Evacuation Policy

# Introduction

* 1. It's important that you know how to reduce the chances of a fire starting in your home and keep yourself, your family, and your property safe from fire.
	2. Most fires in the home are caused by lifestyle factors such as smoking, leaving cooking unattended, using candles, storing large amounts combustible material or even faulty electrical appliances (such as dishwashers left on overnight) or overloading of electrical sockets. By taking a few sensible precautions you can significantly reduce your chances of having a fire.

# Purpose

* 1. The purpose of this policy is to:
		+ 1. Place primary importance on the life, safety and welfare of our residents and staff.
			2. Inform tenants of evacuation plans and the Evacuation Policy.

# Scope

* 1. Medway Council has a ‘Evacuation policy for the blocks listed below.  This means that you need to follow the evacuation plan for where this policy is applicable.
	2. Fire Action Notices are displayed in various locations of the block. Please make sure you have read and understood them. If you do not have or cannot find your applicable fire action notice, then please report this to housing repairs immediately on 01634 333601 and select option 2.

# Policy

## Make a plan

* 1. Preparing and practising a plan of action will help you to act quickly if there is a fire. Everyone who lives or is staying in your home should know this plan, and it helps to go through it with your family or anyone else that lives or stays with you including children, older people and anyone who may be in the property with you.
		1. Put a reminder of what to do on the fridge door or notice board.
		2. Make sure everyone knows where the keys to doors and windows are kept shut.
		3. Follow the identified escape route. The best route is usually the normal way in and out of your home. Think of any difficulties you or the other people in your household may have and prepare for these.
		4. Homes for Independent Living (HFIL) tenants to be made aware of their nearest and suitable exit. Personal Evacuation Plan (PEP) to be reviewed annually or as tenant circumstances change.
		5. A second escape route may be available in addition to the identified fire escape route. It’s important that both these routes always kept clear. Remember – if you live on a ground floor or first floor a window could be used as an escape route. “A designated means of escape window, usually depicted by a green or black button on the handle”
		6. Plan the order that you will evacuate in, so that if you have to go out of a window you can help others out (ground and first floor only).
		7. If you can’t escape, you will need to find a room where you can wait for the Fire Brigade. A safe room should have a window and a telephone.
	2. Landlord Services will establish and maintain plans as well as procedures to identify the potential for and responses to, fire incidents (including emergency situations) to prevent or mitigate the likely illness and injury that may be associated with fires.
	3. Copies of HFIL scheme up-to-date PEPs kept in electronic safes for Fire Service to access.
	4. Copies of HFIL scheme up-to-date PEPs kept in each scheme fire folder and electronic copies are kept on the housing shared drive.

## Fire in your Flat

* 1. Should the worst happen, and the smoke alarm goes off or you discover a fire in your home, shout to wake everyone up/alert them and get everyone together. Follow your escape plan and get out of the building. It is also important to read the guidance below on what to do if you can’t escape.
	2. If a fire starts the priority is to get everyone out and call 999, **don’t try to fight a fire yourself.**
	3. If you do not have access to a phone please summon assistance from passers-by, don’t assume that someone has called the fire service.
	4. Do not stop to investigate the fire or to collect valuables or pets.
	5. Use the escape route to get everyone out and meet at the fire assembly identified for your block. If there is no identified assembly point, move as far away from the building as possible.
	6. Close any doors which are open, and only open the doors you need to go through. This will help to stop the fire spreading so rapidly.
	7. Check doors with the back of your hand. If a door is warm, don’t open it, the fire is on the other side. If there is a lot of smoke, crawl along the floor as the air is cleaner.
	8. Follow signs to the nearest exit as per the evacuation plan.
	9. Do not use the lift. Leave the building on foot as soon as possible. Wait outside, away from the building.
	10. Once you’ve got everyone out of the building, call 999 from any phone.
	11. Give the operator your name and address.
	12. Don’t go back into the building for anything. If there is still someone inside, tell firefighters when they arrive, they will be able to find the person quicker and more safely than you.
	13. Find somewhere safe to wait for the fire brigade. When they arrive, try to give them as much information as possible about the fire and building i.e. where the fire started and if there are any particular hazards such as medical oxygen cylinders.
	14. Landlord Services will implement ongoing Housing Health and Safety Rating System (HHSRS) training, to include fire safety training, evacuation procedures and awareness programmes for staff.

## On hearing the communal alarm

* 1. The alarm is so designed, that you should not hear the communal alarm from your flat. The front fire door is designed to prevent the fire from entering your flat.  However, you should leave immediately on hearing the alarm in your property or communal area, if smoke and/or heat affects you or your home, or if you are told to do so by the fire service.
	2. If you are in a communal area, leave the building by the safest available exit.
	3. If you’re in any doubt, get out.
	4. Make your way to the Assembly point or move as far away from the building as possible.
	5. Call the fire service on 999 as soon as possible.

## Keep your building safe

* + 1. It is important that communal areas are kept sterile, clear and easily accessible should access or egress be required.  Door mats must only be kept internally to your property.
		2. This also includes external communal balconies, which may be designated means of escape routes and must be kept free of obstructions.
		3. All communal areas like landings, stairs, corridors and walkways must be clear always.

You cannot keep buggies, bicycles or any household goods in any communal areas, as they are fire hazards. The area outside your property must also be clean and clear at all times. This includes:

* mobility scooters
* E-bikes
* rubbish
* bikes
* pushchairs
* large plants
* shoes
* other belongings
	+ 1. Don’t store combustible items in store cupboards as it is a fire hazard.   We may ask to check your storage cupboard for combustible material.
		2. Mobility scooters – please refer to Medway Council’s Mobility Scooter policy or contact your Housing Officer for safety advice.
		3. Housing Services do not allow any items to be kept in communal areas under any circumstances Please refer to Management of Fire Risks in Communal Areas Policy.
		4. Action will be taken in accordance with Landlord Services procedures should breaches of this policy, and/or the terms of a tenancy be identified as detailed in the Management of Fire Risks in Communal Areas Policy.
		5. NO SMOKING in communal areas
		6. The best way to keep flats safe from the risk of fire is to stop any fire from breaking out in the first place.

## Other things you can do to help

* 1. Never obstruct the communal areas, which often be the fire escape route for the block.
	2. Never prop open or tamper with fire doors in communal areas.
	3. Never clutter the stairs, corridors and landings with personal items or things that can set fire easily.
	4. If you see anything in the communal areas that doesn't belong there, remove it or tell your Housing Officer or Scheme Support Officer.
	5. Never store flammable materials.
	6. Make sure you put all rubbish in the bins provided — don't leave it lying around in the refuse area as this can easily be set on fire.

