



# Zebra Housing – Fire Action Plan

## 1. What you Should Do If you Hear the Fire Alarm

- Leave the building by the nearest exit and do not stop to collect belongings
- Close any doors on-route without delaying your escape.
- Follow the fire signs to the assembly point & register with responsible Fire Warden
- Return to the building only when authorised to do so by the Warden or Fire Brigade.

## 2. What you should do If you discover a fire or one is reported to you:

- If you discover a fire or other emergency for which the building should be evacuated activate the alarm using the nearest available break glass call point,
- Leave the building by the nearest exit and do not stop to collect belongings
- Register with the Fire Warden on site. They will call the emergency services
- Call 999 Emergency Fire Brigade in the absence of the warden.
- In the event of a false alarm notify the warden or the office immediately

## 3. Escape Routes

- Fire Action notices are behind the front door of each flat, on every corridor and floor.
- The emergency exit signs and routes are clearly indicated to provide safe evacuation.

## 4. Evacuation Arrangements for Disabled People

- On activation of the fire alarm stop and collect any mobility aid that you require to assist your safe evacuation. Your warden will be aware of your disability and will inform the fire brigade accordingly to assist you evacuate.

## 5. Weekly Fire Panel testing

- The Fire Panels at each building are tested weekly by our Maintenance Manager Alex Stewart. The duration of the alarm testing will be under 30seconds.
- On hearing the alarm for any longer period immediately evacuate the building.

## 6. Fire Marshalls

- Zebra has trained Fire Marshall wardens in each building.
- In the event of a fire they will summon the emergency services as necessary
- Wardens will supervise and affect the safe evacuation of all occupants to the designated assembly point.

## 7. Fire Evacuation Drills

- A Fire Evacuation Drill is conducted every 6 months in all buildings.
- On hearing the fire alarm you must assemble in the designated assembly point and register with Alex Stewart Maintenance Manager
- All tenants are expected to evacuate the building immediately.
- The fire Evacuation will be repeated if tenants in occupation do not all evacuate or if the evacuation takes longer than expected.



## **Zebra Housing – Fire Action information**

### **1) Fire Escape routes**

Corridors, stairwells and communal areas must always remain free of obstruction .  
The Fire escape routes are inspected weekly by our Maintenance Manager .  
Any item blocking escape routes will be remove and disposed of .

### **2) Smoke and Heat Detectors**

Smoke and heat detectors are located within flats and communal areas.  
They are linked to our Fire panel and will activate in the event of a fire.  
The detectors must never be covered , removed or tampered with.  
If you suspect that cooking in your flat has caused the alarm to activate, communicate this to a member of staff or Resident Warden immediately  
All smoke detectors are tested by our Fire and Electrical Security officer every 6 months.

### **3) Fire Blanket**

There is a fire blanket located in your kitchen on the wall near your cooker.  
The Fire blanket must remain visible and easily accessible. There are clear instruction for use if needed. These Blankets are checked annually and replaced when required.  
If any of your fire protection items are missing, or you suspect they are not operating correctly, inform the Zebra Office immediately.

### **4) Fire Extinguishers**

There are fire Extinguishers located in communal areas and within your flat.  
In the event of a fire you must evacuate the building immediately.  
The Wardens have completed Fire Marshall training which include use of Fire Extinguishers. The Maintenance Manager inspects the Fire Extinguisher weekly to ensure they have not been tampered with and are in place.  
The Fire, Electric and Security Officer carries out annual inspections.  
If any of your fire protection items are missing, or you suspect they are not operating correctly, inform the Zebra Office immediately.

### **5) Portable Appliance Testing**

All Electrical items provided by Zebra are tested annually by our Fire, Electrical and Security Officer . Any faulty items during the test procedure are replaced immediately. Please ensure any personal electrical appliance is applicable for use in the UK with an appropriate adaptor.

### **6) No Smoking**

Do not smoke anywhere in our buildings, including your own accommodation.  
Do not use your window or balcony area to smoke.