



Zebra Housing Association

# Fire Safety Guidance

for Residents



Zebra Housing Association has developed several policies and procedures designed to keep everyone safe from fire. The following guidance is intended to supplement these procedures.

## If you discover a fire

- » If the alarm is not already sounding, firstly, raise the alarm by shouting 'FIRE'
- » Leave the building via the nearest fire exit and activate a break glass call point on your way out
- » Attend the designated fire assembly point. Dial 999 for the fire brigade and provide them with the full address and details of the situation
- » Do not leave the fire assembly point or re-enter the building until a fire warden or member of the fire brigade gives you permission

## If the fire alarm sounds

Leave the building **immediately** via the

- » nearest available fire exit
- » Close, but do not lock, doors behind you to prevent the spread of fire
- » Do not use the lift – lifts automatically go to the ground floor and will not operate when the alarm sounds
- » Attend the designated fire assembly point and do not leave or re-enter the building until a fire warden or member of the fire brigade gives you permission

Anyone who fails to evacuate during a fire alarm activation will be contacted by the Head of Resident Services. The minimum sanction that will apply will be a first written warning. Subsequent offences could lead to a Notice to Quit being issued.

## Fire detection

Fire detection devices are located at ceiling height in all communal areas. Each flat contains heat/smoke detection and sounders. They are located in hallways, bedrooms, kitchens, and living rooms. Smoke and heat detectors can be activated by excess heat or smoke, but may also be activated by excessive steam or the presence of some chemicals. Residents should take the following precautions to avoid alarm activations:

- » Keep kitchen extraction on when cooking and keep a window open
- » Use the extractor when showering and open windows to allow steam to escape
- » Do not point hair dryers or cans of deodorant, hair spray or similar at a detector
- » Do not smoke, vape, or use candles and incense indoors

# Firefighting equipment

The fire extinguishers provided in hallways and kitchens are for use as a last resort if there are no safe means of escape from a building during a fire. Otherwise only trained persons should use them. Residents should focus on raising the alarm and evacuating the building.

Fire blankets should be used according to the instructions on the casing – to smother small cooking fires if it is safe to do so. If the fire cannot be contained this way, raise the alarm and evacuate the building.



Zebra Housing Association operates a **zero-tolerance policy** regarding the misuse of, or tampering with, any fire alarm systems or equipment. This includes covering detectors. Any resident who commits this offence (or whose guest commits this offence) may be issued with a Notice to Quit.

## Fire doors

Fire doors in communal areas are fitted with 'Keep shut' signs. They must be kept closed.

- » Keep fire doors shut – never prop open a fire door
- » Door stops and wedges are strictly prohibited
- » Do not tamper with kitchen door alarms, fire door closures or any related fire safety equipment
- » Report faults with fire doors and firefighting equipment to [repairs@zebrahousing.com](mailto:repairs@zebrahousing.com)



## Fire alarm testing

Fire alarm testing take place weekly. The alarm will sound for 20-30 seconds. It is not necessary for residents to vacate the building during a test. Should the alarm sound for more than 30 seconds, regardless of the time of day, residents must always evacuate to the fire assembly point and await instructions from the fire warden.

## Fire drills

Fire drills take place every 6 months. All residents are expected to evacuate during a drill. If you have family or guests staying, it is your responsibility to ensure that they have understood the fire action procedure and know what to do in the event of a fire alarm activation. Any resident who does not evacuate during a fire drill will be met by the Head of Maintenance and may receive a written warning or, if further breaches occur, a Notice to Quit.

# Flammable substances and prohibited items

Storage and use of flammable substances or items is prohibited in all areas. This includes, but is not limited to:



- » Candles, tea lights, hookah/shisha pipes, incense sticks, vapes, or anything else with a naked flame
- » Chip pans, deep fat fryers, pressure cookers, or any appliance holding large quantities of oil
- » Fan/halogen heaters
- » Mains powered decorative lighting
- » Barbeques, both internal and external
- » Fireworks, both for indoor and outdoor use
- » Electric scooters, skateboards, bicycles, and related chargers
- » Non-UK compliant electrical items

Residents found in possession of such items will be required to remove them from the accommodation as they pose an immediate risk.

# Fire safety in kitchens

To minimise the risk of fire and avoid unnecessary fire alarm activations, please follow these guidelines:

- » Never leave cooking unattended (this includes rice cookers)
- » Keep the oven, grill, and hob clear of accumulated grease and ensure they are switched off after use
- » Open the window and/or run the mechanical extraction to clear cooking fumes
- » Keep the kitchen door closed

# Breaches of Fire Regulations

A resident who purposely causes fire alarm activations or breaches fire regulations will be subject to disciplinary procedures. Depending on the severity of the offence, this could include, but is not limited to:

- » A Letter of warning from Head of Resident Services
- » A Notice to Quit

# Compliance

The Zebra Housing Association fire safety policy and management procedure ensures that arrangements and legal requirements for fire safety are strenuously enforced. Infringements will be dealt with in accordance with the relevant disciplinary or legal procedures.

**It is a criminal offence to tamper with any fire alarm or fire safety equipment.**

Further information is contained within the Welcome Pack.