

# **FIRE SAFETY MANUAL**

## **Beetham Tower**

**111 Old Hall Street, Liverpool, L3 9BD**



Updated September 2024

### **NOTICE TO ALL RESIDENTS**

**Please note, Beetham Tower currently operates a simultaneous evacuation system.**

**If there is a fire you will hear a fire alarm sounding and you should EVACUATE the building immediately.**

## **FIRE EVACUATION PROCEDURE**

### **If you hear the Fire Alarm**

- You should EVACUATE the building immediately.
- Close all doors behind you
- You must use the fire escape stairs. Do not Use the Lifts
- Wait at the assembly point for the emergency services to arrive
- Do not re-enter the building until you are told it is safe to do so.

### **IF you experience FIRE (FLAMES, SMOKE or HEAT) in your Apartment:-**

- Leave the affected ROOM immediately and CLOSE the door behind you.
- Alert all others within the apartment, CLOSE all internal doors and EVACUATE the apartment. CLOSE the front door as you leave.
- Do not stay behind and attempt to put the fire out. Do not use the lift.
- Call the Fire service on 999 and advise them of the location of the fire. You will need to tell them the apartment number, the floor number and the building address.
- Inform the concierge of the situation as you leave the building.
- Wait at the assembly point for the emergency services to arrive.

### **IF you CANNOT evacuate your apartment SAFELY:-**

- Call the Fire Service on 999, advise the operator of your location. AND inform them that you are unable to evacuate and the reason why.
- Inform the concierge on 0151 227 2650 or Mobile 07793 240617
- The building is designed to prevent the spread of fire from one apartment to another. If you **cannot evacuate safely**, it will usually be safe to stay in your own apartment and await rescue.
- Keep in regular contact with the Fire Service and update them accordingly.

## 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: **Flat ....., Floor....., Beetham Tower, 111 Old Hall Street, Liverpool, L3 9BD**
- Do not end the call until the fire service has repeated the address correctly.

## Means of Escape

- The main FIRE ESCAPE stairs is located next to the lift on each floor. Residents should follow this route DOWN to ground level on Old Hall Street. Residents must familiarise themselves with this escape route.
- The fire exit from the car park is through the lift lobby and UP the fire escape stairs to ground level on Old Hall Street.
- There is an alternative escape route from the car park through the fire door into the hotel fire escape.

Do **not** use the lifts in the event of fire

Do **not** attempt to retrieve any vehicles from Beetham Tower car park.

## Safety Measures within your flat

**The smoke and heat detectors in your apartment are CRITICAL in maintaining the safety of the occupants and the other residents and of providing early warning in the event of a fire.**

Apartment OWNERS & TENANTS **are responsible** for ensuring that these are kept in working order and are not tampered with, failure to do so could lead to the loss of life. The heat detectors are addressable meaning each one is traceable to the flat. Any detector tampered with (covering or removing the battery) will set the alarms off for the whole building and automatically call out the fire and rescue service. **You will be charged if any of the detectors in your flat have been tampered with.**

Apartment OWNERS & TENANTS **are responsible** for FIRE SAFETY within their apartment. You **MUST** have a plan in place for disabled residents.

**THE NEW HEAT DETECTORS IN THE APARTMENTS ARE LINKED TO A CENTRAL FIRE ALARM SYSTEM AND ANY ACTIVATION WILL AUTOMATICALLY ALERT THE FIRE & RESCUE SERVICE.**

### **Housekeeping**

In order to maintain the **safety of building occupants** when evacuating the building, it is important that following rules are observed:-

All corridors, hallways, landings and fire escapes **MUST** be kept clear at all times. There is a '**clear corridors**' rule in this building for safety reasons.

**DO NOT** leave ANY personal belongings including, furniture, waste, clothes or bicycles in communal areas. **IN AN EMERGENCY** situation this will obstruct the fire fighters and prevent residents from evacuating safely.

All waste must be bagged and disposed of down the refuse chute. **NO** waste items should be left on the floor of the bin room or elsewhere.

Door mats should **NOT** be used in the communal corridors, these are a trip hazard.

These rules are for the **SAFETY OF ALL RESIDENTS**, to minimise the chance of trips and falls during evacuation and also to limit the potential spread of fire to escape routes.

**SMOKING IS PROHIBITED** in all communal areas of Beetham Tower.

Your apartment front door is an important **FIRE DOOR** and must be kept **closed at all times** this will prevent smoke & fire spreading from the apartment. The automatic door closer on your front door must be kept in place and well maintained at all times

All doors on communal corridors are **FIRE DOORS** and must be kept **closed at all times**. This will prevent the only escape route from filling with smoke if there is a fire.

## **Fire Assembly Point**

Assembly Point between  
Radisson Hotel and Passport  
Office.



## **Additional Fire Precautions**

There is a smoke vent on each landing which will open if smoke is detected on the communal corridors.

The heat detectors in your flat and the smoke detectors in the communal areas are monitored and alert the concierge and the fire and rescue service of the presence of smoke or heat.

Emergency lights are provided in communal areas, these will come on in the event of a power failure.

Any fire safety or other building defects should be reported promptly to the building Managing Agents.



## **FIRE SAFETY ADVICE FOR RESIDENTS**

The only way to protect your home and family from fire is with a working smoke alarm.

A smoke alarm can provide an early warning of a fire and allow you to make your escape – but only if it is working. You are more than twice as likely to die in a fire if you do not have a working smoke alarm.

- Test your smoke alarms regularly (weekly is recommended)
- Never disconnect or take the batteries out of your smoke alarm

### **You can prevent fire from happening by taking a few simply steps**

*You may be surprised at some of the items below which have caused fires to start.*

- Don't leave cooking unattended and avoid leaving children alone in the kitchen with cooking on the hob.
- Be especially vigilant when cooking with oil, do not overfill chip pans, and NEVER throw water on a chip pan fire.
- Take care with mobile phone chargers, these can overheat and can set fire to soft furnishings like sofas and beds. Aftermarket non-branded products are particularly susceptible.
- Make sure cigarettes are put out properly, use a proper ashtray and don't smoke in bed.
- Don't overload electrical sockets.
- Turn off appliances when not in use, don't leave them on standby. Be aware of any product recalls due to increased fire risk such as tumble dryers.
- Keep matches and lighters out of sight and out of reach of children
- Make sure candles are secured in a proper holder and away from materials that are flammable – curtains, ornamental plants and even plastic baths can catch fire.
- Extraction fans should be cleaned periodically, a build-up of dust on the fan is a common cause of fire.
- You should not cover electric fires or electric heaters with flammables such as clothing or towels.
- Gas canisters or containers of flammable liquids such as petrol, must NOT be brought into the building.
- Where there is a balcony, please refrain from smoking on the balcony. You must not use any type of barbecue on a balcony.
- Smoking is strictly forbidden in any common parts of the building, you must not smoke in any external areas within 4 metres of a door or window.
- Never leave rubbish in any common areas of the building.
- Always keep your front door closed and check that it closes automatically. You must not change or alter your front door.
- It is advised that internal flat doors are kept closed at night and when you leave the apartment. This will reduce the spread of fire and smoke should a fire break out.
- Keep the exit route from your flat clear, so that you can escape in an emergency.