

[Name]

[Address]

2 February 2024

Dear

We wrote to you in September last year asking for your support in providing access to your homes to allow the undertaking of intrusive surveys to help understand the works that are required to ensure the safety of the external cladding to your building.

Following the completion of these surveys, we have now received the initial report from the specialist consultants setting out the work that will be required in both the short and long term.

As part of the report, they have recommended some immediate temporary measures to assist with the fire precautions for the building. Your safety is our top priority, and we are putting all of the suggested temporary measures in place to minimise any potential risk for a fire to start or spread.

The main change is that if the fire alarm sounds or you are asked to do so, you should now EVACUATE in the case of a fire and not 'stay put'. You should go to a safe area away from the building. Please ensure that anyone living, staying or visiting you understands this requirement.

There are a number of actions we have already put in place to ensure the continued safety of your homes and to support this change in fire emergency procedure:

- From Friday 2 February, a member of staff will be on site at Evenlode 24 hours a day, 7 days a week. This procedure, commonly known as a 'waking watch', is intended to provide an early warning notice of any fire and support you and your neighbours evacuating safely.
- You will see that the fire notices around the building have been changed to reflect this important change to what you must do in the event of a fire
- You will notice increased checks being carried out around the building by our teams ensuring escape routes and common areas are clear from obstructions.

To support these temporary measures there are a number of important actions that we need you to undertake. These actions are set out below:

- Ensure everyone in your home understands how to evacuate to a safe place in the event of a fire.
- Ensure that there are no combustible items of any sort stored on your private balconies.
- Please ensure the bin area doors are closed after use.
- Ensure no items are left outside your home on the walkways.
- Parking beside the building has been prohibited. Please only park in the designated parking bays at each end of the building.

We will be contacting you in the near future regarding the wider works that will be required to the external cladding to your building. In the meantime if you have any questions, we have established a dedicated email address Evenlodeupdates@housingsolutions.co.uk where we can be contacted or alternatively our Contact Centre can be contacted on 01628 543101. An update will be provided on a weekly basis including details of any specific questions we have received regarding this change.

If you need this letter in a different language or other format like braille, large print or audio CD please call our Contact Centre.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S Brookfield', with a long horizontal stroke extending to the right.

Steven Brookfield

Director of Property & Development
Housing Solutions

