

Fire Instruction Notice for Flats

This building has been built in such a way as to protect the people in it if a fire breaks out. The important thing to remember is that if a fire starts in your home, it is up to you to make sure that you can get out of it.

AT ALL TIMES

- **Do not** store anything in your hall or corridor, especially anything that will burn easily.
- Use the fixed heating system fitted in your home. If this is not possible, only use a convector heater in your hall or corridor. **Do not** use any form of radiant heater there, especially one with either a flame (gas or paraffin) or a radiant element (electric bar fire).
- **Do not** store things in the cupboard(s) where your gas and electricity meters are fitted.
- Familiarise yourself with the exit route(s) from your home and keep them clear and functional.
- **Do not** block access roads to the building.

IF A FIRE BREAKS OUT IN YOUR HOME

- If you are in the room where the fire is, **leave straight away**, together with anybody else, then **close the door**.
- **Do not stay behind** to try to put the fire out.
- **Tell everybody** else in your home about the fire and get everybody to leave. Close the front door and leave the building.
- **Do not** use the lift (unless it is a designated evacuation lift).
- **Do not** use a balcony unless it is part of the escape route from the building.
- If you have a personal evacuation procedure in place, follow it.
- **CALL THE FIRE AND RESCUE SERVICE.**

IF YOU SEE OR HEAR OF A FIRE IN ANOTHER PART OF THE BUILDING

- It will usually be safe for you to stay in your own home.
- You **must leave** your home if smoke or heat affects it. **Close all doors and windows.**
- If you have a personal evacuation procedure in place, follow it.

CALLING THE FIRE AND RESCUE SERVICE

The fire and rescue service should **always** be called to a fire, even if it only seems a small fire.

This should be done **straight away**.

The way to call the fire and rescue service is by telephone as follows:

- **Dial 999.**
- When the operator answers, give the **telephone number** you are ringing from and ask for **FIRE**.
- When the fire and rescue service reply, **tell them clearly the address** where the fire is.
- **Do not end the call** until the fire and rescue service have **repeated the address** to you, and you are sure they have got it right. The fire and rescue service cannot help if they do not have the full address.

I have **read and understood** the content of the **Fire Instruction Notice for Flats**

Name: _____

Flat Number: _____