

Friday, 17 February 2023

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ACTION REQUIRED: Practical Guidance on General Fire Precautions

In the interests of ensuring the safety of all occupants in the building we would like to draw your attention to some important fire safety information. In addition, we'd also like to ask for your assistance in checking your own fire safety wellbeing, by following our 'Top Ten Tips'.

Three important areas you should be aware of:

1- What actions you should take in the event of a fire, or discovering a fire

- Please review the Fire Action Plan in the lobby of the building and be aware of where your fire escape exits are located, from the building

1- What the Evacuation Policy is for your Building

- Your building Caspian Heights currently operates an **EVACUATE ALL** policy. This is based on the independent assessment from the Fire Risk Assessment for this Building
- This is also reflected on the Fire Action Plan notice

2- What to do if you feel you would need assistance to evacuate the building?

If you have not done so already, inform us if you feel you would need additional **assistance to evacuate from the building**, should the need arise (and we can discuss and design a Personal Emergency Evacuation Plan – a PEEP- for you). Please email direct to our dedicated inbox peeps@fexcopropertyservices.co.uk and one of our specialists will contact you to discuss.

What exactly does the 'EVACUATE ALL' policy mean I need to do?

An 'Evacuate All' Policy involves the following approach:

- If a fire occurs within a flat, the occupants alert others in the flat, make their way out of the building and call for the fire and rescue service by dialling '999'. Ensuring you close doors behind you.
- If a fire starts in the common areas, all persons in these areas make their way out of the building and then call the fire and rescue service
- All residents who are in their own flat and are not affected by the fire are expected to still evacuate until directed otherwise by the fire and rescue service.

Ensuring the fire safety of your building is very much a process that all parties can contribute to.

There are some simple actionable steps you can take, right now, to ensure we minimise all fire risks and prevent fires occurring. Here's our Top Ten Tips:

- 1- **Check your smoke alarm is working** (typically by pressing the 'test' button once a week). If it is making an occasional beeping sound it will likely need to have the batteries changed- do this immediately
- 2- **Dispose of combustible waste into the secured refuse bins.** Do not store any combustible waste in your flat for extended periods, and never store waste in the corridors and stairwells of your building
- 3- If you have a **balcony**, make sure there are no combustible materials stored here, that you do not smoke on the balcony and do not have BBQs present
- 4- Report any issue with your **apartment front door** to your Property Manager. Such as, if the self-closer does not close the door freely and fully, to engage the latch, when released
- 5- Report any **obstructions** in the corridors or escape route
- 6- Notify us if you have any '**high risk items**' stored in your flat or in the block, such as medical oxygen, mobility scooters, hover boards
- 7- Ensure all your **electrical items** and charging leads are purchased from reputable sources and do not use frayed or damaged chargers or leads; replace them.
- 8- Have your **boiler serviced** annually and **clean the filter in your dryer** regularly
- 9- **Observe the strict NO smoking policy** in the corridors and escape routes and refrain from smoking in the external areas immediately adjacent to the block
- 10- Ensure you **close any internal doors** as you go to bed as part of your 'bedtime routine'

If you have any questions or would like further guidance on how you can become more involved in becoming a fire safety champion for your building please contact us by email at buildingsafety@fexcopropertyservices.co.uk

Yours sincerely

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On behalf of Remus Property Management