

# Fire Procedure



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As part of our commitment to providing a quality landlord service this brochure gives information, help and advice to keep you safe in your home.

## General Information

Your development and home are fitted with a fully automatic smoke detection system. In the unlikely event that the alarm goes off, it is normal for the Fire and Rescue Services to be notified, day or night.

Your system will be tested regularly by Trust staff. We will try our best to make sure these tests are on an appointed day and time. You don't need to do anything during these tests unless Trust staff ask you to.

If you are in any of the common areas of the development and you hear the fire alarm outwith this appointed day and time, you should evacuate the building immediately using the nearest available fire exit and gather at the designated assembly point.



**Please note: If you're unable to leave your home unaided during a fire alarm activation or emergency evacuation please ask a Trust staff member to complete a Personal Evacuation Risk Assessment (PERA). This will be held in a secure location and will be accessible to Emergency Services personnel attending in an emergency situation.**

**You will receive a copy of this document.**

# Section One

## Advice for tenants who live in the main building or block of flats with access to their home via a common entrance.



## If there is fire or smoke in your home or if the smoke or building fire alarm sounds:

- Keep calm and make sure everyone leaves immediately.
- If it is safe to do so, close all doors behind you as you leave the house. This will slow down the spread of flames and help protect people and your belongings from fire.
- Raise the alarm by activating a fire alarm point; this will automatically raise the alarm. Alternatively, dial 999, ask for the Fire and Rescue Service and tell them your home address and location.
- Check doors with the back of your hand before opening them. If it's warm, don't open it – the fire could be on the other side.
- Leave the building using the nearest available fire exit.
- Follow the Green Running Man signs.
- Go to the assembly point (this is normally located in the car park or another external area) and wait for further instructions.

## Do not

- Stop to collect belongings or investigate what has happened.
- Use the lift (if applicable).
- Block the corridors or delay your exit.
- Return to the building or leave the assembly area unless instructed to do so by a Fire Officer or staff member.

# Section One continued

## If the fire is not in your home but the building fire alarm sounds:

If you are in your home and have completed the PERA form, wait for assistance:

- Keep calm.
- Close all doors, go to an open window and wait for the arrival of the Fire and Rescue Service.
- When instructed to do so by a staff member or Fire and Rescue Personnel; leave your home and the building by the nearest available fire exit. Follow the Green Running Man signs.
- If it is safe to do so, close all doors behind you as you leave the house. This will slow down the spread of flames and help protect people and your belongings from fire.
- Check doors with the back of your hand before opening them. If it's warm, don't open it – the fire could be on the other side.
- Go to the assembly point (this is normally located in the car park or another external area) and await further instructions.

### Do not

- Stop to collect belongings or investigate what has happened.
- Use the lift (if applicable).
- Block the corridors or delay your exit.
- Return to the building or leave the assembly area unless instructed to do so by a Fire Officer or staff member.

## If you are unable to safely leave your home when the building fire alarm sounds:

Wait for assistance if you have completed the PERA form, otherwise:

- Keep calm.
- If there is a telephone in your room Dial 999 and ask for the Fire and Rescue Service and tell them your home address, location and as much information as possible.
- Turn off your TV or radio and listen for a staff member or someone from the alarm receiving centre trying to contact you from the speaker unit in your home.
- Stand or sit close to a window, so that you can be seen from the outside, hang a blanket or towel outside the window to attract attention.
- Prepare yourself to be evacuated. If it is safe to do so, get dressed, collect walking aids, house keys etc.
- Await advice or rescue by Fire and Rescue Services.

### Do not

- Leave your home unless you are told it is safe to do so.
- Go out into the corridor to investigate.
- Admit visitors through the door entry system unless they are emergency personnel who need to get into the building.

