

Simultaneous Evacuation Procedure

Fire Safety

An emergency plan for
your block and advice
on fire safety

Please keep this booklet in a safe place



Housing
Management



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

Introduction

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**.

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



This guide will tell you about:

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 block safe.

Fire protection

Information about the checks we frequently make to ensure your building continues to offer the protection you need.

Information for disabled people

Details of the additional help we can provide 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. This section explains what to do in simple steps.

What to do after a fire

We are committed to dealing with the consequences of a fire. This section tells you what you need to do.

What the Council is doing to keep you safe

More information about what we are doing to keep you safe from fire.



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.

We are here to help with this. If you have any concerns, please contact our fire safety team by emailing firesafety@rbkc.gov.uk or by calling **0800 137 1111**. You can also report concerns to your Neighbourhood Co-ordinators.

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 and do not use them 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 (such as a kettle or heater) into an extension lead.

Fridges, freezers, washing machines, tumble driers and 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**
- 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 Neighbourhood Co-ordinator so we can remove it 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 or the Council.
- 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 the Council know immediately by calling 0800 137 111.
- 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, will 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 and report any holes to the Council for repair.

Fire alarms within your flat

- Your fire 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.
- The Council will provide a heat alarm in your kitchen and smoke alarms elsewhere.
- You should test your flat's alarms, using the 'test' button on each alarm, every month, to make sure it works, and report any problems to the Council.
- You do not need to test the communal fire alarm or detectors because this will be done by the Council.

Fire 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 critical that your flat entrance door has a self-closing device – please inform the Council as soon as possible if this is missing or does not work so that we can repair it.
- 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 with the Council.

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 the Council so that we can repair it.

Smoke ventilation

- In many Council owned 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 for the safety of you and your family.

- If you choose not to remove a security gate, you should make sure that you leave it unlocked, particularly when you and your family are home, as it could lead to you becoming trapped in your home in case of fire.

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 (which are coloured yellow).
- Do not block dry riser outlets or inlets.
- Do not block vehicle access routes.
- Do not install security gates to your flat.

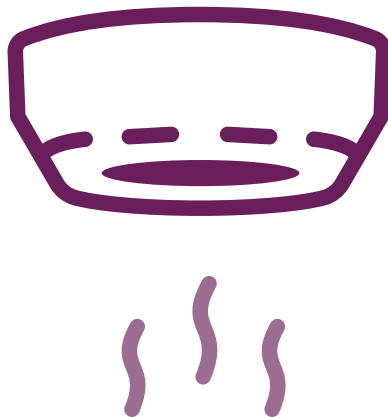
Information on extinguishers (if you choose to purchase one)

- The Council do not provide fire extinguishers for use by residents. This is the general approach adopted across England and Wales.
- 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:
 - Extinguishers require maintenance to ensure they remain effective — you should consider how often maintenance is needed and how you will carry that out.

- 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.

Planning for emergencies with your family

- 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

The Council 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 our 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, the Council will arrange to:

- Carry out a personal risk assessment, where we will 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; please let us know if your condition changes and you need support. Speak to your Neighbourhood Co-ordinator or Visiting Officer.

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

By phone on **0800 137 1111**

By email at **HM-HealthandSafetyTeam@rbkc.gov.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 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 they have let you know that it is safe.

In case of fire elsewhere in the building:

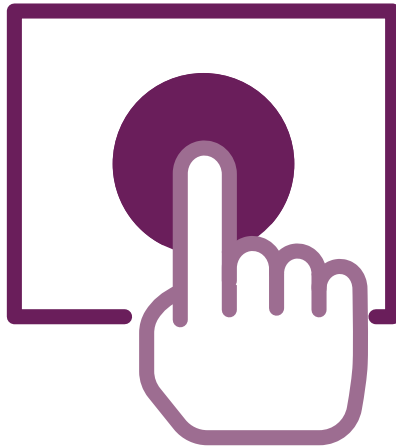
Leave immediately and phone London Fire Brigade by dialling 999 when outside the building. Give the address of the building and wait at a safe distance for the London Fire Brigade to arrive.

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

In case of a false alarm:

If a fire alarm activation is false, please call the Council immediately on **0800 137 111** so that we can attend to silence and reset the system.

