

## Safety in your building

7<sup>th</sup> May 2020

Morrison Court  
12 St Ann's Street  
Westminster  
London  
SW1P 2DF

Dear Residents,

### Fire strategy changed to Evacuation

I am writing to advise you of an important change to the fire strategy at Morrison Court.

Further to an inspection of the building, we have reviewed the latest guidance and existing strategy with our fire safety expert, International Fire Consultants, who has advised that the strategy should be changed from Stay Put to a Simultaneous Evacuation Strategy.

This means if a fire breaks out **you must evacuate the building immediately.**

### Background

Following an intrusive investigation in response to the government's consolidated Advice Note on Building Safety, our Chartered Building Surveyor, John Rowan and Partners (JRP), carried out a preliminary investigation and issued a report identifying potential defects including poorly installed and missing cavity barriers within the external facade. We are currently discussing the findings of this report with our Fire Safety Expert to identify remedial works, which we hope to carry out as soon as possible. Once the external wall insulation underneath the render has been removed and made good, the fire strategy can be reinstated to stay put.

Your 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 more information.

**As of 11am on Thursday 7<sup>th</sup> May, a 24-hour waking watch (fire wardens) will be installed.** The role of the waking watch is to provide an early warning to all residents in the event of a fire. The fire wardens will raise the alarm by knocking on doors and sounding horns. **In the event of a fire, everyone needs to leave the building.**

### Fire strategy for the whole of Morrison Court

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

- Implementing a waking watch.
- Notifying the Fire Brigade of the change to a total evacuation strategy.
- Changing fire notices in the communal areas.

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

If there is a fire in your flat or the fire wardens raise an alarm you should:



# Network Homes

Olympic Office Centre  
8 Fulton Road  
Wembley  
HA9 0NU

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

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

0300 373 3000

### Contacting you going forwards

We're going to be sending you updates by text from now on, unless it is a critical safety update.

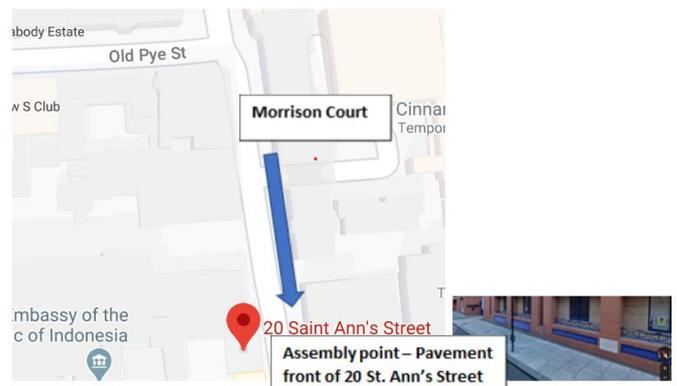
If you're a leaseholder and you have tenants living in your flat, please ensure you pass on any messages to your tenants.

We have also sent a summary of this letter as a text, so if you didn't receive a message from us, then we don't have your correct details.

If you're not sure we have your details, send them to us at [customerservice@networkhomes.org.uk](mailto:customerservice@networkhomes.org.uk).

You can also check for the latest update on the website by going to the 'My block documents' section and searching for your block/estate name.

- 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 alert the fire wardens so they can raise an alarm.
- If you are responding to an alarm raised by the fire wardens, you should follow any instructions they give you.
- Tell the fire wardens and Fire Brigade if any members of your household require assistance to evacuate.
- Gather at the assembly point **20 St Ann's Street** (map right). Wait at the assembly point until you are told by the lead fire warden to return to your home.



### Ability to self-evacuate

It's important we know if anyone in your household will need help to evacuate in an emergency. Please let us know by completing the Ability to Self-Evacuate Form below and emailing it to the customer service mailbox which is also given below.

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.

We will collect this information so that we can ensure you and/or the members of your household can be evacuated safely in case of an emergency. This information will also be shared with the London Fire Brigade and the fire wardens. 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

### Items in communal areas and car park

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 the premises. These need to be removed immediately, as this is treated as a breach of your tenancy/lease.

If you want to ask any questions, then please contact me on **0300 373 3000** or [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**

Morrison Court - May 2020

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?
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In the event of an emergency are you able to self-evacuate? <input type="checkbox"/> Yes <input type="checkbox"/> No If your answer is 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:
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Please return to [customerservice@networkhomes.org.uk](mailto:customerservice@networkhomes.org.uk).