## Section Two

**Advice for tenants who live in a 'cottage' style development or flat separate from the main building which has access via their own private entrance.**



**If there is fire or smoke in your home or close by or if the fire alarm sounds:**

- Keep calm and make sure everyone leaves immediately.
- If it is safe to do so, close all doors behind you as you leave the house. This will slow down the spread of flames and help protect people and your belongings from fire.
- Raise the alarm by activating a fire alarm point; this will automatically raise the alarm. Alternatively, dial 999, ask for the Fire and Rescue Service and tell them your home address and location.
- Check doors with the back of your hand before opening them. If it's warm, don't open it – the fire could be on the other side.
- Leave the building using the nearest available fire exit. Follow the Green Running Man signs.
- Go to the assembly point (this is normally located in the car park or another external area) and await further instructions.

### **Do not**

- Stop to collect belongings or investigate what has happened.
- Delay your exit or block escape routes.
- Return to the building or leave the assembly area unless instructed to do so by a Fire Officer or staff member.

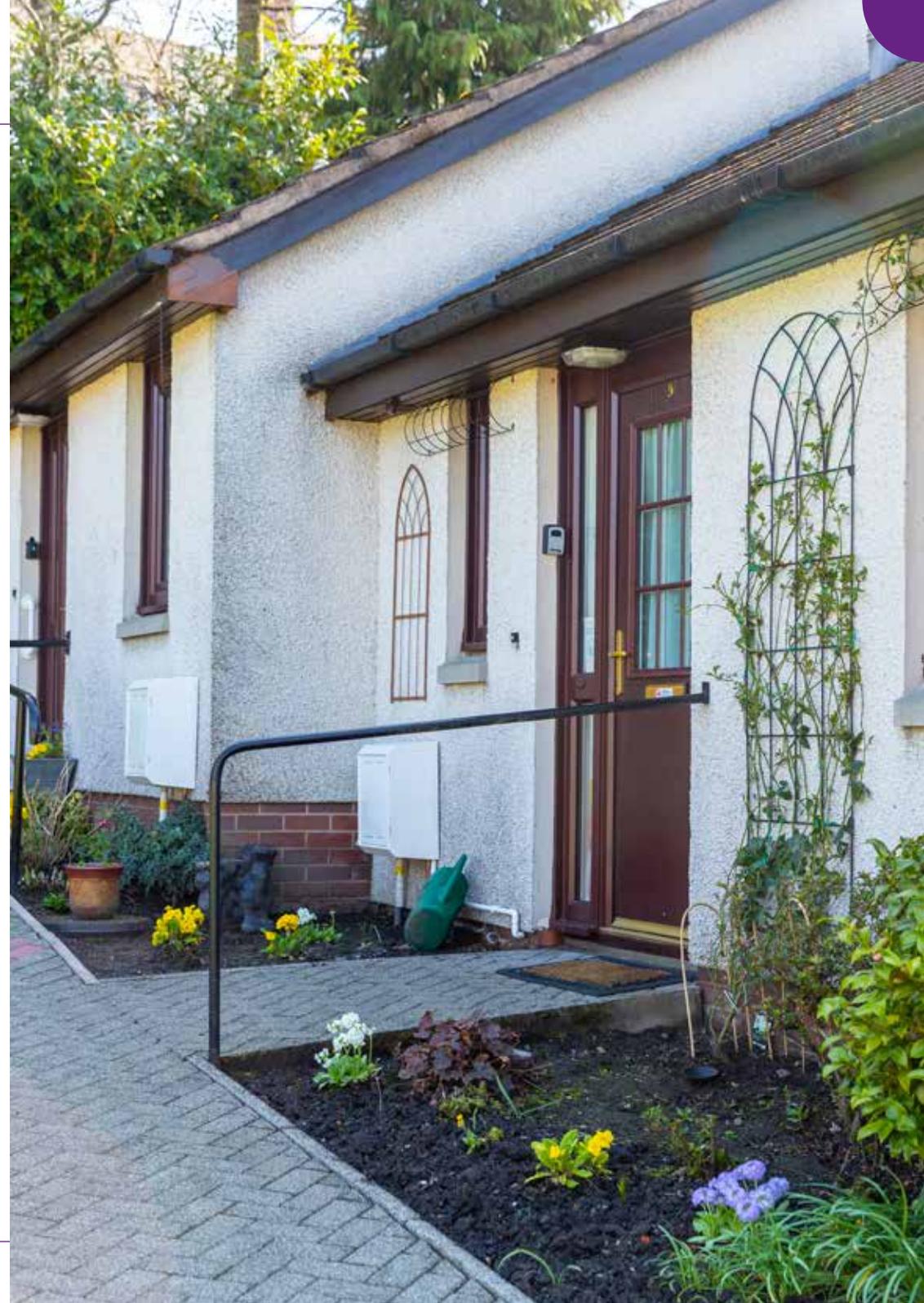
## Section Two continued

### If a fire breaks out outside your home:

- Keep calm. If it is safe to do so remain indoors and await advice from Trust staff or Fire and Rescue Services personnel.
- Close all doors, go to an open window and wait for the arrival of the Fire and Rescue Service.
- The decision to evacuate the building will be made by a Senior Fire Officer who will have a list of all tenants requiring assistance.
- When instructed to do so by a staff member or the Fire and Rescue Service; leave your home and building by the nearest available fire exit. Follow the Green Running Man signs.
- Go to the assembly point (this is normally located in the car park or another external area) and await further instructions.
- If it is safe to do so, close all doors behind you as you leave the house. This will slow down the spread of flames and help protect people and your belongings from fire.
- Check doors with the back of your hand before opening them. If it's warm, don't open it – the fire could be on the other side.

### Do not

- Stop to collect belongings or investigate what has happened.
- Block the corridors or delay your exit.
- Return to the building or leave the assembly area unless instructed to do so by a Fire Officer or staff member.



## Section Three

### General fire prevention information for all tenants



### Preventing a fire starting in your home

#### Cooking:

- If you are tired avoid cooking. If you've been drinking alcohol, don't cook.
