

Safety in your building

30 October 2020

Atrium Point,
Greenford Road,
Greenford,
UB6 0FF

The Hive
22 Wembley Park Boulevard
Wembley
HA9 0HP

www.networkhomes.org.uk
customerservice@
networkhomes.org.uk
0300 373 3000

Dear Residents

Fire strategy changing to evacuation from Friday 30 Oct.

I am writing to advise you of an important change to the fire strategy at Atrium Point. We continually review the fire safety of our buildings and following the installation of our alarm system, our fire engineers have advised a change in our fire strategy.

We have reviewed the latest guidance with our fire safety experts IFC and were advised that from **Friday 30 October** the fire strategy for your block will change to a **total evacuation strategy**. This means if a fire breaks out or you hear the alarm sound in your flat, you must **leave** the building immediately.

The fire alarm will be tested every **Wednesday at 11am** – if the alarm does not stop sounding you should evacuate.

IFC have advised that evacuation should only happen on a block by block basis – this means that if Block A needs to evacuate, the alarm would not sound within the flats or communal areas in Block B etc.

What else are we doing?

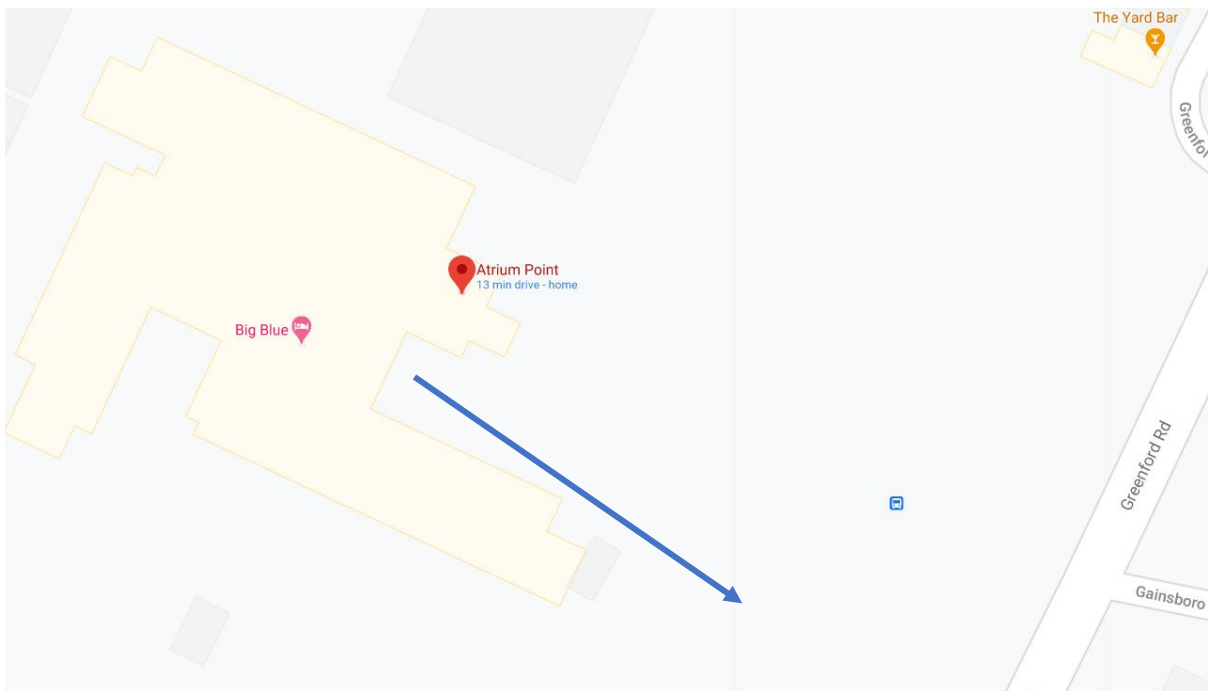
The new strategy means if a fire breaks out and you hear the alarm sound in your flat you must **evacuate the building immediately**. This change will take effect from Friday 30 October. We are taking immediate steps to support this change:

- We have notified the Fire Brigade of this change and invited them to review the arrangements we have put in place.
- All fire notices in communal areas will be changed to inform everyone that they must evacuate if there is a fire. Please take a moment to familiarise yourself with this notice.

What should you do if there is a fire in your flat or you hear the fire alarm?

- If you discover the fire, sound the alarm before you leave the area (block) where the smoke/fire is, so that the alarm sounds in the correct area (block) of the building.

- Evacuate immediately using the nearest staircase as indicated by the fire signage within your block. Do not use the lift.
- Do not pack or bring any possessions with you.
- Close all doors behind you when leaving your flat and the building.
- Call 999.
- Tell the Fire Brigade if any family members need assistance to evacuate.
- Gather at the assembly point on the grass area opposite Block A bin room (on the right-hand side when you face the street). Wait at the assembly point until you are told by the lead fire warden to return to your home.

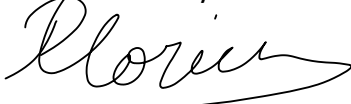


Ability to self-evacuate survey

It's really important we know about any vulnerability you or your household members have, which may affect your ability to evacuate in an emergency. Therefore, please complete and return the enclosed survey.

If you want to ask any questions then please contact us on **030 373 3000** or at buildingsafetyteam@networkhomes.org.uk.

Yours sincerely



Peter Morina

Project Manager

Ability to Self-Evacuate/ Data Capture Form

26/10/20

We will collect the below data so that we can ensure you and/or the members of your household can be safely evacuated in case of an emergency.

This information will be shared with the London Fire Brigade and fire wardens at your development (if applicable). We will keep this information for the duration of your tenancy/lease.

As well as being securely stored by Network Homes, this information will be stored in a 'red box' on site, which is only accessible by the London Fire Brigade.

Ability to self-evacuate survey

It's important we know if anyone in your household will need help to evacuate in an emergency. Please email our building safety team the below survey, letting us now if you have any vulnerabilities. If you think this is relevant to your neighbours, please prompt or assist them to complete this form. You may need help evacuating if you or your household have:

- Mobility issues
- Visual/Hearing impairment
- Large family unit
- Elderly relatives
- Young children.

Name	
Address	
Contact number	
Email Address	
Are you a leaseholder/ tenant/subtenant?	
How many people are in your household?	
Date survey completed	

<p>Are you able to hear the fire alarm?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If your answer is No, is there anything other than health which would impact this?</p>
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In the event of an emergency are you able to self-evacuate?

Yes

No

If No, what type of assistance do you or your household require? Please don't list any specific health issues here

Mobility support

Visual support

Hearing support

Support with my children/infants

Support with older family members

Other:

Please return to samuel.drinkwater@networkhomes.org.uk.