



RESIDENT FIRE SAFETY INFORMATION

Simultaneous Evacuation Leasehold



Fire safety in your home

Babergh and Mid Suffolk District Councils are required by law to provide fire safety advice to our residents, including leaseholder residents within our buildings.

We also have a duty to take general fire precaution measures to ensure, as far as is reasonably practicable, the safety of the people on our premises and in the immediate vicinity.

As a leaseholder resident you also have a part to play, and it is your responsibility to cooperate with us and our guidance to ensure the safety of yourself and others.

If relevant to your building, we will provide you with an 'easy to read' version of the fire risk assessment which can be requested by emailing our Fire Safety team:

firesafety@baberghmidsuffolk.gov.uk

English	If you would like this document translated or require an accessible format such as large print or braille, please call 0300 123 4000, and select option 3.
Kurdish	ئەگەر دەستەت ئێمە بەلگەنامە و مەزگەلەری ئێمە یان یۆسەتیت بە شێوازیکی دەستەتەشتن ھەبە وەک چایی گەمەرە یان نووسینی نابینایان braille، تەلەفەن یەوێندی بکە بە 0300 123 4000، و بزار دەی 3 ھەڵبژێرە.
Polish	Jeśli chcesz, aby ten dokument został przetłumaczony lub potrzebujesz innego dostępnego formatu, takiego jak duży druk lub alfabet Braille'a, zadzwoń pod numer: 0300 123 4000 i wybierz wewnętrzną 3.
Portuguese	Caso pretenda esta informação traduzida, ou em formato acessível como impressão grande ou braille, por favor ligue para o número 0300 123 4000 e selecione a opção 3.
Pashto	که چیرې ددغه سند ژباړه غواړئ یا پې لویې چاپې یا بریل بڼې ته اړتیا ولرئ، مهربانې وکړئ 0300 123 4000 ته زنګ ووهئ او 3 اېشن یا غوراوی وټاکئ.
Romanian	Dacă doriți ca acest document să fie tradus sau dacă aveți nevoie de un format accesibil, cum ar fi caractere mari de tipar sau Braille, vă rugăm să apelați 0300 123 4000 și să selectați opțiunea 3.

1. Ensure you know what to do in an emergency!



Evacuating your home in the event of a fire:

It is extremely important you know what the evacuation procedures for your home and the building that you live in, and that you know what to do in the event of a fire. Evacuation procedures for flats, blocks and buildings are explained on the fire action notices displayed in the communal areas.

If you have a fire in your home, you must evacuate immediately and call 999.

Plan:

In the event of a fire, every second counts, so it is important that you know your escape route.

You should make sure everyone in your home knows what to do, so practice with them. Make sure keys are easily accessible and everyone knows where they are.

Practice using different routes. It could be possible during a fire that your usual escape route is blocked, make sure you know alternative routes.

For further advice visit Suffolk Fire and Rescue Service:

www.suffolk.gov.uk/suffolk-fire-and-rescue-service

2. Evacuation Strategy for your building



Simultaneous Evacuation

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 a fire within your flat:

- **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.**
- **When outside the building, dial 999 on a phone and ask for the fire service, giving the building address.**
- **When Suffolk Fire and Rescue Service 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 a fire elsewhere in the building:

- **Leave immediately and phone the fire service by dialling 999 when outside the building. Give the address of the building and wait at a safe distance for Suffolk Fire and Rescue Service 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 building.**
- **When outside the building, dial 999 and ask for the fire service, giving the building address.**
- **When Suffolk Fire and Rescue Service 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.**
- **If lifts are within your building, these should not be used to evacuate.**
- **Once a 999 call is made, and firefighters arrive at the fire, follow their instructions.**

3. Fire Door Safety



Fire doors are a very important life saving measure - they will hold back smoke and fire to help save lives.

Fire doors provide a level of protection as they are made from materials that work together to slow down or stop the spread of fire in your home and will hold back fire for at least 30 minutes – some doors are rated for longer.

As with all fire safety measures, fire doors need to be kept in good working order and in good repair otherwise the door will not work properly.

Do's

- **Keep fire doors shut when not in use.**
- **Keep fire doors free from any obstructions, the space in front and behind a fire door should always be kept clear.**
- **Report any fault or damage immediately, for yours and others' safety. You will be responsible for the maintenance of your flat door, which may well be a fire door.**

Don'ts

- **Do not wedge open fire doors at any time.**
- **Do not disconnect or tamper with self-closing devices.**
- **Do not change or alter fire doors in any way, this includes decorating doors with signs or wreaths as well as adding coat hooks.**
- **Do not adjust or replace Fire resistant hinges.**

If you suspect a fire door is damaged or faulty, there are a few simple checks you can carry out to check the fire door is operating safely.

- **Does the door fully close? Open the door halfway, let it go and allow it to close. It should close onto the latch without sticking to the frame.**
- **Are there large gaps around the door? Gaps around the top and side of the door should be consistently less than 4mm when the door is closed. The gap under the door can be slightly larger, but ideally you shouldn't be able to see light under the door.**
- **Are there any damaged seals around the door or the frame? These will be plastic or brushed strips imbedded in the door or the frame.**

REMEMBER

If you notice a fire door is damaged in the communal areas of your building, not closing properly, has a defect or you are simply unsure it is in good working condition, report it immediately to 0300 123 4000.

