

FIRE SAFETY INSTRUCTIONS FOR YOUR BUILDING

If you are an absent landlord or letting agent, and your flat is rented, please pass this information to the tenant, and keep it alongside your tenancy agreement.

FIRE STRATEGY AND FIRE DOORS

FIRE STRATEGY FOR YOUR BUILDING

The evacuation strategy for your building is 'stay put' or 'defend in place'. A 'Stay Put' Policy is an evacuation strategy used in purpose-built blocks of flats. When a 'Stay Put' policy is put into effect, it's to keep people safe when they are not in an area directly affected by the fire. Thus:

- If a fire is not in your flat, you should stay inside with the doors and the windows closed and call 999, confirm the nature of the emergency and provide your address.

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.

- If a fire occurs in your flat, you are advised to evacuate and call the fire and rescue services. Take the normal way out – though don't use the lift. Keep door keys where everyone you live with can find them easily. Don't waste time investigating what's happened or rescuing valuables – remember, get out, stay out and close the door behind you. Move as quickly but as safely as you can as you exit the building. Close doors behind you to slow down the spread of fire and smoke. Call 999 as soon as you are safe to do so, confirm the nature of the emergency and provide your address.
- You are not legally obliged to stay put if you wish to leave in the event of a fire.

If you have any queries regarding the fire strategy for your building, please contact estate@iangibbs.com. Please also refer to the Fire Action notices displayed at your development.

CONTACT US: T 020 8370 4810 E estate@iangibbs.com



FIRE DOOR INFORMATION FOR RESIDENTS

What are fire doors and why do they matter?

Fire doors are a really important element of your fire safety strategy.

Used correctly, they stop fires from spreading through a building, giving people time to escape and the Fire Brigade time to attend and potentially save your building.

Find out more about fire doors at:
<https://www.firedoorsafetyweek.co.uk/>

The components of a door – hinges, seals, closers, handles and glazing – are as important as the door itself. This is because, in a fire, doors can warp, move, and allow smoke and fire through the opening. The seals and the gaps between the door frame and the wall are vital too. They also stop smoke and fire spreading as quickly.

It's vital that it works properly when a fire breaks out, so it's important that your flat front door is a fire door, it is fit for purpose and can be regularly inspected and maintained.

If you suspect a fire door is faulty, you should report it to Ian Gibbs Estate Management Ltd (estate@iangibbs.com).

Please also report any defects to fire doors in the communal areas to us.

Checking your fire door to your flat:

- Look for a label or plug on top (or occasionally on the side) of the door. Without a certification mark, you cannot be sure this really is a fire door.
- Check the gaps around the top and sides of the door are consistently less than 4mm when the door's 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.
- 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), with no missing or broken screws.
- Check the door closes firmly onto the latch without sticking on the floor or the frame. A fire door only works when it's closed. A fire door is completely useless if it's wedged open or can't close fully. Do not wedge open any fire doors in the communal areas either.

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. Always have repairs carried out by a qualified individual.

- Don't drill into your fire door or cut it in any way.
- Don't paint over the seals on a fire door.
- Don't replace the handles, hinges, any hardware or remove the closing mechanism yourself. Always have repairs carried out by a qualified individual.