

ELEPHANT CENTRAL

**fire
safety
guide.**

getliving

Fire safety legislation has been enacted to ensure that as far as is practicable, buildings are safe from fire and in the event of a fire occurring, people in the building will be able to escape safely. At any time, the on-site management team can go through the evacuation procedures detailed below.

The building now operates with a Phased Evacuation strategy, superseding the former “stay put” policy. This arrangement will remain in place until further notice.

Your home is fitted with an alarm system and on hearing the alarm, you must evacuate your home immediately, if you hear a notice in your flat/floor.

Please note that in the event of a smoke/heat detector being activated, the alarm will sound on 5 floors only, in the first instance. These are the floors considered to be at immediate risk. The remainder of the occupants in the building must remain in the building, in your flat, with the corridor door closed, until further notice.

In the event of a fire alarm activation to the accommodations situated at West Elevation of Porchester House, this will commence the phased evacuation of Raglan House in groups of five floors (floor directly opposite, two floors above and two floors below) directly opposite of Porchester House accommodation to which the fire has been detected. Further evacuation of the remaining floors will then occur, as required, in a phased manner, all evacuation shall be controlled by the alarm notification intervals, with this being controlled by alarm notification to the proceeding floors. Upon alarm notification, please evacuate the building as necessary.

Subsequently, the fire brigade, on arrival at the property, may activate alarms on additional floors, if they consider it necessary for your safety. On the activation of the alarm sounders on your floor/flat should you proceed to evacuate the building.

- You MUST leave the building by the nearest available fire exit, making sure you close all doors behind you. Fire exits are indicated by the ‘green running person’ signs.



- Do NOT use the lifts.
- **Call the emergency services on 999 and ask for the Fire Brigade.**
- If possible, activate call points on your way out.
- Once you are in a place of safety, please contact the Security Team on 07702 569 217. Please only do this if you are able to do so without putting yourself at additional risk.
- Do not return to the building until instructed to do so by the Fire Brigade or an Authorised Fire Marshall from Get Living.

In the event of a fire, the Get Living team will alert residents and manage the evacuation. In need of assistance or you feel you are unable to evacuate without assistance, please inform the Relationship Management team who will discuss options for individual assessment and developing a plan specific to your needs. This will be available to the Fire Brigade in the event of it being needed.

Smoke Detectors

The smoke detectors fitted in your home are mains powered with a battery back up to ensure continued use in the event of a power failure.

Heat detectors

Heat detectors are fitted in your home, they are battery powered to ensure continued use in the event of a power failure. There will be remote weekly testing completed to ensure they are all in good working order.

All heat and smoke detectors

Do not tamper or cover the detectors at all. Please note that if you activate an alarm this will result in 5 floors of the building being evacuated, so please obey the rules to avoid “false alarms”. Residents are shown how to test smoke detectors on move in; if you would like a refresher on this please contact the relationship management team.

Fire Doors

The front door to your home is a fire door, as are the doors in the common areas of the building. Consequently, do not attach anything to this door externally or internally.

Depending on the layout of your home, some of the internal doors will also be fire-rated, as required by building regulations. Doors fitted with automatic closers provide protection in the event of a fire and are fitted for the protection of residents and the buildings. Do not remove the automatic door closers or keep doors wedged open.

Sprinklers

Do not block, modify or paint any sprinklers within your home.

Fire Protection

We all have a responsibility to prevent fire happening through thoughtlessness or being careless. Everyone needs to be aware of the danger of fire, the need for fire prevention and the need to act correctly if a fire occurs.

You must always observe the following precautions:

- Make sure the smoke alarm in your home is working. If you have any concerns please contact the Relationship management Team.
- The communal alarms are regularly tested by the Elephant Central Management team on a weekly basis.
- Use the heating system installed in your home. Do not use heaters in your home with a flame or

heaters which are fuelled by gas, paraffin or have electric bars. This includes the use of heaters and barbeques on balconies.

- Do not cover the smoke detector in your home, obstruct consumer units, controls or isolating switches inside electrical cupboards.
- Do not prop open doors within your home or remove self-closing devices.
- Do not block fire escapes.
- All corridors, bin stores and other communal areas must be kept clear of combustible materials and other items that might inhibit evacuation along escape routes.
- Heat sources or naked flames, e.g. candles, must not be used.
- **Smoking is strictly prohibited** in all areas of the building, including your flat and balcony.

Balcony Guidance

Please adhere to the following:

- Do not smoke on balconies, in terraced areas, on winter gardens or in internal communal areas.
- Do not use a barbeque on balconies, as falling embers from a BBQ can burn items on your balcony and others around you.
- Do not use a gas or electrical patio heater or a fire pit.
- Do not store gas cylinders or any item containing flammable liquid.
- Do not use fireworks, including indoor fireworks.
- Do not use candles, lanterns and other devices incorporating a flame.
- Screening around balconies is not permitted.
- Do not install electric lights, e.g. fairy lights, whether they be mains, battery or solar powered.
- Indoor furniture, e.g. sofas, floor coverings or rugs made of combustible material, are not allowed on the balconies.
- White/electrical goods such as fridges and tumble dryers should not be stored on balconies. They are not suitable for outdoor use and could start a fire.
- Purpose-built outdoor furniture made of non-combustible material, e.g. metal, is allowed.

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