

Minor updates on 19 July 2017 and 7 November 2017

Fire Safety Policy

Brunel Court
Brunel PI
Crawley

Minor updates on 19 July 2017 and 7 November 2017

Fire Safety Policy

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1 General Statement of

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2 Action to be taken by a person discovering a fire

Any person discovering a fire is to telephone 999 immediately giving the full address and the location of the fire.

3 The Fire Evacuation Procedure

All residents are issued with information on what to do in the event of a fire in the form of a Fire Safety Leaflet. Fire instructions are also attached to the wall next to the lift on each floor.

If the fire is in a residents flat then they are to leave the flat, closing the door of the room with the fire, windows and the front door. Then they are to call 999 from the nearest telephone giving the full address and location of the fire.

If the fire is elsewhere in the building then residents are to telephone 999 immediately from the nearest telephone then stay in their flat, closing all doors and windows. They are to remain in their flat until the incident is dealt with, they are advised to leave by the Emergency service or their means of escape becomes threatened.

If residents are advised to leave the building they are to go to the fire assembly point located in the visitor car park and marked by a fire assembly point sign. Residents who are unable to reach the assembly point are to wait at the top of the stairs on their floor.

No person will re-enter the building without the permission of the Senior Fire Officer present.

4 The Assembly point

The fire assembly point is located in the visitor car park and marked by a fire assembly point sign.

5 Duties and Responsibilities of specific personnel

The Housing Team for the area will be responsible for compiling a detailed list of all residents that require special assistance in the event of an evacuation. The list will be updated on a regular basis annually and at the change of tenancy by the Housing Team.

The list will be sent to the fire service by the by the Electrical Surveyor to include in their fire plan for Brunel Court.

In the event of a major incident and a full evacuation of the building, the Crawley Borough Council Emergency Plan will be invoked. To invoke this out of hours, call 01293 438000 and the relevant personnel will be informed.

6 Fire Fighting Equipment

A dry riser is installed throughout the building with outlets on each floor. The valves are kept locked in the closed position.