- When cooking, never leave the cooker unattended.
- Keep the area around the cooker clear and free from combustible materials eg tea towels, dish cloths, kitchen roll.
- If you grill fatty foods, clean the grill pan every time you use it, as fat deposits build up and can easily catch fire.
- Never leave your cooker, grill or oven on when you go out – even on a timer.
- Never leave electrical wires or cords near the cooker.
- Avoid keeping anything on top of an eye-level grill.
- Never put anything metal in a microwave – even tin foil.

## Section Three continued

### General fire prevention information for all tenants

#### Smoking:

- If you use oxygen for medical reasons, ensure that development staff are aware of this and follow all instructions and guidance provided by your pharmacist or supplier on safe use and storage – Do not smoke when using oxygen.
- Do not leave a lit cigarette or pipe unattended.
- If you smoke, take extra care to ensure cigarettes are fully extinguished in a suitable container.
- Empty ashtrays when they become full into a non combustible container or bin. Ensure contents are cold.
- Never smoke in a chair if you are tired and think you may doze off.
- Never smoke in bed – smoking is one of the main causes of house fires.

#### Candles and Heaters:

- Avoid using candles in your home.
- Never leave candles on or near any flammable materials.
- Avoid the use of radiant electric fires and never use gas or paraffin heaters.
- Ensure that any portable heaters are placed at least a metre (three feet) away from anything that could catch fire.

### General fire prevention information for all tenants

#### Before going to bed:

- Make sure the cooker is turned off.
- Switch off any portable heaters.
- Switch off and unplug all electrical appliances except those that are meant to stay on, like a fridge.
- Stub out all cigarettes and always empty ashtrays having ensured contents are completely extinguished.
- Close all doors – it can keep your escape route free from smoke and may stop a fire spreading.
- If you use an electric blanket, turn it off when you get into bed and never use an electric blanket and hot water bottle together.

#### Never Smoke in Bed:

Smoking is one of the main causes of house fires.

#### Additional Information:

- At night, keep a torch handy in case of a power outage and make sure the main door keys are close at hand.

#### Smoke/Heat Detectors:

- If you have chosen to install additional battery powered smoke or heat detectors in your home, these should be checked regularly. Do not remove batteries unless you are replacing old for new. This is a highly dangerous practice and could cost lives.





If you are unsure about Fire Safety, please ask a member of staff.

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