

Fire Safety

An emergency plan for your building and advice on fire safety

Please keep
this booklet in
a safe place



SOUTH
KESTEVEN
DISTRICT
COUNCIL

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Fire Safety

An emergency plan for your building and advice on fire safety

Introduction

Your responsible and accountable authority is **South Kesteven District Council**.

Council Offices

The Picture House
St Catherine's Road
Grantham
NG31 6TT

Telephone: 01476 406080 (available Monday, Tuesday and Thursday from 8.45am until 5.15pm. Wednesday from 8.45am until 4pm and Friday from 8.45am until 4.45pm).

Outside these hours and in an emergency, call 01476 40 60 80.

Email customerservices@southkesteven.gov.uk or visit www.southkesteven.gov.uk.

For any questions about the content in this booklet, please contact us using the details above, and ask to speak to someone in the Housing Team.

Your Building has a 'Stay Put, If Safe' Evacuation Strategy

If at any time you wish to self-evacuate, you will not be prevented from doing so.

In the event of a fire, only residents in the area of the building affected by fire or smoke need to evacuate.

If your home is on fire then please call 999

If your carbon monoxide alarm sounds please call National Gas on 0800 111 999

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 covers

Fire protection

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

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.

What we are doing to keep you safe

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

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 do. 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.



Fire protection

Compartmentation

Compartmentation means a building is divided into 'compartments' that are separated from one another by fire-resistant walls, floors, ceilings and doors.

These compartments help to contain a fire in the area it started in.

- Your building is built using fire-resisting walls and floors around homes.
- There are three levels of compartmentation in your building:



- Do not allow anyone to create holes in your home walls or floors and report any holes to us for repair.
- Ensure that fire doors are closed when not in use.
- Keep these areas clear of rubbish and other items that can hinder people in an evacuation or that can add fuel to any fire.



Fire doors within your home

- All doors within your home should provide some level of protection against fire and smoke, 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 will be labelled and should be kept closed at all times when not in use.

Your home entrance door

- Your home entrance door is critical to containing a fire and any smoke within your home and provides a minimum 30 minutes protection. It should help protect you and your family while you escape. As well as your neighbours and fire-fighters while the fire is extinguished.
- It is critical that your home entrance door has a self-closing device – please inform us immediately if this or any items are missing or do not work so that we can repair it.
- If a fire occurs in your home, make sure that when you escape, your home 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 home entrance door without first agreeing this with us.
- Tenants/ Leaseholders must not remove or tamper with fire doors in your home, or your home entrance door. Doing so is a criminal offence and you may be prosecuted.



Home entrance door checks

- If you live in a building that has a communal area and more than two domestic properties it is a legal requirement that we check your fire doors at a regular interval (usually annually).
- You must provide access to enable us to do this. Failure to do so may lead to legal action being taken against you in accordance with the terms of your tenancy or lease agreement.

Smoke alarms

- All tenanted properties are supplied with a minimum of one smoke detector per floor.
- 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 us.
- If you are a tenant and your home does not have a smoke alarm or if it is defective please contact South Kesteven District Council immediately and report this.

Fire doors in common areas

- Fire doors in common areas protect staircases and other escape routes from smoke.
- Do not wedge these doors open.
- If the door becomes faulty, report it to us immediately so that we can repair it.

Statutory checks

- In all buildings, we must check all communal fire safety equipment weekly and record those checks.
- Information relating to these checks can be provided to residents when requested.
- If you are a leaseholder, you are responsible for the installation and maintenance of your alarms. If you rent your property out, you have a legal responsibility to ensure that your property is fitted with smoke detection.
- Do not remove, cover or tamper with these alarms, they are there for your safety.



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 home has a security gate installed, we strongly recommend that you remove it for the safety of you and your family.



Wayfinding signs

- Where a 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 the Fire Service

- It is vital that the Fire service can quickly get to any fire in or around your building.
- **Do not** block hydrants (which are coloured yellow).
- **Do not** block vehicle access routes.
- **Do not** install security gates to your home.
- **Do not** tamper with lift doors.

