

# MODEL LETTER FOR RESPONSIBLE PERSONS TO SEND TO RESIDENTS

This letter is designed to help fire and rescue services share consistent information with Responsible Persons so they can explain the new Regulations clearly to their residents. It can be adapted locally but is intended to ensure the key messages stay accurate and aligned across all services.

## Important note

This document is **not legal advice**. For specific legal queries, please seek independent legal advice.

**[Building/Organisation Name]**

**[Address]**

**[Date]**

Dear Resident,

### **Important information about new fire safety arrangements in your building**

From **6 April 2026**, new national regulations come into force in England to help improve the safety of residents who may be unable to evacuate their building without assistance in an emergency. These rules are called the **Fire Safety (Residential Evacuation Plans) (England) Regulations 2025**.

They apply to certain multi-occupied residential buildings, including buildings of **18 metres or 7 storeys or more**, and buildings **over 11 metres** where a **simultaneous evacuation strategy** is in place.

If you are receiving this letter, it is because your building is covered by the new regulations.

### **What the changes mean for you**

The new rules require us, as the **Responsible Person** for the building, to:

- identify residents who may find it difficult to evacuate without assistance in the event of a fire
- offer a **person-centred fire risk assessment** to understand any challenges they may face
- discuss options for **reasonable and proportionate measures** that may help improve their safety
- with the resident's consent, agree a simple **emergency evacuation statement** setting out what they should do if a fire occurs (the resident should still call 999 in an emergency)
- keep this information up to date and review it at least every 12 months

These new arrangements are known as **Residential Personal Emergency Evacuation Plans (RPEEPs)**.

### **Your participation is completely voluntary**

No one will be required to take part.

If you think you may benefit from a conversation about your evacuation needs, you can choose to take part at any time.

You may also withdraw from the process at any point.

### **How information is shared**

If you choose to take part, we may ask if you consent to a small amount of information being shared with the local fire and rescue service. This information is limited to:

- your flat number
- your floor
- a basic indication of any assistance you may require
- whether you have an emergency evacuation statement

**No medical information will be shared**, and nothing can be passed on without your **explicit consent**.

If you later change your mind, you can withdraw consent and the information will no longer be shared.

### **Building-wide arrangements**

As part of the new regulations, we must also prepare and maintain a **building emergency evacuation plan**.

This plan explains:

- the instructions for all residents
- whether any relevant residents live in the building
- any additional safety arrangements in place

A copy of this plan will be shared with our local fire and rescue service and kept up to date.

### **How this helps keep residents safe**

These changes were introduced following recommendations from the Grenfell Tower Inquiry and are designed to ensure that people who may need support during a fire are identified and considered in a clear, consistent way.

The fire and rescue service does **not** create RPEEPs. Their role is to receive the minimal information we share with your consent and use it to support their response in the event of a fire.

In an emergency, always call 999.

### **If you think you may need support**

If you believe that a physical or cognitive impairment or condition might affect your ability to leave the building without assistance during a fire, please contact us so we can discuss whether you would like to take part in the RPEEP process.

You can contact us at:

**[Insert contact email / phone number]**

We will be happy to talk through the process and answer any questions you may have.

Thank you for taking the time to read this important information.

Yours sincerely,

**[Name]**

**[Role — e.g. Building Manager / Responsible Person / Managing Agent]**

**[Organisation / Company Name]**