## Early Warning - Smoke Detection

* + 1. Smoke detectors are the most effective way of protecting against the risk of fire in the home. They give a vital early warning at the first sign of fire, letting everyone know that there is a potential fire.
		2. Mains-wired smoke detectors are installed with battery backup. They are fitted to all council homes at the start of tenancy, periodically tested and replaced on a cyclical basis. If you are a council tenant, you should tell your Housing Officer or Scheme Support Officer if you don't have one. You can also call the repairs call centre on 01634 333601 and select option 2.
		3. If you are a council leaseholder, it's your responsibility to make sure your property has working smoke detectors on each floor level.
		4. HFIL schemes will carry out a weekly fire alarm test and complete six monthly ‘stay put’ drill.

## Fire Doors

Fire doors help to stop the spread of fire and smoke. Make sure:

* all doors close properly
* internal doors are never removed
* doors are always closed at night and when you leave your property.
	+ 1. Your front door will stop smoke and flames and plays a crucial role in protecting you and your neighbours.
		2. You should never alter or remove any doors or hardware, especially to your front door. You could be breaching your tenancy if you do so.
		3. If you identify any issue with any fire doors within your property or the block in general, then you need to call the repairs call centre immediately on 01634 333601 and select option 2.

## Fire safety in your block

* 1. The council has an on-going Fire Risk Assessment (FRA) programme for all Blocks and shared living buildings. The FRA is a detailed examination of the common parts of the building and considers the use, construction, existing fire prevention measures, occupancy type and the activities taking place.
	2. If you live in a flat or maisonette and there is a fire elsewhere in your block, the action you should take will depend on the type of property you live in.
	3. All buildings with timber frames will undergo a bi-monthly inspection.
	4. There are two general strategies in the event of fire, commonly referred to as ‘stay-put’ and ‘simultaneous evacuation’ policies. These are explained in the table below and your home will fit into one of these categories. You should only follow the policy that has been identified as being applicable to your block.
	5. Appendix 1 (BLOCK LIST) details which policy applies to each block.

|  |  |
| --- | --- |
| **Stay put** | **Simultaneous evacuation** |
| In general purpose built blocks of flats are designed on the ‘stay put’ principle, which means each dwelling is a fire-resisting enclosure which will typically hold back fire for a minimum of 30 minutes to communal areas, 60 minutes from flat to flat due the construction methods and materials used.Where these high levels of structural fire resistance are provided, it is usually safer for residents to remain in their home if fire breaks out in another part of the building, such as another flat in the block or the common parts.It is important to recognise however that in some major fires, there may come a point when it is no longer safe to stay put. If at any stage you become affected by smoke, heat or fire, you should leave by the nearest available exit route, even if there is stay put strategy in place.Stay-put is still the preferred strategy for most properties and will be adopted wherever possible in line with national fire safety guidance.Where a stay-put strategy is in place the fire and rescue service will evacuate any properties they consider to be at risk in the event of fire but this is likely to be restricted to certain floors or parts of the building. | There are exceptions to every rule and the structural fire protection in some older blocks/properties may not be considered adequate to safely support a stay-put strategy.This may be due to the type of construction, materials used, alterations that have been made over the years or the age and general design of the building.Where the level of structural fire resistance is known or suspected not to provide a minimum of 60 minutes separation between dwellings or compartments a stay put strategy is unlikely to be appropriate.In such cases (and where it is not possible or cost effective to upgrade the structural precautions) then a higher standard of fire detection and warning system will be provided. This will typically mean that heat detectors will link all dwellings in a block, so a fire in one flat will trigger the heat alarms in all properties in the block to activate and provide early warning of a fire in another property and allow other residents to evacuate.If your block has been designated as simultaneous evacuation, it is vitally important that you plan your escape, as set out above.Fire safety instructions will also be displayed in the common areas of the block if it has been designated as simultaneous evacuation. |

## Fire Safety Policy

* 1. Medway Council has a fire safety policy which is available on demand. A copy can be obtained by requesting it from your Housing Officer or via the link below.

Homes for Independent Living <https://www.medway.gov.uk/downloads/file/5117/fire_safety_policy>

General Needs

<https://www.medway.gov.uk/downloads/file/4685/fire_safety_policy>

Appendix 1 Block List

Appendix 2 Fire Action Notice Evacuation

Appendix 3 Letter to tenants regarding evacuation

POLICY

This version published: October 2022

Reviewed: June 2024

Next review due: June 2025 (unless a significant changes in use of building or legislation)

