

Report to: Management Committee – 12 December 2019

Prepared by: Stewart Pattison: Compliance Manager/DPO

Subject: Fire Safety – 46 Overnewton Street (Overnewton Court)

1. Introduction

- 1.1 Tenant and resident safety is of fundamental importance to the Association and processes and procedures are in place to mitigate risk.
- 1.2 In accordance with the Association's commitment to safety, Stewart Pattison (Compliance Manager/DPO) and Catriona MacKenzie (Tenancy Services Assistant) met with Michael Cole (Watch Manager, Blue Watch, from Yorkhill Fire Brigade) on 27 November 2019. The meeting was to go over the procedures that the Association has in place for Overnewton Court, to verify their suitability and to determine if there is anything else the Association can do that would assist the Fire Brigade in the event of them attending a call.

2. Current Procedures

- 2.1 The current procedure in the event of the fire alarm being activated is appended to this report. The Compliance Manager, the Tenancy Services Assistant and the Watch Manager went over this, discussed the fire alarm panel resetting arrangements, zoning information and enhancements that could be made.

3. Additional Measures

- 3.1 A proposal for the Association to install a 'Fire Brigade/Association Staff Only' combination locked box at the fire alarm panel was agreed (Fire Brigade Box). This has now been installed and holds information on:
 - who cannot self-evacuate;
 - the fire alarm reset code;
 - the code to the master key box; and
 - a copy of the zone plan.
- 3.2 The Fire Brigade has been issued with the code for the Fire Brigade box.

4. Resident Information

- 4.1 All tenants who could require evacuation assistance have signed mandates agreeing to their details being kept in the Fire Brigade Box. The mandate also notes agreement that the master key can be used for this group by the Fire Brigade in the event of a call.
- 4.2 The Tenancy Services Assistant will ensure records are kept up to date.

5. Evacuation Procedure Update

- 5.1 The current evacuation procedure is attached at appendix 1 and the revised procedure at appendix 2.

6. Recommendation

- 6.1 It is recommended that the Management Committee note the actions taken and approve the revised evacuation procedure at appendix 2.

Appendix 1

The Evacuation Procedure (Current)

Fire Safety

On hearing the fire alarm:

If you are in your home, and the fire is not in your home, stay inside and make sure the flat door is closed.

- **Wait to be evacuated or until you are informed by the fire officer that all is safe;**
- **Remember the lift will be out of operation.**

If you are in a common area; laundry, lounge, stairway or corridor:

- **Leave by the nearest fire exit and assemble in Arthur Street;**
- **Do not hinder the access or work of the fire brigade;**
- **Do not attempt to return to your flat until told to do so by the fire officer or responsible person.**

Appendix 2

The Evacuation Procedure (revised)

Fire Safety

On hearing the fire alarm:

If you are in your home, and the fire is in your home, evacuate and leave by the nearest fire exit and assemble in Arthur Street.

If you are in your home, and the fire is not in your home, stay inside and make sure the flat door is closed.

- Wait to be evacuated or until you are informed by the fire officer that all is safe;**
- Remember the lift will be out of operation.**

If you are in a common area; laundry, lounge, stairway or corridor:

- Leave by the nearest fire exit and assemble in Arthur Street;**
- Do not hinder the access or work of the fire brigade;**
- Do not attempt to return to your flat until told to do so by the fire officer or responsible person.**