Being responsible for your own doors, it is important you still advise us if you want to repair or replace any fire doors at your property. You must be able to provide evidence the repair or replacement conforms to required regulations. Please contact us if you are unclear on requirements.

4. Oxygen storage

Safety



We are required by law to identify, manage and mitigate risks associated with fire, including guidance to residents storing oxygen.

Oxygen safety is important for individuals who require supplemental oxygen therapy, it can be lifesaving and beneficial.

However, it also presents additional safety issues, due to the potential risks associated with oxygen use.

If you use and/or store oxygen in your home, please let us know for our records and so we can inform the Fire & Service.

By following these oxygen safety guidelines, individuals using oxygen therapy can minimise risks and ensure the safe and effective use of their oxygen equipment.

No Smoking - keep all sources of ignition away from oxygen, including smoking, open flames, candles and gas cookers. Oxygen is highly flammable and can cause fire or explosions.

Keep clear of heat sources - do not place oxygen equipment near heat sources such as radiators, heaters or direct sunlight.

No petroleum-based products - avoid using petroleum-based skin products (e.g. petroleum jelly, oil-based lotions) around your face or nasal cannula to prevent fire hazards.

Wear cotton clothing - choose clothing made of natural fibres like cotton. Avoid wearing synthetic fabrics that can generate static electricity.

Avoid electric blankets - do not use electric blankets or heating pads while using oxygen therapy, as they can pose a fire risk.

Maintain distance from Electrical devices - keep a safe distance from electrical devices that may generate sparks, such as electric razors or hair dryers.

Secure oxygen during travel - ensure that oxygen cylinders are securely positioned during travel to prevent tipping or damage.

Train Family Members – educate household members about oxygen safety, especially if they assist with caregiving.

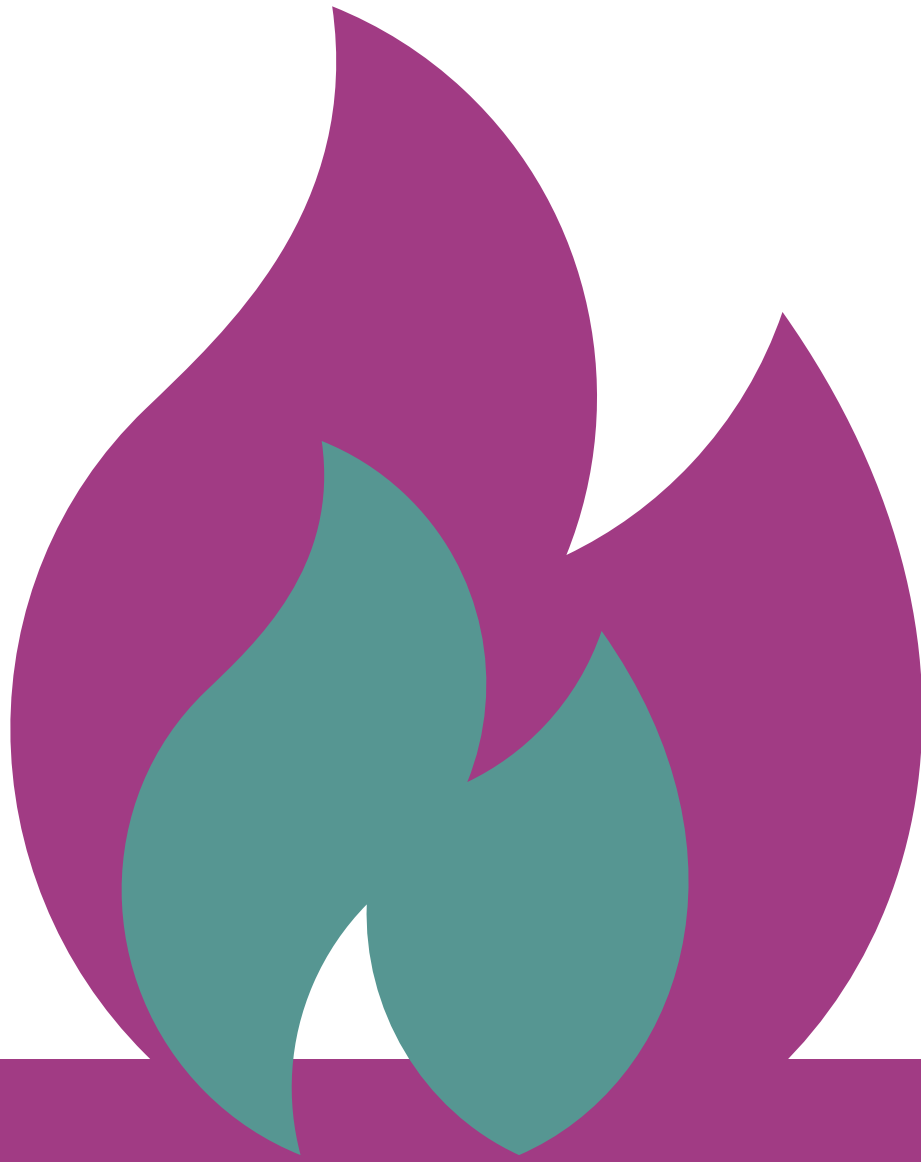
Signage

If you would like us to supply you with oxygen safety sign, to display in your home, contact us via email at:

firesafety@baberghmidsuffolk.gov.uk or telephone **0300 123 4000**.



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