

## Safety in your building

7 April 2022

Blanche Court,  
Rectory Park,  
Northolt,  
UB5

Dear residents,

### Waking watch ending today at 7pm – simultaneous evacuation policy in place

I'd like to thank you for your support in getting the work to the alarm completed. Now that we have finalised the alarm installation in Blanche Court, we are going to be standing down the waking watch from 7pm today (Thursday 7 April). There will therefore no longer be waking watch wardens patrolling the building.

### Simultaneous evacuation strategy

Your building will continue to be a 'simultaneous evacuation' strategy. If your newly installed sounder activates or an alarm goes off in a communal area, **you must evacuate the building and proceed to the Assembly Point**. An alert will be sent to an emergency call centre which will then alert the emergency services to attend. You should still also call 999 yourself.

We have also installed manual call points in the building. If you are affected by smoke or fire in the building, then **as you evacuate you need to press the manual call button by the emergency exit**. You will go past it on your way out of the building as there is one by each of the ground floor exits. To activate it, you must lift the flap and press the button. By activating the manual call button, an alert will be sent directly to a call centre and then the emergency services. All the sounders within the building will sound.



The new system is extremely sophisticated. The waking watch was originally brought in as a short-term solution until we had this system installed, and we're pleased that we're now able to offer you peace of mind that this system is now working effectively. We have informed the London Fire Brigade of the changes in the Fire Strategy and completion of the alarm installation.

### Alarm test

The alarm system will be routinely **tested every Tuesday between 11am and 11.30am**. The alarm will sound within your flat for a short duration. If the alarm goes off on a Tuesday between 11am and 11.30am for longer than 30 seconds, please assume it is a real event and leave the building.

### Working with the new system

Thank you for your cooperation in allowing us to install this system in your home. There may be times that we need to re-inspect the system in your home if we get an alert on the main panel. Please work with us if we should need to do this. Also, if you think there is an issue with your alarm, please do not tamper with it – instead let us know and we can take a look.



# Network Homes

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### A summary of this letter

The waking watch will end today (7 April) at 7pm.

If an alarm goes off in your home or the communal areas, you must evacuate and go to the assembly point – the open space in front of Harman Court.

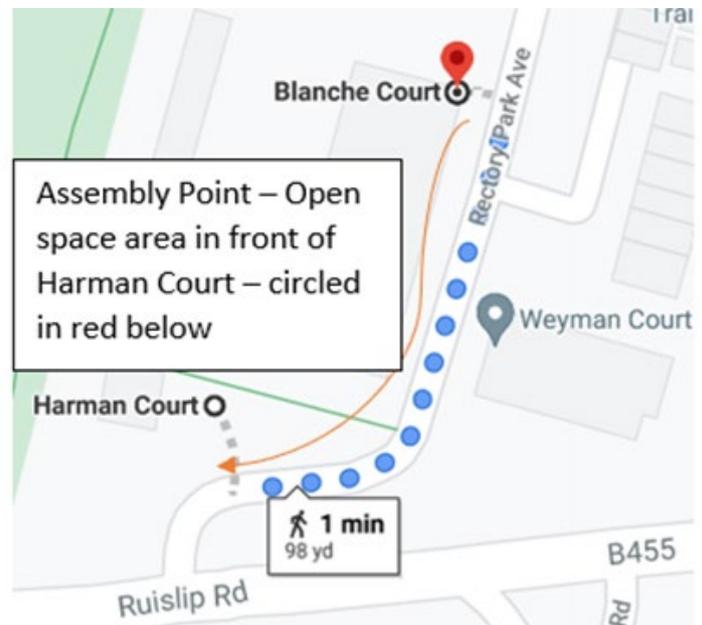
If you are affected by smoke or fire you must press the emergency manual call button on the way out – these are located by the ground floor exits.

The new alarm will be tested every Tuesday between 11am and 11.30am.

If someone in your household will need to be rescued in an emergency, please fill out the form on our website.

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

- Evacuate immediately closing all doors behind you as you leave your flat.
- Leave the building using the nearest staircase. This will be shown on the fire signage within your block. **Do not use the lift.**
- Call 999.
- If the fire is in your flat, you should press the manual call point button.
- Gather at the assembly point and wait there until you are told by the Fire Brigade to return to your home.



### Do you need to be rescued in an emergency?

It's important we know if anyone in your household will need to be rescued in an emergency. You may need help evacuating if you or your household have:

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

Please let us know if you'll need help by completing this form on our website: <https://www.networkhomes.org.uk/building-safety-vulnerability/>. If you think this is relevant to your neighbours, please prompt or assist them to complete this form.

We will collect this information to ensure you and your household can be evacuated safely in case of an emergency. This information will also be shared with the London Fire Brigade. We will keep this information for the duration of your tenancy/lease. As well as being kept by Network Homes, this information will be stored in a 'red box' on site, which is only accessible by the London Fire Brigade.

### Keeping everyone in your building safe and secure

Please ensure **no items are stored in communal areas** and escape routes are clear. We have a zero-tolerance approach and personal items left in the communal areas will be removed. Flammable items such as BBQs and gas bottles must not be stored on balconies. These need to be removed immediately, as this is treated as a breach of your tenancy/lease.

Please also remember you must not use a barbeque on your balcony. The London Fire Brigade (LFB) has identified barbeques as a major cause of fires starting on balconies and says that barbeques should

never be used on balconies. You can learn more from the LFB following this link: <https://www.london-fire.gov.uk/news/2020-news/may/don-t-be-the-cause-of-a-balcony-blaze-warn-firefighters/>.

We would like to take this opportunity to remind you to take precautions by only letting your visitors and those permitted, in the building. This will help keep everyone safe and the building secure.

### **Further support**

If you need further support, you can:

- Go to the London Fire Brigade's website, which is offering a free online tool which guides you through a fire risk assessment of your home (home visits are available for more vulnerable residents): <https://www.london-fire.gov.uk/safety/the-home/home-fire-safety/>
- Visit our website where we have a building safety section with lots of information and frequently asked questions: <https://www.networkhomes.org.uk/buildingandfiresafety/>
- Check our document library for your building's letters and documents: <https://www.networkhomes.org.uk/rectorybuildingsafety/>
- Get in touch with us on [customerservice@networkhomes.org.uk](mailto:customerservice@networkhomes.org.uk) if you have any questions.

Best wishes

Raj Gandecha  
Head of Resident Management (Building Safety)