Appendix 1 – BLOCK POLICY LIST

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **UPRN** | **Street 1** | **Postcode** | **Number of Storeys** | **Total Units** | **Tenants** | **Leaseholders** | **APPLICABLE POLICY** |
| 008707001 | ALBERT MANOR NOS. 1-10 | ME7 5EU | 4 | 10 | 9 | 1 | **STAY PUT** |
| 008807001 | ANDREW MANOR NOS. 1-10 | ME7 5HA | 4 | 10 | 8 | 2 | **STAY PUT** |
| 069207001 | AUSTELL MANOR | ME7 1LF | 3 | 8 | 6 | 2 | **STAY PUT** |
| 003207001 | BANKY FIELDS CL (19 & 21) | ME8 8NY | 2 | 2 | 2 |   | **STAY PUT** |
| 053107001 | BARFLEUR MANOR | ME7 5RW | 4 | 12 | 5 | 7 | **STAY PUT** |
| 003907001 | BEACON COURT TRAFALGAR ST | ME7 4RL | 3 | 7 | 7 |  | **STAY PUT** |
| 003907001 | BEACON COURT COPENHAGEN RD | ME7 4RX | 3 | 2 | 2 |  | **STAY PUT** |
| 004207001 | BEATTY AVENUE NOS. 136-142 | ME7 2DB | 0 | 4 | 4 |   | **STAY PUT** |
| 004507004 | BEECHINGS WAY 105-111 ODDS | ME8 6PZ | 2 | 4 | 4 |   | **STAY PUT** |
| 004507005 | BEECHINGS WAY 117-123 ODDS | ME8 6PZ | 2 | 4 | 4 |   | **STAY PUT** |
| 004507010 | BEECHINGS WAY 132-138 EVENS | ME8 6NE | 2 | 4 | 4 |   | **STAY PUT** |
| 004507006 | BEECHINGS WAY 133-139 ODDS | ME8 6RP | 2 | 4 | 4 |   | **STAY PUT** |
| 004507011 | BEECHINGS WAY 156-162 EVENS | ME8 6NF | 2 | 4 | 4 |   | **STAY PUT** |
| 004507007 | BEECHINGS WAY 157-163 ODDS | ME8 6RP | 2 | 4 | 4 |   | **STAY PUT** |
| 004507008 | BEECHINGS WAY 185-191 ODDS | ME8 6RP | 2 | 4 | 4 |   | **STAY PUT** |
| 004507009 | BEECHINGS WAY 213-219 ODDS | ME8 6SJ | 2 | 4 | 3 | 1 | **STAY PUT** |
| 004507001 | BEECHINGS WAY 67-73 ODDS | ME8 6PY | 2 | 4 | 3 | 1 | **STAY PUT** |
| 004507002 | BEECHINGS WAY 79-85 ODDS | ME8 6PY | 2 | 4 | 4 |   | **STAY PUT** |
| 004507013 | BEECHINGS WAY 87 AND 89 | ME8 6PY | 0 | 2 | 2 |   | **STAY PUT** |
| 004507003 | BEECHINGS WAY 93-99 ODDS | ME8 6PZ | 2 | 4 | 2 | 2 | **STAY PUT** |
| 031407001 | BENENDEN MANOR 1-62 INC | ME8 6NH | 4 | 62 | 59 | 3 | **STAY PUT** |
| 006807002 | BLUEBELL CLOSE 1-4 | ME7 2PZ | 2 | 4 | 4 |   | **STAY PUT** |
| 006907002 | BODIAM CLOSE (10-13) | ME8 6XF | 2 | 4 | 2 | 2 | **STAY PUT** |
| 007407001 | BOUGHTON CLOSE NOS. 18-21 INC | ME8 6ND | 2 | 4 | 3 | 1 | **STAY PUT** |
| 007207001 | BOROUGH ROAD (1-4) | ME7 4LS | 3 | 4 | 4 |  | **EVACUATION** |
| 007307002 | 2A BOROUGH ROAD (1-4) | ME7 4LS | 3 | 4 | 4 |  | **EVACUATION** |
| 007507003 | BRABOURNE AVENUE (6 & 6A) | ME8 6RN | 2 | 2 |   | 2 | **STAY PUT** |
| 007507001 | BRABOURNE AVENUE 17-23 ODDS | ME8 6SE | 2 | 4 | 4 |   | **STAY PUT** |
| 007507002 | BRABOURNE AVENUE 31-37 ODDS | ME8 6SD | 2 | 4 | 3 | 1 | **STAY PUT** |
| 007507008 | BRABOURNE AVENUE 56-62 EVENS | ME8 6RB | 2 | 4 | 4 |   | **STAY PUT** |
| 007507009 | BRABOURNE AVENUE 76-82 EVENS | ME8 6RB | 2 | 4 | 2 | 2 | **STAY PUT** |
| 007507004 | BRABOURNE AVENUE(12 & 12A) | ME8 6RN | 2 | 2 |   | 2 | **STAY PUT** |
| 007507005 | BRABOURNE AVENUE(14 & 14A) | ME8 6RR | 2 | 2 | 1 | 1 | **STAY PUT** |
| 007507006 | BRABOURNE AVENUE(20 & 22) | ME8 6RR | 2 | 2 | 1 | 1 | **STAY PUT** |
| 007507007 | BRABOURNE AVENUE(24 & 26) | ME8 6SE | 2 | 2 | 2 |   | **STAY PUT** |
| 080307001 | BRENNAN HOUSE 1-33 | ME7 1EJ | 2 | 33 | 33 |   | **STAY PUT WITH PEP** |
| 010207003 | BURNHAM WALK 113-115 BLOCK | ME8 8RT | 2 | 2 | 1 | 1 | **STAY PUT** |
| 010207004 | BURNHAM WALK 117-123 ODDS | ME8 8RT | 2 | 4 | 3 | 1 | **STAY PUT** |
| 010207006 | BURNHAM WALK 154-160 | ME8 8RT | 2 | 4 | 1 | 3 | **STAY PUT** |
| 010207002 | BURNHAM WALK 162-164 BLOCK | ME8 8RT | 2 | 2 | 2 |   | **STAY PUT** |
| 020207001 | CAMBORNE MANOR | ME7 1JX | 3 | 17 | 16 | 1 | **STAY PUT** |
| 063907001 | CAMPERDOWN MANOR 1-6 INC. | ME7 5RL | 2 | 6 | 6 |   | **STAY PUT** |
| 011700030 | CANTERBURY STREET 3A | ME8 5TP | 2 | 3 | 3 |  | **EVACUATION** |
| 011607001 | CANTERBURY STREET 364A & B | ME7 5JU | 2 | 2 |  2 |  | **EVACUATION** |
| 013407002 | CHARING ROAD 20-26 EVENS | ME8 6LW | 2 | 4 | 4 |   | **STAY PUT** |
| 022207001 | CHARLECOTE COURT | ME8 0BS | 4 | 12 | 10 | 2 | **STAY PUT** |
| 008907001 | CHARLTON MANOR NOS.1-10 BLOCK | ME7 5EY | 4 | 10 | 8 | 2 | **STAY PUT** |
| 015107003 | CHICHESTER CL 1-9 & 28 RUSSELL | ME8 8BZ | 2 | 5 | 5 |   | **STAY PUT** |
