

## Safety in your building

20<sup>th</sup> March 2020

Residents of Grand Union Heights

Olympic Office Centre  
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Wembley  
HA9 0NU

[www.networkhomes.org.uk](http://www.networkhomes.org.uk)  
[info@networkhomes.org.uk](mailto:info@networkhomes.org.uk)  
0300 373 3000

Dear Residents,

### Fire strategy

Here's a reminder of the current Fire Strategy in place at Grand Union Heights.

The current fire Strategy at Grand Union Heights is a **Simultaneous Evacuation Strategy**.

This means if you become aware of a fire within your building or you hear a building wide alarm, **you must evacuate the building immediately**.

There is currently a Fire Warden carrying out inspections of the communal areas and to manage the evacuation process in the event of an alarm sounding. Further to the recent investigations by our Fire Engineer, we will be adding a second warden who will assist with patrols of all five cores and communal areas of Grand Union Heights.

The Fire Brigade are aware of the current fire strategy.

Please make sure you and your household have read the fire notices within communal areas, which say you must evacuate in the event of a fire.

### 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.
- Gather at the assembly point on the pavement next to the entrance to Peppermint Heights. Wait at the assembly point until you are told by the lead fire warden to return to your home.

### 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.

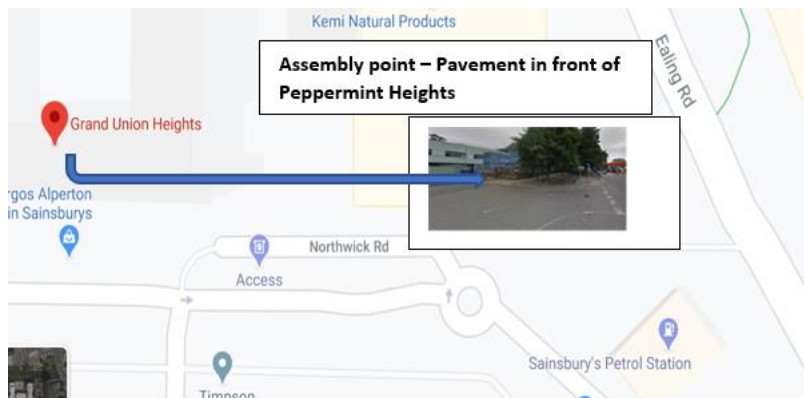
Please send your:

- > 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.

A location map is below:



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

We also need to 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 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.

### **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.

If you have any questions, then please contact us on [customerservice@networkhomes.org.uk](mailto:customerservice@networkhomes.org.uk)

Yours sincerely

Sam Drinkwater  
Neighbourhood Team Leader (Building Safety)

**Ability to Self-Evacuate/ Data Capture Form – Grand Union Heights – March 2020**

|   |  |
|---|--|
| Name  |  |
| Address                                     |  |
| Contact number                              |  |
| Email Address                               |  |
| Are you a leaseholder/<br>tenant/subtenant? |  |
| How many people are in your<br>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? |
| <input type="checkbox"/> Yes                                |
| <input type="checkbox"/> No                                 |

|  |
|--|
| If No, what type of assistance do you or your household require? Please don't list any specific health issues here |
| <input type="checkbox"/> Mobility support  |
| <input type="checkbox"/> Visual support  |
| <input type="checkbox"/> Hearing support   |
| <input type="checkbox"/> Support with my children/infants  |
| <input type="checkbox"/> Support with older family members   |
| Other:   |

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