



19 June 2018

Dear

**Support to safely leaving your home in an emergency**

The Council continues to work closely with the London Fire Brigade to ensure that the highest standards of fire safety are achieved and maintained in all of our properties. As part of these ongoing efforts, we have been talking to the Fire Brigade about providing them with information on the location of residents who may need help to leave their home in an emergency. In particular, people who have specific mobility issues, may not realise they need to leave the building because of sight or hearing loss or a learning difficulty, or have particular medical needs to consider. This will help the London Fire Brigade to make sure its operational crews know where assistance is most needed.

If this applies to you or anyone in your home, and you agree to the Council sharing this information with the London Fire Brigade please:

- complete the enclosed form, noting the details of anyone who would need help to leave your home in an emergency and the type of help they need AND
- sign and return the form to us in the prepaid envelope supplied.

We will give the London Fire Brigade only the essential information needed for the safety of residents - limited to their flat number and what assistance might be needed. No names or other personal information will be shared. I would like to emphasise that this sensitive information will be handled in accordance with data protection laws. Access to the information will be limited to only those who need to know in order to protect your household's safety in an emergency.

We will regularly ask you to confirm that the information is still correct, but in the meantime if anything changes please do let us know.

Please return the completed proforma as soon as you are able.

If you have any queries, or need help to complete this form, please contact the Customer Services Centre on 0800 137 111 and a member of the Health & Safety Team will return your call as soon as they can. Alternatively, please email [firesafety@rbkc.gov.uk](mailto:firesafety@rbkc.gov.uk).

Yours sincerely,

Janice Wray  
Health, Safety & Facilities Manager

**Record of residents who need specific help and consent to share this information  
with the London Fire Brigade**

**Resident's Name:** (info to be printed going out – via mailmerge?)

**Address:** (info to be printed going out – via mailmerge?)

Details of anyone living at this address that may need help to leave their home in an emergency

**Name of person 1:** \_\_\_\_\_

What help would they need? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

**Name of person 2:** \_\_\_\_\_

What help would they need? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If there are more than two members of your household that would need help, please provide details and signatures on the reverse of this page.

I authorise the Royal Borough of Kensington and Chelsea Housing Management to share this information with the London Fire Brigade to make them aware that the people listed here will require assistance should evacuation be required in the event of a fire or emergency. I understand that the Council will share information for the above purpose only. In some cases, the Council may use my information for another purpose if it has a legal duty to do so, or if there is a risk of serious harm or threat to life.