| 015907001 | CHRISTMAS STREET (23A & 23B) | ME7 1TD | 2 | 2 | 2 |   | **STAY PUT** |
| 016107003 | CHURCH STREET (6 & 8 )BLOCK | ME71SW | 2 | 0 |   |   | **STAY PUT** |
| 022307001 | CLOPTON COURT 1-12 BLOCK | ME80BW | 4 | 12 | 11 | 1 | **STAY PUT** |
| 018507001 | CORNWALLIS AVENUE 108-114 EVEN | ME7 2DL | 2 | 4 | 3 | 1 | **STAY PUT** |
| 019707003 | CRANBROOK CLOSE 12-15 INCLUS | ME8 6RS | 2 | 4 | 3 | 1 | **STAY PUT** |
| 019707004 | CRANBROOK CLOSE 18-21 INCL | ME8 6RS | 2 | 4 | 2 | 2 | **STAY PUT** |
| 019707001 | CRANBROOK CLOSE 2-5 INCLUSIVE | ME8 6RS | 2 | 4 | 4 |   | **STAY PUT** |
| 019707002 | CRANBROOK CLOSE 7-10 INCLUSIVE | ME8 6RS | 2 | 4 | 4 |   | **STAY PUT** |
| 021307001 | DAVENPORT AVENUE 1-4 INC | ME7 1UN | 2 | 4 | 4 |   | **STAY PUT** |
| 021307002 | DAVENPORT AVENUE 16-19 INCL. | ME7 1UN | 2 | 4 | 3 | 1 | **STAY PUT** |
| 021307003 | DAVENPORT AVENUE 28-31 INC. | ME7 1UN | 2 | 4 | 4 |   | **STAY PUT** |
| 021307004 | DAVENPORT AVENUE 39 & 40 | ME7 1UN | 2 | 2 | 1 | 1 | **STAY PUT** |
| 022107001 | DERWENT WAY 11-23 & 2 OLDFLD | ME8 0BX | 2 | 8 | 6 | 2 | **STAY PUT** |
| 022107002 | DERWENT WAY 25-37+1 OLDFIELD | ME8 0BT | 2 | 7 | 4 | 3 | **STAY PUT** |
| 022107003 | DERWENT WAY 47-59+88 SALISBURY | ME8 0BT | 2 | 7 | 7 |   | **STAY PUT** |
| 022107004 | DERWENT WAY 61-73+55 SALISBURY | ME8 0BN | 2 | 7 | 7 |   | **STAY PUT** |
| 022607001 | DETLING CLOSE 13-16 INC | ME8 6UA | 2 | 4 | 4 |   | **STAY PUT** |
| 023607001 | DORSET SQUARE 22-28 EVENS | ME8 7EX | 2 | 4 | 3 | 1 | **STAY PUT** |
| 023607002 | DORSET SQUARE 21 - 27 ODDS. | ME8 7EX | 2 | 4 | 3 | 1 | **STAY PUT** |
| 023607003 | DORSET SQUARE 29-32 INCL. | ME8 7EX | 2 | 4 | 3 | 1 | **STAY PUT** |
| 024807001 | ELHAM CLOSE 12-15 INCL. | ME8 6XG | 2 | 4 | 4 |   | **STAY PUT** |
| 037107001 | ESMONDE HOUSE 27-55 BLOCK | ME7 5AN | 0 | 29 | 29 |   | **STAY PUT WITH PEP** |
| 027207001 | FIRETHORN CLOSE 1-4 INC | ME7 2PY | 2 | 4 | 4 |   | **STAY PUT** |
| 027407001 | FLAXMANS COURT 1-26 INC | ME7 2AN | 0 | 26 | 23 | 3 | **STAY PUT** |
| 027507001 | FORDWICH GREEN 1-4 INC | ME8 6RT | 2 | 4 | 4 |   | **STAY PUT** |
| 027507002 | FORDWICH GREEN 11-14 INC. | ME8 6RT | 2 | 4 | 3 | 1 | **STAY PUT** |
| 027507003 | FORDWICH GREEN 15-18 INCL. | ME8 6RT | 2 | 4 | 3 | 1 | **STAY PUT** |
| 027607001 | FORGE LANE 15-19 | ME7 1UG | 0 | 3 | 3 |   | **STAY PUT** |
| 027607004 | FORGE LANE 22-24 | ME7 1UG | 0 | 2 | 2 |   | **STAY PUT** |
| 027607005 | FORGE LANE 25-29 | ME7 1UG | 0 | 3 | 3 |   | **STAY PUT** |
| 030707001 | GLOUCESTER CLOSE 1-5+36 RUSS. | ME8 8DA | 2 | 5 | 5 |   | **STAY PUT** |
| 030707002 | GLOUCESTER CLOSE 22-26+34 RUSS | ME8 8DA | 2 | 5 | 4 | 1 | **STAY PUT** |
| 031307002 | GOUDHURST ROAD 66-70 EVENS | ME8 6LQ | 0 | 3 | 2 | 1 | **STAY PUT** |
| 031307001 | GOUDHURST ROAD 89-95 | ME8 6NQ | 2 | 4 | 4 |   | **STAY PUT** |
| 032907002 | GREENVIEW WALK (BLOCK 1-6) | ME7 2DD | 2 | 6 | 4 | 2 | **STAY PUT** |
| 031507001 | HARBLEDOWN MANOR 1-15 INC | ME8 6LL | 4 | 15 | 12 | 3 | **STAY PUT** |
| 014407001 | HATHAWAY COURT 1-12 INC | ME8 0ES | 4 | 12 | 12 |   | **STAY PUT** |
| 035207001 | HAWKHURST ROAD (NOS 29-39) | ME8 6NU | 3 | 6 | 4 | 2 | **STAY PUT** |
| 035207002 | HAWKHURST ROAD (NOS 41-51) | ME8 6NU | 3 | 6 | 5 | 1 | **STAY PUT** |
| 035207003 | HAWKHURST ROAD (NOS 53-63) | ME8 6NU | 3 | 6 | 5 | 1 | **STAY PUT** |
| 035507001 | HAZLEMERE DRIVE 113-129 | ME7 2TG | 3 | 9 | 9 |   | **STAY PUT** |
| 035507007 | HAZLEMERE DRIVE 131-147 | ME7 2TG | 3 | 9 | 9 |   | **STAY PUT** |
| 035507008 | HAZLEMERE DRIVE 149-165 | ME7 2TG | 3 | 9 | 9 |   | **STAY PUT** |
| 035507009 | HAZLEMERE DRIVE 167-183 | ME7 2TG | 3 | 9 | 9 |   | **STAY PUT** |
| 035507002 | HAZLEMERE DRIVE 18-34 | ME7 2TE | 3 | 9 | 9 |   | **STAY PUT** |
| 035507010 | HAZLEMERE DRIVE 185-201 | ME7 2TG | 3 | 9 | 9 |   | **STAY PUT** |
| 035507011 | HAZLEMERE DRIVE 203-219 | ME7 2TG | 3 | 9 | 9 |   | **STAY PUT** |
| 035507004 | HAZLEMERE DRIVE 36-52 | ME7 2TE | 3 | 9 | 9 |   | **STAY PUT** |
| 035507005 | HAZLEMERE DRIVE 54-70 | ME7 2TE | 3 | 9 | 9 |   | **STAY PUT** |
| 035507006 | HAZLEMERE DRIVE 72-88 | ME7 2TE | 3 | 9 | 9 |   | **STAY PUT** |
| 037007002 | HIGH ST BROMPTON 28-34 MAIS. | ME7 5AQ | 3 | 4 | 1 | 3 | **STAY PUT** |