Please do not re-enter the building until the alarm has been resolved and either the London Fire Brigade or a representative from the Council tells you it is safe to go back in.



What to do following a fire

We recognise that in the rare event of a fire these events are extremely distressing for you. We are committed to helping all our residents to recover from fire should one occur.

After the fire is extinguished by London Fire Brigade, the Council's first role is to make sure that the building is safe to re-occupy.

Any residents affected by the fire can then be assisted in finding alternative accommodation if this is needed.

Call our customer service centre on **0800 137 111**.



What the Council is doing to keep you safe

We have classified all our buildings into different risk categories, as follows:

- **Schedule A and B** — sheltered and hostel accommodation
- **Schedule Ci** — buildings over 30 metres in height
- **Schedule Cii** — buildings over 18 metres in height, but under 30 metres
- **Schedule D** — buildings under 18 metres in height



The Council is carrying out a substantial programme of fire safety checks and improvement works.

These include:

- Installing communal fire detection and alarm systems in any buildings that require a change of evacuation procedure from **‘local evacuation procedures’** to ‘simultaneous evacuation procedures’.
- Installing automatic fire safety suppression systems in all Schedule A and B buildings.
- Installing wet rising fire mains (a water supply within buildings used for firefighting purposes) in all Schedule Ci buildings that are over 50 metres in height.
- Installing dry rising fire mains (empty vertical pipes that are connected to an external pressurised water source by firefighters) in all Schedule Cii buildings that are not currently provided with a dry riser.
- Preparing Building Safety Cases in a programme, starting with Schedule Ci buildings, followed by Schedule Cii and A and B buildings, and then finally all Schedule D buildings.
- Appointing Building Safety Managers to improve resident safety and engagement.
- Carrying out regular fire risk assessments and reviews.
- Carrying out regular fire door and housekeeping checks.
- Resident inspections with Visiting Officers to identify fire safety issues or concerns.
- Carrying out testing and maintenance of relevant fire safety equipment.

Notes

English

Information from this document can be made available in alternative formats and in different languages. If you require further assistance please use the contact details below.

Amharic

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Arabic

يمكن توفير المعلومات التي وردت في هذا المستند بصيغ بديلة ولغات أخرى. إذا كنت في حاجة إلى مزيد من المساعدة، الرجاء استخدام بيانات الاتصال الواردة أدناه.

Farsi

اطلاعات حاوی در این مدارک به صورتهای دیگر و به زبانهای مختلف در دسترس می باشد. در صورت نیاز به کمک بیشتر لطفاً از جزئیات تماس ذکر شده در ذیل استفاده کنید.

French

Les informations présentées dans ce document peuvent vous être fournies dans d'autres formats et d'autres langues. Si vous avez besoin d'une aide complémentaire, veuillez utiliser les coordonnées ci-dessous.

Portuguese

A informação presente neste documento pode ser disponibilizada em formatos alternativos e em línguas diferentes. Se desejar mais assistência, use por favor os contactos fornecidos abaixo.

Somali

Macluumaadka dokumentigan waxaa lagu heli karaa qaabab kale iyo luuqado kala duwan. Haddii aad u baahan tahay caawinaad intaas dhaafsiisan fadlan isticmaal xiriirka faahfaahinta hoose.

Spanish

La información en este documento puede facilitarse en formatos alternativos y en diferentes idiomas. Si necesita más ayuda por favor utilice la siguiente información de contacto.

Sylheti

এই ডকুমেন্টের তথ্যগুলো অন্য ফরম্যাট ও বিভিন্ন ভাষায় পাওয়া যাবে। যদি আপনার আর কোনো সাহায্যের দরকার হয় তাহলে দয়া করে নিচে লেখা ঠিকানায় যোগাযোগ করুন।

Tagalog

Ang impormasyon sa dokumentong ito ay maaaring makuha sa iba't-ibang format at wika. Kung kailangan niyo ng karagdagang tulong, mangyari lamang na kontakin kami gamit ang mga detalye sa ibaba.

Tigrinya

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This booklet is also available in braille and voice recording.

Email: **buildingsafetymanager@rbkc.gov.uk**

Phone: **0800 137 111**

