuated from a building. It is also a requirement of the Equality Act 2010, those employers or organisations providing services to the public take responsibility for ensuring that all persons, including disabled people, can leave a building they control safely in the event of a fire. Therefore, ultimate responsibility for the safe evacuation of a building rests with the responsible person who has overall control of the building.

Also, under fire safety legislation, the responsible person for the building has to provide a fire risk assessment and an emergency evacuation plan for all people likely to be in the premises, including disabled persons, and how that plan can be implemented.

Legislation does **NOT** allow for disabled people to be left in a building to await rescue by the fire and rescue service.

The nominated person in charge or responsible for the building should make the best practicable arrangements for ascertaining what areas are used by disabled persons, and must, in consultation with them, make adequate arrangements for their safe evacuation, in the event of a fire.

A Personal Emergency Evacuation Plan (PEEP) is an essential tool to aid the evacuation for everyone who might not be able to evacuate the building unaided, or may take slightly longer than most people, such as a disabled person and should be drawn up for every disabled person or group of disabled persons using the premises. A PEEP can be in the form of an individual plan for employees, disabled residents in a premises, such as a hostel and regular visitors to a premises, or a standard plan for those who may visit a premises occasionally, or premises that have unknown or uncontrolled visitors. Further information and examples of how to prepare a PEEP can be found within the guidance document Fire Safety Risk Assessment; Means of Escape for Disabled Persons (supplementary guide) –ISBN-13:978 1 85112 8737. This document can be downloaded free from <https://www.gov.uk/government/publications/fire-safety-risk-assessment-means-of-escape-for-disabled-people> safety guides.

The actions of staff also play a vital role within any plan as they will have to provide assistance and advice to disabled users of the premises as any fire incident develop

Some methods of assisting the evacuation of disabled persons in the event of a fire

The methods available to assist the evacuation of disabled persons from your building are to be considered on their own individual merits (as each building or premises is different), the safety of the disabled person to be evacuated and the building itself taking into account fire resisting compartmentation and other fire safety features. Whatever method that is suitable for your building needs to be outlined within the fire evacuation/fire plan, individual or the standard PEEP. These methods are as follows: -

Disabled Refuge- These are specifically designated areas, normally on or near stairways where people may rest or await assistance from their colleagues during the evacuation process. Refuges should always be provided with a suitable form of two-way communication system. A refuge is also defined as an area of the building which is divided into fire resisting compartments.

Evacuation Lifts – This type of lift should be normally situated within a protected lobby. Members of the fire and rescue service will operate the lift override system to use the lifts themselves to access the fire. Fire fighting lifts may be used in the early stages of the evacuation process in agreement with the local fire brigade. In buildings where, horizontal escape is used prior to exit in an ordinary lift, the instruction for horizontal escape should be used first.

Evacuation chairs –This is a chair provided by the responsible person to assist the escape of wheelchair or ambulant disabled persons, to move between floors of a building. They are normally provided at a suitable refuge point to where the disabled person is situated within the building. Provision of evacuation chairs should always be accompanied by a full system of escape for disabled persons as they are only a part of the solution. Regular training of staff in the use of evacuation chairs is essential.

There are several other ways of evacuating disabled persons from a building and these methods are explained in detail within the above guidance document.

Building Fire Procedures

FIRE ACTION

ON DISCOVERING A FIRE IN YOUR APARTMENT



- Leave the room where the fire is straight away, then close the door to prevent the effects of a fire from spreading into the common areas.
- Tell everyone in your apartment and get them to leave.
- Close the apartment entrance door after you to prevent smoke entering the common areas.
- Do not stay behind to put the fire out.
- Shout “FIRE FIRE” to warn other residents and if possible, knock on doors to warn them on your way out of the building. Do this at no possible risk to yourself
- Call the Fire and Rescue Service by dialling 999.

ON HEARING THE ALARM RAISED



- Tell anyone who might not hear the alarm, e.g. a deaf person.
- Leave the building by the nearest safe route closing all doors behind you.
- Go to the Assembly Point which is on the pavement opposite the building.
- Phone the Fire and Rescue Service if no one else has done so.



- Do not delay your departure by collecting personal belongings
- Do not re-enter the building until a Fire and Rescue Service Officer has stated it is safe to do so.

ASSEMBLY POINT

ON THE PAVEMENT OPPOSITE THE BUILDING

Property Name:

10 Lymington Road, West Hampstead, London, NW6 1HY

Managed by:

Mirabilis Group - 17 Portland Place, London, W1B 020 3695 2856

Fire Safety Advice for Residents

Fire Safety Advice:

Protecting you and your household

The easiest way to protect your home and family from fire is with a working smoke alarm.

A smoke alarm can provide an early warning of a fire and allow you to make your escape, but only if it is working. You are more than twice as likely to die in a fire if you do not have a working smoke alarm.

- Fit smoke alarms on every level of your home if you have not already done so.
- Test your smoke alarms regularly.
- Never disconnect or take the batteries out of your smoke alarm.

You can prevent fire from happening by taking a few simple steps

- Don't leave cooking unattended, and avoid leaving children in the kitchen alone with cooking on the hob.
- Be especially vigilant when cooking with oil. Don't overfill chip pans and NEVER throw water on a chip pan fire.
- Make sure cigarettes are put out properly, use an appropriate ashtray and don't smoke in bed.
- Don't overload electrical sockets.
- Turn off appliances when not in use. Don't even leave them on standby.
- Keep matches and lighters out of reach and sight of children.
- Make sure candles are secured in an appropriate holder and away from materials that may catch fire – like curtains. Children shouldn't be left alone with lit candles.

Keep safe and plan your escape

If your home is not already provided with smoke alarms, fit one in your entrance hallway (and landing of any upper or lower floor). For even better protection, fit one in your lounge and fit a heat detector in your kitchen. Make sure your smoke and heat alarms meet British and European standards. If you fit more than one, link them together so they all sound the alarm.

Get an electrician to fit mains-powered devices, and buy models that have a standby power supply in case of mains failure.

Always leave if your apartment is affected by smoke or heat or if told to by the fire service.

Do Not Leave Your Belongings Or Rubbish In Corridors, The Lift Lobby Or The Stairway.

This could affect you and your neighbours if there was a fire.

If you are in a corridor or stairway and you notice a fire, leave the building immediately and, if safe to do so, alert other residents in the immediate vicinity on your way out (knock on their doors).

Do Not Put Yourself At Risk. Do Not Return To Your apartment Until It Is Safe To Do So.

Remember:

- Test your smoke alarm once a week.
- Keep the exit route from your flat clear so you can escape in an emergency.
- Close doors at night, especially the doors to the lounge and kitchen to prevent fire spreading.
- Plan your escape NOW. Be prepared and don't wait until it happens.