Information on extinguishers

- We 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 home, you should get out and call the Fire Service.



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.

For further advice, please go to: www.lincolnshire.gov.uk/home-fire-safety



Secure Premises Information Boxes

We provide secure information boxes (PIBs) in a number of our buildings.

These large red boxes contain information for use by fire-fighters in an emergency.

These do not contain identifiable personal information but do have information on anyone who may need support.



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 Housing team by emailing HousingManagement@southkesteven.gov.uk or by calling **01476 406080**.

You can also report concerns to your Housing Officer.

There are simple steps you can take to make your home safer:



Electric scooters

- Do not charge batteries, e-bikes and e-scooters on exit routes in your home. If a fire breaks out, you won't be able to leave safely.
- Never leave your battery to charge when you are out or while you're asleep.
- Make sure your battery and charger meet UK safety standards.
- Use the correct charger for your battery, and make sure to buy from a reputable seller.
- Let your battery cool before charging it.
- Unplug your charger once the battery is fully charged.
- Only charge your battery in an area with a smoke alarm fitted (your home) If one needs installing contacting the Housing team



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. Replace them or have 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 a heater) into an extension lead.

For more information on keeping your electrical products working safely, visit: <https://firekills.campaign.gov.uk>



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 (gas/halogen)**. 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 and empty it 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 by law.



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.



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 the Housing Team so we can remove it for everyone's safety. Items left will be removed and destroyed.
- 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
- We would advise that you avoid storing or charging an e-scooters or e-bikes in your home at any time, given that these present a significant risk to your safety.
- Do not store petrol or any other fuel inside your property.

Arson

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- 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.
- Ensure communal entrance doors are closed at all times and not held open.



Your Notes

Personal Escape Plan

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Your Notes

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Your Notes

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What we are doing to keep you safe

We are 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'.
- Upgrading tenants flat entrance doors to new FD30- Certified 30-minute doors where necessary.
- Fire Stopping works in loft voids.
- 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 as requested.
- Carrying out testing and maintenance of relevant fire safety equipment.



Information for Disabled/Vulnerable persons

We 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 home. We recognise that some people have additional needs and require further support to understand what to do in the event of a fire.

For anyone that needs help or support, we will arrange to provide you with a **Personal Emergency Evacuation Plan (PEEP)**.

This is a plan for keeping you safe in an emergency by allowing you to evacuate safely with the aid of specific equipment or information.

We are here to help: please let us know if you need support, or if your condition changes by contacting our Housing Team:

- By phone on 01476 406080
- By email at HousingManagement@southkesteven.gov.uk



Fire procedures

The fire procedures for your building are based on a **Stay Put If Safe Evacuation**. This means your building has good compartmentation, including suitable fire doors that are designed to keep a fire within the flat in which it starts.

People need only evacuate areas that have fire, heat, smoke or flame.

In case of fire within your home:



If you discover a fire, alert other members of your household immediately and ensure that everyone is aware.



If you hear the fire alarm in your home, ensure that you and your family immediately start evacuating - if it safe to do so.



Close all doors within your home - if it safe to do so.



Evacuate your home, ensuring that the entrance door to your home is closed behind you.



When outside the building, dial **999** and ask for the Fire Service, giving them the building address.



When the Fire 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 say it is safe.



In case of fire in the communal areas

Leave immediately and phone Lincolnshire Fire and Rescue by dialing **999** when outside the building.

Give the address of the building and wait at a safe distance for the Fire Service to arrive.



If you discover a 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 safe to do so.



Evacuate the building.



When outside the building, dial **999** and ask for the Fire Service, giving them the building address.



When the Fire 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 say it is safe.



Lifts should not be used unless deemed necessary as part of **Personal Emergency Evacuation Plan** which will be created for those who need support in evacuating (see page 18)



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 the Fire service, 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.



Contact details

Alternative formats are available on request: audio, large print and braille.

South Kesteven District Council

01476 406080

communications@southkesteven.gov.uk

www.southkesteven.gov.uk



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