



# Huttons Buildings Fire Emergency Plan

**Please keep all exit doors and escape routes free from storage at all times**

**Key escapes routes are clearly signposted & fire action notices are in place in the communal areas of the buildings, residents should make themselves familiar with all escape routes from their individual apartment.**

**There is no site manager or other staff on site (with the exception of regular cleaning staff) so anyone seeing or reporting a fire should do so directly by ringing 999 and asking for the Fire Service**

## **Fire Evacuation Strategy**

Huttons Buildings and each block therein has a **Stay Put Policy**

This allows occupants to **stay put in their own apartments** until they are instructed to evacuate by order of the Fire Brigade.

All apartments have a minimum 60 minute fire resistance, which allows a fire to be held in the room it starts in for 1 hour at least, during which residents may remain safely indoors.

1. If a fire detector within your flat is activated, the alarm will sound inside your flat only!  
If you are assured this is false alarm activation (such as toaster etc) you should deal with that without affecting any other persons. If there is a **real fire** inside your flat you may be able to deal with this if it is small (fire blankets are provided) but if not you should **call 999** and ask for the **Fire Service**
2. If you cannot deal with the fire, the occupants of your apartment should **evacuate immediately** outside the flat to the relative safety of the common areas, where there are smoke vents and windows, making sure you have **closed the flat door** as you leave and wait for the fire service to arrive. Should the situation become worse you should evacuate to the assembly point in the enclosed courtyard to the site (the middle of the courtyard)
3. If a fire detector is activated in a common area, store or plant room, the alarm may sound in that room or area. Anyone hearing the alarm or seeing a fire should ring **999** and ask for the **Fire Service** to attend. Residents already inside their flats should stay put if they hear that alarm. Residents in the common areas should go to the designated external place of safety.
4. In the event of a major fire which threatens anyone inside the external courtyard, all occupants are to **evacuate** away from the premises and assemble in **West St** to the front of the premises
5. If the fire spreads out of control, a **full evacuation** will be initiated by the **Fire Brigade**, by sending their officers to knock on every door and assist with evacuation. Anyone who requires assistance with leaving the premises should at that point ask for fire service assistance.

**The lifts should not be used during a fire to leave the premises**

Company Huttons Buildings Limited

Address of premises: Huttons Buildings, 146 West St & 2 Orange Street, Sheffield

Plan Produced/amended: July 2015 by Blue Light Safety info@bluelightsafety.co.uk