

Message

From: Janice Wray ["/O=KC TMO/OU=FIRST ADMINISTRATIVE GROUP/CN=RECIPIENTS/CN=JWRAY"]
Sent: 09/10/2012 14:47:44
To: Ricki Sams ["/O=KC TMO/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=Rsams"]
CC: Siobhan Rumble ["/O=KC TMO/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=Srumble"]; Adrian Bowman ["/O=KC TMO/OU=First Administrative Group/cn=Recipients/cn=abowman"]
Subject: FW: fire Marshall
Attachments: image001.jpg; image002.jpg

Hi Ricki

When the fire alarm control panel at Grenfell Tower was replaced Keith Fifield agreed to arrange some training with the local staff so that they could continue to test the alarm on a weekly basis. Grateful if you could liaise with Siobhan and arrange an on-site briefing session for all the staff at Lanc West so that this testing can be reintroduced asap

Please confirm

Thanks

Janice

Janice Wray
TMO Health, Safety & Facilities Manager
t: [REDACTED]
w: www.kctmo.org.uk
a: : The Network Hub, 300 Kensal Road, W10 5BE

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From: Siobhan Rumble
Sent: 09 October 2012 13:43
To: Janice Wray
Subject: RE: fire Marshall

Ok great.

Yes there is a training issue, would be grateful if you could arrange for us to have this.

Thanks

Siobhan Rumble
Neighbourhood Manager – Lancaster West Estate

t: [REDACTED] f: [REDACTED]

Blackberry - [REDACTED]

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a: Grenfell Tower, Grenfell Road, London, W11 1TQ

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From: Janice Wray
Sent: Tuesday, October 09, 2012 1:38 PM
To: Siobhan Rumble
Cc: Cyril Morris; Adrian Bowman
Subject: RE: fire Marshall

Hi Siobhan

According to our last list the fire marshals for Grenfell were Victoria and Adelola. I realise Adelola relocated and Victoria off just now but we do train the estate officers and the estate inspectors annually in fire safety training so any of them should be able to act in this capacity. The important thing for everyone to know about fire procedure at Grenfell is that with regard to the residents there is a “defend in place / stay put” policy meaning that unless the fire is within their flat - in which case they should, of course, evacuate immediately closing the flat door behind them, exit the building and ring the LFB – they are safe to initially remain in their home. However, the policy regarding the staff areas is that on activation of alarm they should be evacuated immediately.

On a related note can you please advise who carries out the weekly test on the Grenfell fire alarm. If there is a training need which is preventing this from being tested then please let me know and I will ask Ricki to sort

Hope this is clear

Janice
Janice Wray
TMO Health, Safety & Facilities Manager
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From: Siobhan Rumble
Sent: 09 October 2012 11:58
To: Janice Wray
Subject: fire Marshall

Good afternoon Janice,

I have been going through our security document with the manager at Axis and there were 2 things he asked me that I wasn't sure about and was hoping you could help me?

He wanted to know who our Fire Marshalls were?

He asked if we have an evacuation procedure for Grenfell Tower in the event of a fire?

Thanks

Siobhan Rumble
Neighbourhood Manager – Lancaster West Estate
t: [REDACTED] f: [REDACTED]
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