

Simultaneous Evacuation Procedure
2023

Fire Safety

An emergency plan for
your building 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 Strategy**.

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 building 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 building 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 137 111**. 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.



We have included some links below which provide some helpful information on keeping your electrical products working safely.

- » www.london-fire.gov.uk/safety/the-home/electrical-items/
- » www.london-fire.gov.uk/safety/the-home/home-fire-safety/home-fire-safety-checker-hfsc/

Fridge, 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.
- The storage and charging of e-scooters and e-bikes are strictly prohibited in all common areas of our buildings.
- The Council would advise that you avoid storing or charging an e-scooters or e-bikes in your flat at any time, given that these present a significant risk to your safety. There are public hire e-bikes and e-scooters, if you wish to use these, which are much safer.
- Do not store petrol or any other fuel inside your property.

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 off 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 building 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 for the protection of all residents within the building.

Compartmentation

- Your building is built using 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 doors within your flat

- All doors within your flat should 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 should 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.
- Fire doors should be kept closed when not in use.

Your flat entrance door

- You must not remove or tamper with fire doors in your flat, or your flat entrance door. Doing so is a criminal offence and you may be prosecuted.
- Your flat entrance door is critical to containing a fire and any smoke within your flat. It should 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.
- Do not drill through your door or frame; this will affect its ability to contain fire and smoke.
- You must not change your flat entrance door without first agreeing this with the Council.

Flat entrance door checks

- If you live in a building that has an upper storey that is over 11 metres, it is a legal requirement that the Council checks your fire door every year. You must provide access to the Council to enable us to do this. **Failure to do so may lead to legal action being against you in accordance with the terms of your tenancy or lease agreement.**

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.

Statutory checks

- In buildings over 18 metres, the Council must check all communal fire safety equipment every month and record those checks. Information relating to these checks can be provided to residents when requested.

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 and hamper firefighter ingress.

Wayfinding signs

- If your building is over 11 metres tall, there is a requirement to have wayfinding signs for fire-fighters in an emergency. These signs must be provided on every floor.
- You must not tamper with or remove any fire notices or signs.

Access and facilities for London Fire Brigade

- It is vital that London Fire Brigade can quickly get to any fire in or around your building.
- 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.
- Do not tamper with lift doors.

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.
 - ◉ We strongly discourage residents from using Dry Powder extinguishers inside of their dwellings. This type of extinguisher is not suitable for use in enclosed spaces

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.

Secure Information Boxes

- The Council has provided secure information boxes (SIBs) in all of our buildings over 11 metres. These contain information for use by fire-fighters in an emergency.





Information for Disabled People

The Council recognise that disabled people may be particularly vulnerable during a 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 might have hearing impairments that mean that they might not hear their alarms.

For anyone that needs help or support, the Council will arrange to:

- Carry out a Person Centred Fire Risk Assessment (PCFRA), 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 (PEEP). 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 may require and 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 137 111**

By email at **HM-HealthandSafetyTeam@rbkc.gov.uk**

Fire 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.
	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 building.
	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

Sheltered accommodation:

- Carry out a Type 1 Fire Risk Assessment (FRA) every two years
- Carry out a six-monthly review by local managers
- Carry out an FRA review by the RBKC fire safety team in the anniversary month of the Type 1 FRA

Hostels:

- Carry out a Type 1 FRA every two years
- Carry out a six-monthly review by local managers
- Carry out an FRA review by the RBKC fire safety team in the anniversary month of the Type 1 FRA

Schedule Ci — buildings over 30 metres in height

- Carry out a Type 1 FRA every two years
- Carry out an FRA review by the RBKC fire safety team in the anniversary month of the Type 1 FRA

Schedule Cii — buildings over 18 metres in height, but under 30 metres

- Carry out a Type 1 FRA every two years
- Carry out an FRA review by the RBKC fire safety team in the anniversary month of the Type 1 FRA

Schedule D — buildings under 18 metres in height, but over 11 metres

- Mid and low-rise residential buildings – less than 18m above ground
- Carry out a Type 1 FRA every three years
- Carry out an FRA review each year in between Type 1 FRAs

Schedule E — buildings under 11 metres

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 **‘Stay Put If Safe’** to ‘simultaneous evacuation procedures’.
- 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.

Your Notes

Your 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 اخرى. 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: firesafety@rbkc.gov.uk

Phone: **0800 137 111**