| 037007001 | HIGH ST BROMPTON 50-62+37 WOOD | ME7 5AH | 2 | 7 | 5 | 2 | **STAY PUT** |
| 037307001 | HIGH ST RAINHAM 166-178 | ME8 8AT | 2 | 8 | 8 |   | **STAY PUT WITH PEP** |
| 037307001 | HIGH ST RAINHAM 180A-D | ME8 8AT | 3 | 4 | 4 |  | **EVACUATION** |
| 038407001 | HOLLY CLOSE 1-5+6 CHURCH ST. | ME7 1SX | 2 | 6 | 5 | 1 | **STAY PUT** |
| 038407002 | HOLLY CLOSE 27-31+8 CHURCH ST. | ME7 1SX | 2 | 6 | 6 |   | **STAY PUT** |
| 040307001 | INGRAM COURT NOS. 1-17 | ME7 1SH | 0 | 17 | 17 |   | **STAY PUT** |
| 040707001 | JAMES STREET 30-92 | ME7 1DJ | 5 | 32 | 27 | 5 | **STAY PUT** |
| 040707002 | JAMES STREET 94-126 | ME7 1DJ | 5 | 17 | 16 | 1 | **STAY PUT** |
| 042907001 | KINGSNORTH ROAD 10-16 EVENS | ME8 6QY | 2 | 4 | 4 |   | **STAY PUT** |
| 042907002 | KINGSNORTH ROAD 18-24 EVENS | ME8 6QY | 2 | 4 | 2 | 2 | **STAY PUT** |
| 043707002 | LAMBERHURST GREEN 12-15 INCL. | ME8 6LE | 2 | 4 | 4 |   | **STAY PUT** |
| 043707003 | LAMBERHURST GREEN 17-20 INC. | ME8 6LE | 2 | 4 | 2 | 2 | **STAY PUT** |
| 043707004 | LAMBERHURST GREEN 23-26 INC. | ME8 6LE | 2 | 4 | 4 |   | **STAY PUT** |
| 043707005 | LAMBERHURST GREEN 29-32 INCL. | ME8 6LE | 2 | 4 | 3 | 1 | **STAY PUT** |
| 043707006 | LAMBERHURST GREEN 33-36 INC. | ME8 6LE | 2 | 4 | 4 |   | **STAY PUT** |
| 043707007 | LAMBERHURST GREEN 37-40 INCL. | ME8 6LE | 2 | 4 | 3 | 1 | **STAY PUT** |
| 043707001 | LAMBERHURST GREEN 7-10 INCL. | ME8 6LE | 2 | 4 | 3 | 1 | **STAY PUT** |
| 045407005 | LEET CLOSE 11 - 12 INCL | ME7 1TB | 2 | 2 | 2 |   | **STAY PUT** |
| 045407001 | LEET CLOSE 3 - 4 INCL. | ME7 1TB | 2 | 2 | 1 | 1 | **STAY PUT** |
| 045407002 | LEET CLOSE 5-6 INCL. | ME7 1TB | 2 | 2 | 2 |   | **STAY PUT** |
| 045407004 | LEET CLOSE 9 - 10 INCL | ME7 1TB | 2 | 2 | 1 | 1 | **STAY PUT** |
| 046807001 | LITTLEBOURNE AVENUE 18-24 EVEN | ME8 6QF | 2 | 4 | 4 |   | **STAY PUT** |
| 048007001 | LONGFORD COURT 2-40 EVENS | ME8 8EN | 2 | 20 | 20 |   | **STAY PUT WITH PEP** |
| 048707002 | LOWER TWYDALL L.232-238 EVENS | ME8 6QP | 2 | 4 | 4 |   | **STAY PUT** |
| 049207001 | LYMINGE CLOSE 12-15 INCL. | ME8 6XD | 2 | 4 | 3 | 1 | **STAY PUT** |
| 049507001 | MACDONALD ROAD 3 & 5 | ME7 1QG | 2 | 2 | 1 | 1 | **STAY PUT** |
| 050207001 | MANOR HOUSE 1-10  | ME7 5AR | 3 | 10 | 10 |   | **EVACUATION** |
| 050207009 | MANOR STREET 40-58 EVENS | ME7 5AW | 2 | 10 | 10 |   | **STAY PUT** |
| 050207002 | MANOR STREET 17-23A ODDS | ME7 5AW | 3 | 8 | 6 | 2 | **STAY PUT** |
| 037407001 | MARLBOROUGH HOUSE 1-35 BLOCK | ME8 8AF | 2 | 35 | 35 |   | **STAY PUT WITH PEP** |
| 051907001 | MCCUDDEN ROW 1-11 ODDS | ME7 5RN | 2 | 6 | 6 |   | **STAY PUT** |
| 051907002 | MCCUDDEN ROW 21-31 ODDS | ME7 5RN | 2 | 6 | 6 |   | **STAY PUT** |
| 051907003 | MCCUDDEN ROW 22-32 EVENS | ME7 5RN | 2 | 6 | 6 |   | **STAY PUT** |
| 052307006 | MEDWAY ROAD 28-34 EVENS | 0 | 2 | 4 |   | 4 | **STAY PUT** |
| 052307002 | MEDWAY ROAD 36-42 EVENS | ME7 1NJ | 2 | 4 | 2 | 2 | **STAY PUT** |
| 052307003 | MEDWAY ROAD 44-50 EVENS | ME7 1NJ | 2 | 4 | 4 |   | **STAY PUT** |
| 052307004 | MEDWAY ROAD 52-58 EVENS | ME7 1NJ | 2 | 4 | 2 | 2 | **STAY PUT** |
| 054207001 | MILSTED ROAD 17-23 ODDS | ME8 6SU | 2 | 4 | 2 | 2 | **STAY PUT** |
| 054407001 | MINSTER ROAD 7-13 ODDS | ME8 6TE | 2 | 4 | 4 |   | **STAY PUT** |
| 069307002 | MOUNTEVANS HOUSE 151-167 ANNEX | ME7 1LA | 0 | 9 | 9 |   | **STAY PUT WITH PEP** |
| 069307001 | MOUNTEVANS HOUSE 99-145 HOUSE | ME7 1LA | 0 | 24 | 24 |   | **STAY PUT** |
| 057007003 | OLDFIELD CLOSE GENERAL | ME8 0BZ | 0 | 1 | 1 |   | **STAY PUT** |
| 001707001 | PADSTOW MANOR NOS. 2-22 | ME7 1HT | 3 | 11 | 7 | 4 | **STAY PUT** |
| 009007001 | PARK MANOR NOS. 1-10 | ME7 5EX | 4 | 10 | 10 |   | **STAY PUT** |
| 058607001 | PATRIXBOURNE AVE 52-58 EVENS | ME8 6UF | 2 | 4 | 4 |   | **STAY PUT** |
| 058607003 | PATRIXBOURNE AVE 55-61 ODDS | ME8 6UB | 2 | 4 | 4 |   | **STAY PUT** |
| 058607002 | PATRIXBOURNE AVE 64-70 EVENS | ME8 6TZ | 2 | 4 | 3 | 1 | **STAY PUT** |
| 058607004 | PATRIXBOURNE AVE 71-77 ODDS | ME8 6TZ | 2 | 4 | 2 | 2 | **STAY PUT** |
| 058607005 | PATRIXBOURNE AVE 99-105 ODDS | ME8 6TY | 2 | 4 | 4 |   | **STAY PUT** |
| 058807001 | PEARMAN CLOSE 1-5 + 22 TASWELL | ME8 8HQ | 2 | 5 | 5 |   | **STAY PUT** |
