



## Safety in your building

19<sup>th</sup> December 2019

Residents of

Templar House, 82 Northolt Road, South Harrow, HA2 0YL

Dear Residents,

### Building Safety Update

I am writing to confirm the fire strategy at Templar House, is still a total evacuation policy. The decision was made with guidance from our fire safety experts Savills. As a reminder, if a fire breaks out **you must evacuate the building immediately.**

### Background

Following an intrusive investigation following the government's Advice Note 14, we have identified issue with cavity barriers on the external walls at Templar House.

The report issued by Philip Pank Partnership identified concerns with the design and construction of the external façade. We have engaged Arup to provide advice on the existing Fire Strategy in light of the Report. The current fire strategy at Templar House is already a simultaneous evacuation strategy.

Resident safety is our primary concern and we are working to address the issues promptly. We will update residents and property owners as soon as we have further information to share.

### Fire strategy and Fire Wardens at Templar House.

We have taken the following steps to support the fire total evacuation policy:

- Implementing fire wardens who patrol the block. **They will be installed from Monday 23<sup>rd</sup> December.**
- The fire wardens will raise the alarm by knocking on doors and sounding horns, in addition to this there is a communal wide fire alarm that will sound throughout the building.
- We have notified the Fire Brigade of this change and invited them to review the arrangements we have put in place.
- Fire notices in communal areas have inform everyone that they must evacuate if there is a fire. Please make sure you and your household have read the notice.

Olympic Office Centre  
8 Fulton Road  
Wembley  
HA9 0NU

[www.networkhomes.org.uk](http://www.networkhomes.org.uk)

### We need your help!

Do we have your correct contact details?

We're going to send you updates about safety in your building and we want to make it as easy as possible for you to get information. So we will be sending email updates.

Please send your:

- > Name
- > Address
- > Postcode
- > Email address
- > Phone number
- > If you're a leaseholder or tenant/subtenant to [buildingsafetyteam@networkhomes.org.uk](mailto:buildingsafetyteam@networkhomes.org.uk)

That way you'll find out what's going on quickly and easily file it for your records. We'll make sure your details are updated on our system too.

Please check out our privacy policy on our website for more info.

## **What should you do if there is a fire in your flat, you hear the fire alarm or the fire warden tells you to evacuate?**

- 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.
- Follow the instructions of the fire warden if they have told you to leave, or make sure you tell the fire warden about the alarm/fire.
- Call 999.  
Tell the fire wardens or the Fire Brigade if any family members need assistance to evacuate.

## **Ability to Self-Evacuate/ Data Capture Form**

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. Please complete the form attached.

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 know 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.

## **Your contact details**

As you can see above, we are seeking to communicate with you more directly and so need your updated information. This is so we can communicate with you faster and better. Please include your details and send them to the email address below.

## **Items in communal areas and on balconies**

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 should not be stored on balconies. These need to be removed immediately, as this is treated as a breach of your tenancy/lease.

## **Residents' meeting**

Regular residents' meetings will be advertised on notice boards. These meetings are primarily to discuss the day to day management of the site, and the building safety team can also respond to questions through this forum.

If you want to ask any questions, then please contact me on **0300 373 3000** or [buildingsafetyteam@networkhomes.org.uk](mailto:buildingsafetyteam@networkhomes.org.uk)

Yours sincerely



Sam Drinkwater  
Neighbourhood Team Leader



**Ability to Self Evacuate/ Data Capture Form**

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

Are you able to hear the fire alarm?
<input type="checkbox"/> Yes
<input type="checkbox"/> No
If your answer is No, is there anything other than health which would impact this?

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 [buildingsafetyteam@networkhomes.org.uk](mailto:buildingsafetyteam@networkhomes.org.uk)