

23/03/2021

Dear Resident,

### **Burney House fire safety work programme**

We have previously written to you about our planned programme of fire safety works at Burney House and are now in a position to update you with further information.

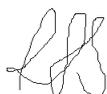
Since we wrote to you in February regarding the extension of the tender deadline, we have now received tenders from a number of companies, and have begun the process of evaluating the proposals set out in those tenders.

The work proposed at Burney House is wide-ranging and we are assessing the proposals to ensure maximum value for money, so that where possible, we can limit the costs that could potentially fall to leaseholders. This is not a simple exercise, and will take some time, as we must investigate every option open to us and establish the right way forward. We will contact you again once we have completed this.

While we are assessing the tenders received, the fire safety strategy at Burney House remains unchanged. In the event of an alarm being sounded, residents should evacuate the building. The full fire evacuation procedure is attached.

Thank you for your continued patience and understanding. If you have any further questions, please contact [burneyhouse.BSP@shgroup.org.uk](mailto:burneyhouse.BSP@shgroup.org.uk). Please also feel free to visit our Burney House microsite at [shgroup.org.uk/burneyhouse](http://shgroup.org.uk/burneyhouse) for additional information.

Yours sincerely,



Ranvir Sandhar  
Building Safety Manager (North)

# 1 Burney House fire evacuation procedure

## 1.1 If a 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.
- Press the manual call point to inform others in the building.
- Call the fire service.
- Leave the building and make your way to the evacuation point out to the front of the building across the street by the bin / bike store.

## 1.2 If you see or hear of a fire in another part of the building:

- Leave the building and make your way to the evacuation point out to the front of the building across the street by the bin / bike store
- Press the manual call point to inform others in the building

## 1.3 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.
- Do not end the call until the fire service has repeated the address correctly.