

FIRE SAFETY ADVICE FOR YOUR HOME AND FAMILY

Evacuate in the Event of a Fire



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The easiest way to protect your home and family from fire is with a working smoke alarm.

A smoke alarm can provide an early warning of a fire and allow you to make your escape. You are more than twice as likely to die in a fire if you do not have a working smoke alarm.

The smoke alarm in your flat is mains wired and linked to the communal fire alarm for the building. This means that if smoke is detected in one flat then the alarm will be raised in all flats.

- Never disconnect or take the batteries out of your smoke alarm.



You can prevent fire from happening by taking a few simple steps

- Don't leave cooking unattended, and avoid leaving children in the kitchen alone with cooking on the hob.
- Be especially vigilant when cooking with oil. Don't overfill chip pans and NEVER throw water on a chip pan fire.
- We would prefer you not to smoke in your flat (most tenancy agreements prohibit it) but if you do, make sure cigarettes are put out properly, use a proper ashtray and don't smoke in bed.
- Don't overload electrical sockets.
- Turn off appliances when not in use.
- Keep matches and lighters out of reach and sight of children.
- Avoid using candles - battery powered LED versions now give a similar lighting effect. If you use candles make sure they are secured in a proper holder and away from materials that may catch fire - like curtains. Children should never be left alone with lit candles.
- Do not use BBQs, chiminea or patio heaters on balconies or enclosed terraces.



Hot works

If you or a tradesman need to carry out hot works within your flat e.g. soldering copper pipes, then you must contact Neil Douglas in advance to apply for a Hot Works Permit. This will help us manage the risk of fire associated with hot works activities.

THE FIRE ACTION PLAN FOR YOUR BLOCK

Why evacuation is necessary in the event of a fire

Because your building has been converted into flats, rather than purpose built, we have to assume that there is not the same level of fire resistance or separation as you would find in a modern block of flats which usually have a 'stay put policy'. If a fire starts in one flat or communal area, it is possible that it will spread, therefore all residents should evacuate the building immediately.

Keep Safe - plan your escape

The fire doors between the stairs and landings aim to prevent the spread of fire in common areas and protect escape routes. It is important that these doors are kept closed at all times and are never propped open. If you see a fire door left open then please shut it.

Smoke detectors are fitted to communal areas and linked smoke detectors are also installed within flats. This means that if smoke is detected in one flat the alarm will sound in all. There may also be 'break glass' call points to raise the alarm, manually.

If you hear the Fire Alarm sounding continuously you and everyone in your flat MUST leave the building at once and proceed to the fire assembly point. DO NOT assume it is a false alarm.

Always use the stairway, not the lift (if there is one), to descend to ground level if escaping.

The location of the fire assembly point will be listed on the Fire Action notice on the communal notice board. Please familiarise yourself with this.

DO NOT leave your belongings or rubbish in corridors or stairway. This could affect you and your neighbours if there was a fire.

Remember:

- Always leave the building when the Fire Alarm goes off (except when you know a routine test is taking place).
- Check that you know where the fire assembly point is.
- Keep the exit route from your flat clear so you can escape in an emergency.
- Plan your escape NOW. Be prepared and don't wait until it happens.



If fire breaks out in your home

- Leave the room where the fire is immediately, closing the door as you go.
- Alert everyone in your home and get them to leave immediately closing the front door of your flat behind you.
- Do not stay behind to put the fire out.
- Raise the alarm by using a 'break glass' call point if nearby.
- If safe to do so, alert other residents in the immediate vicinity on your way out (knock on doors).
- Always use the stairway; don't be tempted to use the lift (if there is one).
- Call the Fire Service on 999 or 112.
- 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.
- Wait outside, away from the building at the fire assembly point.



If fire breaks out in another part of the block

- If you are in a corridor, lift lobby or stairway and you notice a fire, raise the alarm by using a 'break glass' call point and leave the building immediately
- If safe to do so, alert other residents in the immediate vicinity on your way out (knock on doors).
- If in any doubt, get out.
- Call the Fire Service on 999 or 112.
- 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.
- Wait outside, away from the building at the fire assembly point

Do not put yourself at risk. Do not return to your flat until it is safe to do so.

This advice is based on guidance provided in the publication *'Fire Safety in Purpose Built Blocks of Flats'* published by the Local Government Group.

Please contact Neil Douglas if you have any questions or queries about this advice.