

FIRE EMERGENCY PLAN

FOR

VELOCITY TOWER
ST MARYS GATE
SHEFFIELD
S1 4LR

Introduction

In the event of a fire, only residents in the area of the building affected by fire or smoke, or in the area where the alarm was raised, need to evacuate. Residents in other areas do not need to leave the building. This is known as a **stay put procedure**.

The design intent of the building determines the applicability or viability of any evacuation strategy. Stay put procedure is predicated on an effective and robust 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 where it started.

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 do. This section explains what to do in simple steps

Scenario 1

You are inside your flat, there is a fire in the building – but not in your flat:

The structure of the building and your flat – walls, floors, and doors – are designed to give appropriate protection from the spread of smoke and fire. This means that if there is a fire in the building - but not in your flat - you should stay in your flat and keep the front door closed, unless:

- you are directly affected by heat, smoke or fire, or;
- the fire and rescue service or police tell you to get out.

Stay put and call 999. Tell the fire brigade where you are and the best way to reach you.

Scenario 2

You are in a communal part of the building such as the residents lounge and there is a fire alarm sounding, or you can see smoke or fire:

Or

There is a fire inside your flat and your escape route is clear:

If it is safe to do so, you should leave the building immediately in a calm & timely manner.

Close all doors behind you to stop the spread of smoke and fire.

Use the stairs to get down to the final escape exit, never take the lift.

Once you are safely out, call the fire and rescue service on 999.

Do not re-enter the building until you have been told it is safe to do so by the fire and rescue service or police.

Scenario 3

There is a fire inside your flat, but your escape route is blocked:

It is rare for people to get trapped by fire. If you are:

- get everyone into one room that is furthest away from the smoke and heat in your flat and close the door.
- block the bottom of the door(s) with blankets, coats, or wet towels if possible.
- call the fire and rescue service on 999.
- if you are near the window, open it to get fresh air in and to let the fire service see you.

Fire prevention

The best 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 concierge team

By emailing velocity@stonemg.co.uk

Or by calling. 07702334831

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.

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 the concierge 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 building management 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.

- 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

Compartmentation

- Your building is built using fire-resisting walls and floors around flats.
- These, along with your flat entrance fire door and landlord doors, stairs, risers etc, should usually contain a fire inside the flat in which it starts.
- Do not allow anyone to create holes in your flat walls or floors and doors and report any holes to the concierge for repair.

Fire alarms inside your flat

- Your fire alarms are vital to keeping you safe if a fire occurs.
- Your alarms should detect the presence of heat or smoke and should sound loudly to let you know that you need to evacuate your flat.

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 the concierge.

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 stone management 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 mason owen

Flat entrance door checks

- It is a legal requirement that building management checks your front door every year. You must provide access to enable us to do this. **Failure to do so may lead to legal action being against you.**

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 concierge so that we can repair it.

Statutory checks

- In buildings over 18 metres, the building management 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

- There are smoke vents in the main stairwell 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.

Access and facilities for sheffield fire brigade

- It is vital that sheffield 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 building management 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 inform the concierge

immediately.

- 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.

Information for disabled people

Building management 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 building management 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 sheffield fire brigade.

We are here to help; please let us know if your condition changes and you need support. Speak to your concierge.

To help us to help you, you can contact us: by phone on 07702334831

By email at velocity@stonemg.co.uk

In case of fire within your flat:

Fire evacuation point

