

# FIRE

## HOW TO STAY SAFE

## IN YOUR HOME



What **we do**, what **you can do today**  
and what **you should do** in the event of fire

# Stay safe in the event of a fire

## Stay Safe Policy

- Make sure you know where your nearest exit is and be clear about your quickest escape route from your home/building. Think about a safe place to remain if your exit is blocked by fire or smoke.
- Evacuate your home/building if you hear a smoke detector or fire alarm, or if you see smoke or fire. Walk at a normal pace and stay calm.
- If your escape route is blocked by fire or smoke, take refuge in a safe place, and if possible raise the alarm and contact the Fire and Rescue Service.
- Do not take risks or attempt to fight a fire. Do not return to your home/building for any reason until authorised to do so by the Fire and Rescue Service.

## Fire Safety Advice

- Keep your escape routes clear and do not store belongings, including mobility scooters, in stairwells and corridors.
- Never leave appliances such as cookers, tumble dryers, heaters or fires switched on when you are either asleep or out of your home.
- Never place flammable items (e.g. clothes, paper) near to or covering storage heaters, stove tops or gas/solid fuel fires.
- Never prop open or remove the closing mechanism from the front entrance door to a flat.
- Test the smoke detectors in your home every week.



# Our commitment to keeping you safe

## What we do for your safety:

- Carry out suitable fire risk assessments of all relevant premises using appropriately trained staff or contractors.
- Promote a 'stay safe' policy across all of our properties in the event of a fire.
- Consult with staff and residents and the Fire and Rescue Service to ensure effective fire safety planning.
- Review our fire safety performance using independent advisors.
- Provide and maintain, where appropriate, fire detection equipment, emergency lighting, fire fighting equipment and evacuation signage in our properties.
- Enforce a clean and clear environment in the common parts of our buildings.

## We are dedicated to ensuring your safety

We take every reasonable step to protect you and communicate effectively about fire in your home, but we also ask you to be aware of what you can do to stay safe. This leaflet and our online resource will help.



# Fire action

## If you discover or suspect a fire

**STAY SAFE** at all times and never put yourself at unnecessary risk.

If fire breaks out in your home:

- Leave the room where the fire is straight away and close the door.
- Tell everyone in your home and get them to leave and close all doors behind them.
- **Do not** stay behind to put the fire out.
- If there is a lift - **Do not** use it.
- Raise an alarm (break glass call point) as soon as you discover a fire IF there is a system fitted. (Not all blocks have or need a break glass system).
- Wait outside - Away from the building in a safe place.
- Call the fire service - dial 999.



If you see or hear of a fire in another part of the building:

- Evacuate the building in a calm manner, at normal walking pace, by following the green fire exit signs.
- If your escape route is blocked, due to fire or smoke, it will usually be safe for you to stay in your own flat with the front door closed.
- You must leave immediately if smoke or heat affects your home or if you are told to leave by the fire service.
- If there is a lift - Do not use it.
- Raise an alarm (break glass call point) as soon as you discover a fire IF there is a system fitted. (Not all blocks have or need a break glass system).
- Call the fire service - dial 999.



To call the fire service:

- Dial 999
- 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



**STAY SAFE** at all times and **DO NOT TAKE RISKS** or attempt to fight a fire.

**Do not return** to the building for any reason until authorised to do so by the fire and rescue service.



# Be Safe. Be Smart.

Remember these **three** simple fire door safety rules...

3



If you think anything is wrong with a fire door report it.

2



In the event of a fire make sure all fire doors are closed

1



When you go to bed shut your doors



Any problems with your fire door? Contact us...

[www.firedoorsafetyweek.co.uk](http://www.firedoorsafetyweek.co.uk)