| 058807002 | PEARMAN CLOSE 6-10 +20 TASWELL | ME8 8HQ | 2 | 5 | 3 | 2 | **STAY PUT** |
| 069407001 | PENRYN MANOR | ME7 1LE | 3 | 11 | 7 | 4 | **STAY PUT** |
| 059207001 | PERIE ROW 1-6 INC | ME7 5RB | 2 | 6 | 5 | 1 | **STAY PUT** |
| 059807002 | PIER ROAD 142-152 EVENS | ME7 1TJ | 2 | 6 | 5 | 1 | **STAY PUT** |
| 059807003 | PIER ROAD 158-164 EVENS | ME7 1TJ | 2 | 4 | 3 | 1 | **STAY PUT** |
| 059807001 | PIER ROAD 170-180 EVENS | ME7 1TJ | 2 | 6 | 5 | 1 | **STAY PUT** |
| 060507002 | PLUCKLEY CLOSE 10-13 INC. | ME8 6RU | 2 | 4 | 4 |   | **STAY PUT** |
| 060507001 | PLUCKLEY CLOSE 6-9 INCL. | ME8 6RU | 2 | 4 | 4 |   | **STAY PUT** |
| 020307001 | REDRUTH MANOR | ME7 1JY | 3 | 11 | 8 | 3 | **STAY PUT** |
| 063207003 | REGENCY CLOSE 12 & 13 | ME8 0LA | 2 | 2 | 2 |   | **STAY PUT** |
| 063207004 | REGENCY CLOSE 14-17INC. | ME8 0LA | 2 | 4 | 3 | 1 | **STAY PUT** |
| 063207005 | REGENCY CLOSE 27-30 INC. | ME8 0LA | 2 | 4 | 1 | 3 | **STAY PUT** |
| 063207006 | REGENCY CLOSE 31-34 INCL. | ME8 0LA | 2 | 4 | 1 | 3 | **STAY PUT** |
| 063207007 | REGENCY CLOSE 35=38 INCL. | ME8 0LA | 2 | 4 | 1 | 3 | **STAY PUT** |
| 063207008 | REGENCY CLOSE 39 & 40 | ME8 0LA | 2 | 2 | 2 |   | **STAY PUT** |
| 063207009 | REGENCY CLOSE 41-44 INC. | ME8 0LA | 2 | 4 | 1 | 3 | **STAY PUT** |
| 063207002 | REGENCY CLOSE 8-11 INCL. | ME8 0LA | 2 | 4 | 4 |   | **STAY PUT** |
| 064307003 | ROLVENDEN AVENUE 10 & 12 BLOCK | ME8 6SH | 2 | 2 | 2 |   | **STAY PUT** |
| 064307004 | ROLVENDEN AVENUE 17 & 19 BLOCK | ME8 6SH | 2 | 2 | 1 | 1 | **STAY PUT** |
| 064307008 | ROLVENDEN AVENUE 18 & 20 BLOCK | ME8 6SH | 2 | 2 | 2 |   | **STAY PUT** |
| 064307001 | ROLVENDEN AVENUE 2 & 4 BLOCK | ME8 6SH | 2 | 2 | 1 | 1 | **STAY PUT** |
| 064307005 | ROLVENDEN AVENUE 26 & 28 BLOCK | ME8 6SH | 2 | 2 | 1 | 1 | **STAY PUT** |
| 064307006 | ROLVENDEN AVENUE 29 & 31 BLOCK | ME8 6SH | 2 | 2 | 1 | 1 | **STAY PUT** |
| 064307007 | ROLVENDEN AVENUE 37 & 39 BLOCK | ME8 6SH | 2 | 2 | 2 |   | **STAY PUT** |
| 064307002 | ROLVENDEN AVENUE 9 & 11 BLOCK | ME8 6SH | 2 | 2 | 2 |   | **STAY PUT** |
| 065107001 | RUCKINGE WAY 2-5 INC. | ME8 6RX | 2 | 4 | 2 | 2 | **STAY PUT** |
| 065107002 | RUCKINGE WAY 8 - 11 INCL | ME8 6RX | 2 | 4 | 4 |   | **STAY PUT** |
| 066007001 | SANDHURST CLOSE 12 - 15 INCL. | ME8 6TF | 2 | 4 | 4 |   | **STAY PUT** |
| 066507001 | SAUNDERS STREET 26-44 EVENS | ME7 1JR | 5 | 10 | 9 | 1 | **STAY PUT** |
| 066607001 | SAXTON STREET 139A, 1-3 | ME7 5ER | 3 | 3 | 3 |  | **EVACUATION** |
| 066907001 | SCOTT AVENUE 30-38+64 SOLOMON | ME8 8BP | 2 | 6 | 6 |   | **STAY PUT** |
| 066907002 | SCOTT AVENUE 40-48+51A SOLOMON | ME8 8BS | 2 | 6 | 5 | 1 | **STAY PUT** |
| 660197001 | SCOTTSWOOD HOUSE 1-4 | ME4 6HE | 2 | 4 | 4 |  | **STAY PUT** |
| 067707001 | SELSTEAD CLOSE 10 - 13 INCL. | ME8 6UE | 2 | 4 | 3 | 1 | **STAY PUT** |
| 069007001 | SKENE CLOSE 1-5 INC. | ME8 8HJ | 2 | 5 | 5 |   | **STAY PUT** |
| 069007002 | SKENE CLOSE 6-10 INC. | ME8 8HJ | 2 | 5 | 4 | 1 | **STAY PUT** |
| 070407001 | ST ALBANS CLOSE 1-22 SNOW | ME7 1TU | 6 | 22 | 21 | 1 | **STAY PUT** |
| 070407002 | ST ALBANS CLOSE 23-44 BOWERS | ME7 1TU | 6 | 22 | 22 |   | **STAY PUT** |
| 070407003 | ST ALBANS CLOSE 53-74 CHEFFYNS | ME7 1TX | 5 | 22 | 22 |   | **STAY PUT** |
| 070407004 | ST ALBANS CLOSE 79-98 PLEWIS | ME7 1TX | 4 | 20 | 19 | 1 | **STAY PUT** |
| 070707002 | ST EDMUNDS WAY 36 & 37 BLOCK | ME8 8ER | 2 | 2 | 2 |   | **STAY PUT** |
| 011707001 | ST MARKS HOUSE 1-30 INC | ME7 5TW | 3 | 32 | 32 |   | **STAY PUT WITH PEP** |
| 074007001 | SUFFOLK AVENUE COURT BLOCK | ME8 7LB | 2 | 29 | 29 |   | **STAY PUT WITH PEP** |
| 075207001 | TANGMERE CLOSE 15-21 INC. | ME7 2TN | 2 | 7 | 7 |   | **STAY PUT** |
| 075207003 | TANGMERE CLOSE 22-30 INC. | ME7 2TN | 3 | 9 | 8 | 1 | **STAY PUT** |
| 075207004 | TANGMERE CLOSE 31-38 INC. | ME7 2TN | 3 | 8 | 6 | 2 | **STAY PUT** |
| 075407003 | TASWELL ROAD 100 & 102 | ME8 8HP | 2 | 2 | 1 | 1 | **STAY PUT** |
| 075407008 | TASWELL ROAD 104 & 106 | ME8 8HP | 2 | 2 | 1 | 1 | **STAY PUT** |
| 075407004 | TASWELL ROAD 20 & 22 | ME8 8HG | 0 | 2 | 2 |   | **STAY PUT** |
| 075407005 | TASWELL ROAD 36 & 38 | ME8 8HG | 0 | 2 | 2 |   | **STAY PUT** |
| 075407001 | TASWELL ROAD 62 & 64 | ME8 8HL | 2 | 2 | 2 |   | **STAY PUT** |
