



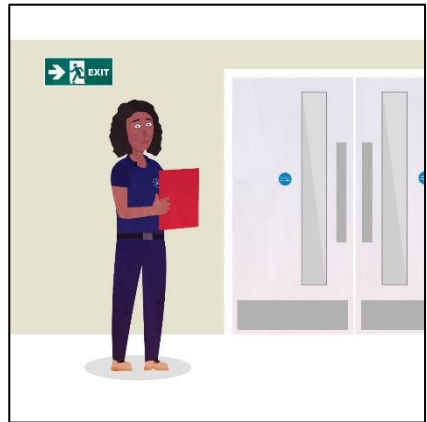
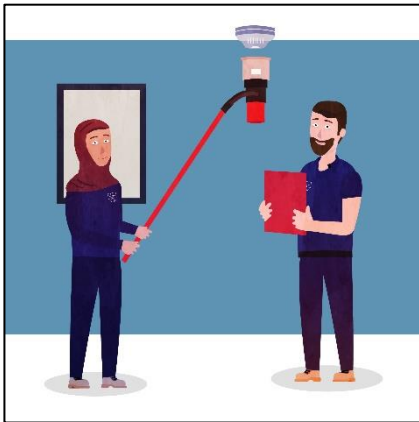
CITY OF
Lincoln
COUNCIL

Together, let's deliver
Lincoln's ambitious future



Shuttleworth House

Residents Fire Safety Information Leaflet



Version. February 2025

Fire Safety at Shuttleworth House

A fire will be detected, and the alarm raised by one of the following means:

- ▶ Operation of an automatic smoke or heat detector. (Bin Store and Lift Motor Room only).
- ▶ Activation of a resident's smoke alarm within flats followed by a call to the Emergency Services (999).

Means of Escape

From the ground floor:

- ▶ The ground floor is served by two final exit doors, with all areas having the access to them.
- ▶ Each final exits and escape routes leading to them are indicated by 'Fire Exit' signs.
- ▶ All final escape doors are fitted with appropriate easy access hardware and operational signs.

From the upper floors:

- ▶ Escape from all upper floors is via one of two protected staircases, enclosed in fire resisting structure to provide a protected route out.
- ▶ All doors entering the protected staircase are designed to prevent the passage of smoke and flame.

Lighting of escape routes:

- ▶ Due to the absence of "borrowed light" from the outside all areas of the building are provided with artificial lighting to ensure that general access/egress is safe.
- ▶ Emergency lighting is provided to illuminate escape routes should there be a failure of normal lighting.

If you discover a fire

- ▶ If a fire is discovered the individual should immediately raise the alarm by calling the emergency services (999).
- ▶ If a fire is discovered whilst within the communal parts of the building, all occupants within that area must leave by the nearest available exit route and proceed to the external assembly point, identified by a sign.
- ▶ If a smoke alarm is activated and fire discovered within a flat all occupants within that flat must leave by the nearest available exit route and proceed to the external assembly point which is identified by a sign.
- ▶ If possible, doors and windows should be closed before leaving, providing this does not create undue delay in evacuation.
- ▶ Where fire breaks out other than in a tenants own flat, residents are advised to stay in their flat and leave only if smoke/ heat affects their flat or if told to do so by the Fire Service (*if at any time a tenant feels uncomfortable with this situation, they should leave by the nearest available fire exit*).
- ▶ Employees/ tenants hosting visitors/ contractors must guide their guests from the building and ensure they report to the assembly point.
- ▶ Evacuation must not be delayed by collecting personal belongings.

Remember:

Visitors will be unfamiliar with the evacuation procedure. Direct them to the external signed 'Fire Assembly' point.

Evacuation of disabled/ vulnerable persons:

- ▶ Disability takes many forms, but generally the residents/ visitors requiring assistance to escape will be those of limited mobility or who are wheelchair bound.
- ▶ It is necessary to have measures in place to ensure the safety of visitors who may require assistance to escape, it is the responsibility of residents/ hosts to provide these measures or request assistance in advance.

