



Raven
Housing Trust

Fire safety at The Dome

Evacuation plan, fire prevention
& disability assistance



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Your safety is one of our top priorities.

This leaflet explains what you should do in the event of a fire at The Dome. It's important that you know and understand this fire strategy, please get in touch with us if you're unsure or need help with the guidelines.

What is this strategy and why does this apply to me?

The Dome has a **'stay put'** strategy in the event of a fire. This strategy applies to you as you live in a flat in The Dome and you get to your front door from a 'communal area' (for example a shared corridor).

What does this mean?

Buildings with a **'stay put'** strategy have been specially designed to prevent the spread of fire and smoke, to give the Fire & Rescue Service enough time to get there, take control and put out the fire. They will take full control of the building, fire alarm and lifts.

This means that if there's a fire at The Dome and

1. there is **no fire or smoke in your flat, AND**
2. the Fire & Rescue Service have not directed you to leave

... it is safer to **'stay put'** in your home, as you have at least thirty minutes protection from fire and smoke

because of the way the building has been designed. You should ensure your doors and windows are shut and you put towels along the bottom of your front door whilst you wait for direction from the Fire & Rescue Service.

What is your role in the fire safety requirements?

Residents have an important role to play in ensuring that, if there is a fire in their flat, the flat entrance door is an effective barrier to the spread of fire and smoke into the common parts.

- fire doors should be kept shut when not in use
- residents or their guests should not tamper with self-closing devices;
- residents should report any fault or damage immediately to the responsible person

KNOW AND UNDERSTAND THE FIRE STRATEGY FOR THE DOME



When to evacuate

There are instances where you're encouraged not to 'stay put'. You should only evacuate the building if one of the following applies:

1. There is **fire or smoke in your home**
2. You have been **asked to leave** by the **Fire & Rescue Service**
3. You are **in a communal area** when the **communal alarm sounds**

Leave the building via the staircase and keep going downwards until you reach the emergency exit leading to the outside of the building. You should then go to the assembly point and wait for further instructions from the Fire & Rescue Services.

What NOT to do during an evacuation

1. **DON'T use the lifts**
They will not work, and you may get trapped inside
2. **DON'T run**
You could slip, trip or fall
3. **DON'T drive off in your vehicle**
We need to know you're out of the building
4. **DON'T leave the grounds**
5. **DON'T re-enter the building**
Wait until you have been advised by the Fire & Rescue Services that it is safe to do so



What to do if the fire is **INSIDE** your home

Make sure everybody in your home knows the Fire Strategy

If there's a fire inside your home, your smoke detector will sound and everyone should evacuate the flat immediately. Close the front door behind you to contain the fire and prevent the spread into communal areas.

LEAVE THE BUILDING via the staircase and keep going down downwards until you reach the emergency exit leading to the outside of the building.

CALL 999 as soon as you're out of and at a safe distance from the building and ask for the Fire & Rescue Service. Clearly tell the operator your flat number to ensure they know exactly where to go on arrival.

The alarm will activate automatically if smoke or heat escapes from your home into the corridor.

DON'T ACTIVATE THE ALARM IN THE COMMUNAL AREAS.



What to do if there's a fire in a COMMUNAL area

If you're in a communal area and the communal alarm sounds where you are (for example, a shared corridor, the main lift lobby), **LEAVE THE BUILDING** via the staircase and keep going down until you reach the emergency exit leading to the outside of the building.

DON'T return to your flat

Communal area fire doors are designed to limit the spread of fire and smoke and are fitted with self-closers and vision panels so you can see what's behind the door.

You should always ensure that fire doors close properly behind you. Never prop them open.

If your exit is blocked by fire or smoke **'stay put'** and, if

possible, call 999 and tell the operator where you are in the building.

DO NOT use lifts

If the electricity supply fails or the Fire & Rescue Service take control of the lifts you could end up being trapped inside.

IT'S A GOOD IDEA TO PRACTICE A 'STAY PUT' AND EVACUATION WITH YOUR HOUSEHOLD, SO EVERYONE KNOWS WHAT TO DO AND WHERE TO GO IN AN EMERGENCY.



Do you have an impairment or disability

which may result in you requiring assistance to evacuate in the event of an emergency?

If you'd require assistance in the event of an emergency evacuation, please let us know so we can develop your **Personal Emergency Plan Evacuation** or **Person Centred Fire Risk Assessment**.

This information will be made available to the Fire & Rescue Service.



What you can do to help protect yourself from the dangers of fire

We need your help to keep your home and The Dome a safe place to live.

Members of our team visit The Dome regularly for safety inspections, however we're not there 24 hours a day and you may see dangers and hazards that we don't.

COMMUNAL AREAS

- Have you seen a fire door that doesn't close properly or is damaged?
- Have you noticed that warning and information signs have been damaged or removed?
- Are any lights not working in corridors, the lift lobby or on stairwells?
- Are there items being stored in communal corridors outside of flats?
- Are other residents or visitors smoking in unauthorised areas where fires could start?
- Be alert to fire hazards and risks

INSIDE YOUR HOME

We're required by law to inspect your gas and electrics as well as flat entrance doors, which are inspected for safety on a regular basis

- Faulty electrics and unsafe gas appliances can cause fires
- Smoke detectors that don't work, won't alert you to a fire
- Damaged flat entrance doors can put you, your family and your neighbours at risk in the event of a fire

To keep you as safe as possible, we need to visit your home for checks to make sure your electrics are safe, your gas appliances are working properly and, in the unfortunate event of a fire, your detectors are working as they should.

Your safety and wellbeing are extremely important to us, so please allow us access and

- Book appointments when you receive a letter advising that an inspection is due
- Be home at the time of the booked appointment to let us in
- If you need to miss an appointment, let us know in advance so that we can rearrange

We're doing these inspections to keep you and your neighbours at The Dome as safe as possible. If we work together, we can minimise the risk of a fire occurring.

ALLOW RAVEN ACCESS TO UNDERTAKE SAFETY DRIVEN INSPECTIONS.

Additional things you can do to prevent a fire occurring

There are things **YOU** can do in your home to prevent fires:

1. DON'T overload plug sockets

2. DON'T overload extension leads

Only plug in items with low fuse ratings that don't add up to above the fuse rating of the extension lead. For example, 2 items with a 5-amp fuse plus 1 item with a 3-amp fuse = 13-amp capacity of an extension lead.

3. Turn off and unplug appliances when not in use

4. DON'T leave mobile phones, tablets, laptops, e-cigarettes / vapes on charge overnight

Or when you leave your home unattended and never charge them on soft furnishings or on the bed as the batteries get hot and can start a fire.

5. DON'T leave candles burning unattended

Make sure you extinguish them properly before leaving your home or going to bed. Be on the safe side and swap real candles for low voltage LED battery operated candles instead.

6. Keep matches and lighters out of reach of children

7. DON'T leave food cooking unattended

Make sure all cooker rings and ovens are turned off before going to bed or when you leave your home.

8. DON'T use barbeques on balconies or inside your home

9. If you smoke:

- Ensure you **put out cigarettes properly** before going to bed or leaving your home, in a purpose made ashtray.
- **DON'T** leave burning cigarettes in the ashtray whilst you pop out of the room.
- Never throw cigarette butts directly in the bin, make sure they're completely stubbed out and cold.
- **DON'T** smoke in bed, especially if you're tired and there's the risk of you falling asleep





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If you've got any questions on the fire safety requirements, we'd love to hear from you

Email: raven@ravenht.org.uk

Call: **0300 123 3399**

www.ravenht.org.uk

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