



17 October 2014

<RESIDENT NAME>
<ADDRESS 1>
<ADDRESS 2>
<ADDRESS 3>
<POSTCODE>

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Dear <RESIDENT NAME>

This letter provides important advice about what to do in the event of a fire in your home or in another flat in the building.

You may be aware of recent news coverage about fire safety including the London Fire Brigade 'Know the Plan' campaign which was launched in May 2014. The 'Know the Plan' campaign is about raising fire safety awareness and it provides advice on what to do in the event of a fire in your home or in another flat within your building.

The advice included in 'Know the Plan' relates primarily to purpose built blocks of flats. The Fire Brigade's advice for houses converted into flats is different due to the materials used in construction and the level of fire resistance these are likely to provide.

The Fire Brigade's advice is that if you live in a house converted into flats and become aware of a fire in a neighbouring flat you should leave the building immediately providing it is safe to do so and wait outside at a safe distance for the emergency services to arrive.

A detailed fire action plan is enclosed with this letter. Please read it carefully and make sure all members of your household know about this advice.

More information about fire safety can be found on the London Fire Brigade website at www.london-fire.gov.uk/SafetyAtHome.

Yours sincerely

John Venning

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Fire action



If Fire Breaks Out In Your Home:

- Leave the room where the fire is straight away, then close the door.
- Tell everyone in your home and get them to leave. Close the front door of your flat behind you.
- **Do not stay behind to put the fire out.**
- If it is safe to do so, alert other residents in the immediate vicinity on your way out (knock on their doors).
- Call the fire service.
- Wait outside, away from the building.



If You See Or Hear Of a Fire in Another Part Of The Building:

- The emergency plan for this building requires all occupants to leave immediately they become aware of a fire in the building.
- Tell everyone in your home about the fire and get them to leave. Close the front door of your flat behind you.
- If it is safe to do so, alert other residents in the immediate vicinity on your way out (knock on their doors).
- Call the fire service.
- You must leave immediately if smoke or heat affects your home, or if you are told to by the fire service.
- If you are in doubt, get out.



To Call The Fire Service:

- Dial 999 or 112.
- When the operator answers, give your telephone number and ask for FIRE.
- When the fire service reply give the address where the fire is.
- **Do not end the call until the fire service has repeated the address correctly.**



**Do not put yourself at risk
Do not re-enter the building until told it is safe to do so**