Please take time to familiarise yourself with the following:

- ▶ Location of the nearest fire exit and alternatives should that become unavailable.
- ▶ Location of the fire assembly point.
- ▶ Make sure you know who your Caretaker(s)/Fire Warden(s) is (are).

Please comply with instructions given by your Caretaker(s)/Fire Warden(s), not only during an evacuation, but also regarding good housekeeping and fire prevention. They have received specialist training and will have a sound understanding of how to manage a fire related emergency at your building.

Measures for fighting fire:

- ▶ Suitable fire extinguishers are located at hazardous areas throughout the building and are indicated by signs providing basic information on their suitability for use.
- ▶ Fire extinguishers are only to be operated by individuals who have received appropriate training in their use and the risks they might face when dealing with a fire. (Except in a life safety situation).
- ▶ Dry Risers are installed with Fire Service access points on each landing close to the lifts. Keys for these are available from the caretaker or within the premises information box (PIB) for the Fire Service.
- ▶ An automatic sprinkler/ deluge system is provided in the bin storage area and a fused link fire damper is located at the outlet of the bin chutes.

Fire Doors

- ▶ Your front door is a fire door and should not be replaced or modified in any way without permission from The Council.
- ▶ All fire doors must have a working self-closing device fitted, *do not disable or tamper with it.*
- ▶ Damage to your door must be reported.
- ▶ Fire doors should be kept shut when not in use.

Evacuation Procedures

The purpose of this guide is to provide an understanding of actions to be taken during a fire. Fire can be a very stressful (and dangerous) event, having a clear

understanding of the actions to take (and not take) will help you make the correct decisions.

If the fire is within your flat:

- ▶ In the event of a fire within your flat the smoke alarm will sound (in your flat only).
- ▶ Leave your flat and get to the nearest safe location (in the first instance this should be through the first door into the stair core).
- ▶ If smoke is present in your evacuation route to avoid inhalation, please try to stay low and cover your mouth & nose with a towel, scarf, clothing etc...
- ▶ Ensure that the flat front door is closed behind you on exit.
- ▶ The stair core will provide you with protection to evacuate.
- ▶ Once in the stair area you should proceed down the stairs and leave to the outside via the exit door at the bottom.
- ▶ On exiting the building proceed to the signed 'Fire Assembly Point' and await further instruction.
- ▶ When safe to do so call **999** and inform the fire and rescue service of the address etc. and explain that your block has a **stay put policy!**
- ▶ The fire and rescue service will attend and take charge of the situation.

If the fire is not in your flat:

Your flat is built to a high standard which will provide you protection against fire originating elsewhere in the building, the stair core will also provide further protection during your evacuation.

- ▶ If on exiting your flat you are alerted to/ or discover a fire in the communal corridor area adjacent to your flat you should stay within the flat, closing the front door and await further guidance from the fire and rescue service. *(If at any time a tenant feels uncomfortable with this situation if safe to do so they should attempt to leave by the nearest available fire exit).*
- ▶ When safe to do so call **999** and inform the fire and rescue service of the address, floor number, flat number etc. and explain that your block has a **stay put policy!** It is better that several people call than no-one calls,
- ▶ The fire and rescue service will attend and take charge of the situation.

During any fire you will be safest within your flat (unless fire originates in your flat), however if at any point you feel under threat or unhappy with the situation you should leave by the nearest exit!

If you decide to leave, please follow the instructions above (as if it were your flat on fire), please inform the fire service so they do not look for you!

Fire Safety Prevention

- ▶ Fire doors must be kept closed at all times unless they have an automatic closure system.
- ▶ Keep all exit routes clear of combustible materials.
- ▶ Emergency fire exits must be kept clear at all times.
- ▶ Never overload plugs.
- ▶ Don't let rubbish accumulate. Keep it to a minimum.

All Communal Areas are non-smoking – please do not smoke in these areas.

Further information

If you have any comments on what you read in this guide, or any service that you receive from the City of Lincoln Council, please let us know.

Email customer.services@lincoln.gov.uk

Write to DHI, City of Lincoln Council, City Hall, Beaumont Fee, Lincoln, LN1 1DE