| 075407002 | TASWELL ROAD 95 - 101 ODDS | ME8 8HL | 2 | 4 | 4 |   | **STAY PUT** |
| 053207001 | TEMERAIRE MANOR | ME7 5RP | 4 | 12 | 6 | 6 | **STAY PUT** |
| 078107001 | THORNHAM ROAD 75&77 BLOCK | ME8 6RF | 2 | 2 | 1 | 1 | **STAY PUT** |
| 078107002 | THORNHAM ROAD 83&85 BLOCK | ME8 6RF | 2 | 2 | 2 |   | **STAY PUT** |
| 069507001 | TINTAGEL MANOR 1-9 INC. | ME7 1LH | 3 | 9 | 4 | 5 | **STAY PUT** |
| 069507002 | TINTAGEL MANOR 10 - 18 INCL. | ME7 1LH | 3 | 9 | 8 | 1 | **STAY PUT** |
| 069507003 | TINTAGEL MANOR 19 - 27 INCL. | ME7 1LH | 3 | 9 | 7 | 2 | **STAY PUT** |
| 069507004 | TINTAGEL MANOR 28 - 36 INCL. | ME7 1LH | 3 | 9 | 5 | 4 | **STAY PUT** |
| 069507005 | TINTAGEL MANOR 37-45 INC. | ME7 1LH | 3 | 9 | 7 | 2 | **STAY PUT** |
| 069507006 | TINTAGEL MANOR 46-54 INC. | ME7 1LH | 3 | 9 | 9 |   | **STAY PUT** |
| 069507007 | TINTAGEL MANOR 55-63 INC. | ME7 1LH | 3 | 9 | 8 | 1 | **STAY PUT** |
| 079307001 | TWYDALL GREEN 20-40 INC. MAIS | ME8 6JZ | 3 | 21 | 16 | 5 | **STAY PUT** |
| 079307005 | TWYDALL GREEN 41-48 MAISONTS. | ME8 6JZ | 0 | 8 | 8 |   | **STAY PUT** |
| 053307001 | VICTORY MANOR 1-9 INC | ME7 5RR | 4 | 9 | 8 | 1 | **STAY PUT** |
| 009107001 | VIDAL MANOR 1-40 + 11&12 CHARL | ME7 5EZ | 3 | 42 | 35 | 7 | **STAY PUT** |
| 080607001 | WAKELEY ROAD 85 - 93A + | ME8 8EP | 2 | 10 | 6 | 4 | **STAY PUT** |
| 081107001 | WALSINGHAM CLOSE | ME8 9SJ | 0 | 3 | 2 | 1 | **STAY PUT** |
| 081107009 | WALSINGHAM CLOSE 38 & 40 | ME8 9SJ | 2 | 1 | 1 |   | **STAY PUT** |
| 081107005 | WALSINGHAM CLOSE 42 & 44 | ME8 9SJ | 2 | 2 | 1 | 1 | **STAY PUT** |
| 081107003 | WALSINGHAM CLOSE BLOCK 131/137 | ME8 9SN | 2 | 4 | 1 | 3 | **STAY PUT** |
| 081107004 | WALSINGHAM CLOSE BLOCK 15/17 | ME8 9SJ | 2 | 2 | 1 | 1 | **STAY PUT** |
| 081107008 | WALSINGHAM CLOSE BLOCK 19-21 | ME8 9SJ | 2 | 2 | 2 |   | **STAY PUT** |
| 081107007 | WALSINGHAM CLOSE BLOCK 69-71 | ME8 9SJ | 2 | 2 | 2 |   | **STAY PUT** |
| 081107006 | WALSINGHAM CLOSE BLOCK 81-87 | ME8 9SN | 2 | 4 | 2 | 2 | **STAY PUT** |
| 081107002 | WALSINGHAM CLOSE BLOCK 97 – 99 | 0 | 2 | 2 |   | 2 | **STAY PUT** |
| 081207001 | WALTHAM ROAD 13-19 ODDS | ME8 6XQ | 2 | 4 | 4 |   | **STAY PUT** |
| 081207003 | WALTHAM ROAD 30 - 36 EVENS | ME8 6XE | 2 | 4 | 3 | 1 | **STAY PUT** |
| 081207002 | WALTHAM ROAD 33 - 39 ODDS | ME8 6XE | 2 | 4 | 4 |   | **STAY PUT** |
| 022407001 | WELCOMBE COURT 1-12 BLOCK | ME8 0BP | 4 | 12 | 12 |   | **STAY PUT** |
| 022507001 | WILMECOTE COURT 1-12 BLOCK | ME8 0BU | 4 | 12 | 12 |   | **STAY PUT** |
| 083907001 | WINDMILL MANOR | ME7 5NU | 2 | 10 | 8 | 2 | **STAY PUT** |
| 084307002 | WINGHAM CLOSE (16 - 19 INC) | ME8 6TD | 2 | 4 | 3 | 1 | **STAY PUT** |
| 084507002 | WOLLASTON CLOSE 13 - 16 INCL. | ME8 9SH | 2 | 4 | 4 |   | **STAY PUT** |
| 084507003 | WOLLASTON CLOSE 17-20 INC. | ME8 9SH | 2 | 4 | 3 | 1 | **STAY PUT** |
| 084507004 | WOLLASTON CLOSE 21 - 24 INCL. | ME8 9SH | 2 | 4 | 3 | 1 | **STAY PUT** |
| 084507005 | WOLLASTON CLOSE 25 - 28 INCL. | ME8 9SH | 2 | 4 | 3 | 1 | **STAY PUT** |
| 084507006 | WOLLASTON CLOSE 29 - 32 INCL. | ME8 9SH | 2 | 4 | 3 | 1 | **STAY PUT** |
| 084507007 | WOLLASTON CLOSE 33 - 36 INCL. | ME8 9SH | 2 | 4 | 3 | 1 | **STAY PUT** |
| 084507008 | WOLLASTON CLOSE 37-40 INC. | ME8 9SH | 2 | 4 | 4 |   | **STAY PUT** |
| 084507001 | WOLLASTON CLOSE 9-12 INC. | ME8 9SH | 2 | 4 | 2 | 2 | **STAY PUT** |
| 084607002 | WOOD STREET 24-30A EVENS | ME7 5RX | 2 | 8 | 6 | 2 | **STAY PUT** |
| 084607001 | WOOD STREET 51-67+14 MANOR ST. | ME7 5SD | 2 | 10 | 8 | 2 | **STAY PUT** |
| 084707002 | WOODCHURCH CRESC 12-18 EVENS | ME8 6XA | 2 | 4 | 4 |   | **STAY PUT** |
| 084707003 | WOODCHURCH CRESC 20-26 EVENS | ME8 6XA | 2 | 4 | 4 |   | **STAY PUT** |
| 084707004 | WOODCHURCH CRESC 28-34 EVENS | ME8 6XA | 2 | 4 | 4 |   | **STAY PUT** |
| 084707001 | WOODCHURCH CRESC 4-10 EVENS | ME8 6XA | 2 | 4 | 4 |   | **STAY PUT** |
| 084707005 | WOODCHURCH CRESCENT 36-40EVENS | ME8 6XA | 2 | 2 | 2 |   | **STAY PUT** |
| 084907001 | WOODCHURCH HOUSE 1-32 | ME8 6XN | 2 | 32 | 32 |   | **STAY PUT WITH PEP** |
| 085007001 | WOODLANDS ROAD 37A B C D BLOCK | ME7 2BU | 2 | 4 | 4 |   | **STAY PUT** |
| 085007002 | WOODLANDS ROAD 41A B C D BLOCK | ME7 2BU | 2 | 4 | 4 |   | **STAY PUT** |

