

**To all flats in the main
Walcot Gardens block**

18 January 2019

You will be aware of works we undertook to improve fire resilience on the front doors of flats. We also installed smoke detectors and alarms in the two stairwells. As part of our programme, please read **the enclosed Fire Action and Evacuation Procedure**. You should keep it, and this letter, for future reference.

In addition, please note –

- 1 The stairwells and common parts must always be kept clear**
This extends to doormats which in the past some tenants have placed outside their front door. The professional advice is that such objects could prove a hazard in the event of an emergency evacuation. No items may ever be left in these places – that includes bicycles and buggies. Staff undertake period checks.
- 2 Maintain your detectors**
Your flat is provided with smoke detectors and a CO2 detector. You should test these periodically. Report any failures or concerns to the Walcot Estate Administrator.
- 3 Candles create risk**
We strongly advise against the use of candles in our flats. Battery operated LED alternatives are widely available and entirely safe.

The Government produces information on **fire safety in the home**. It is available online at -

- <https://www.gov.uk/government/publications/make-your-home-safe-from-fire>

We also carry a link to this on the **Tenants Resources** page of the Walcot website -

- walcotfoundation.org.uk/tenant-resources

Please make time to view this online.

Thank you for all you do to maintain the security of the building and the unusual atmosphere of quietness of these flats. Do please contact us as necessary on any property matters.

**Gill Rogers (Mondays and Tuesday) and Gill Broaders (Wednesdays-Fridays) Job Share
Estates Administrator**

**office@walcotfoundation.org.uk
020 7735 1925**

FIRE ACTION AND EVACUATION PROCEDURE

WALCOT GARDENS, 136 KENNINGTON ROAD, LONDON SE11 6RB

FAMILIARISE YOURSELF WITH YOUR SURROUNDINGS, THE NEAREST FIRE EXITS AND ESCAPE ROUTES

IF FIRE BREAKS OUT IN YOUR FLAT

- Leave the room where the fire is straight away, then close the door
- Tell everyone in your home and get them to leave
- DO NOT attempt to put the fire out
- Close the front door of your flat behind you
- Raise the alarm by using the Fire Alarm call point on the landings
- Call the fire service
- Wait outside, away from the building

ON HEARING THE FIRE ALARM

- Leave the building immediately
- Close all doors behind you
- Exit the building and walk carefully towards the fire assembly point
- Call the fire service

TO CALL THE FIRE SERVICE

- Dial 999
- When the operator answers, give your telephone number and ask for FIRE
- When the fire service reply give the address where the fire is (Walcot Gardens, 136 Kennington Rd SE11 6RB)
- Do not end the call until the fire service has repeated the address correctly

DO NOT SHOUT OR RUN – THIS CAN CAUSE PANIC | DO NOT SPEND TIME TO GATHER YOUR BELONGINGS
DO NOT RE-ENTER THE BUILDING UNTIL OFFICIAL CLEARANCE HAS BEEN GIVEN

FIRE ASSEMBLY POINT: Outside The Walcot Public House on the corner of Bishop's Terrace and Kennington Road