Addresses highlighted in red no stay put signage as no communal area.

Appendix 2 – Fire Action Notice Evacuation



**Fire Action**

**Please read this and remember what it says. Your life and others' lives may depend on it**

**DO NOT**

1. Delay evacuation by collecting personal belongings.
2. Do not run.
3. Do not attempt to tackle the fire.
4. Do not re-enter the building unless given clearance by a Fire Officer who says It Is safe to do so.

**REMEMBER**

Smoking is prohibited within this building.

**If you discover a fire in your room** -

1. Exit the room, closing the door behind you
2. Follow green fire exit signs, leaving at the final exit indicated by a 
3. Move to a safe area away from the building.
4. Call the Fire Brigade if possible or summon the assistance from a passer-by to call if you do not have access to a phone.

**If you hear the fire alarm** -

1. Exit the room or area you are In and follow the green fire exit signs to the final exit, indicated by a  sign.
2. Exit the building and move to a safe area away from the building.
3. Call the Fire Brigade if possible or summon the assistance from a passer-by to call if you do not have access to a phone.

Appendix 3 – Letter to tenants regarding evacuation



Housing Services

Gun Wharf

Dock Road

Chatham

Kent ME4 4TR

Telephone:01634 333344

Email: housingsafetyconcern@medway.gov.uk

To NAME,

**Evacuation Process**

Medway Council are writing to inform you there is an evacuation process in place for this block; ADDRESS

Therefore, in the event that you identify a fire in either your flat or in a communal area, you need to:

1. Ensure that everyone in your flat immediately evacuates the property. Do not stop to investigate the fire or to collect valuables.
2. Shut the front door on the way out.
3. Activate the communal alarm by breaking / lifting the protective panel and pressing the button located outside your individual flat door.
4. Call 999 or 112 immediately upon exiting the building. Do not try to fight a fire yourself. Move as far away as possible from the building, or to a designated assembly point if present.
5. Do not re-enter the building for anything. If there is someone still inside inform the firefighters immediately when they arrive. The fire brigade will be able to find the person quicker and more safely than you.
6. If you do not have a mobile phone to call the emergency services, summon assistance from a passer-by and request they call them. **DO NOT ASSUME SOMEBODY ELSE HAS CALLED THE EMERGENCY SERVICES.**

The above steps should be followed when the communal alarm activates.

All communal areas – landings, stairs, corridors, and walkways must be kept clear and easily accessible should access or egress be required. Items such as furniture, rubbish or any other belongings left in the corridors or lobbies presents a serious fire risk and will be removed immediately.

This also includes external communal balconies, which may be designated means of escape routes and must be kept free of obstructions.

You cannot keep buggies, bicycles or any other household goods in any communal area, as they are fire hazards. The area outside your property must also be always kept clean and clear. This includes:

* Mobility scooters
* Rubbish
* Bikes
* Pushchairs
* Plants
* Shoes
* Other belongings
* Door mats should be sited internal to the flat.

No personal items should be charged in communal areas including mobility scooters.

NO smoking in communal areas.

Never prop open fire doors, these must be kept closed at all times.

If you identify any issue with fire doors within your property or the block in general then please call housing repairs immediately on 01634 333601 and select option 2.

Yours sincerely,

Medway Council

Property Services Team