

Purpose built blocks of flats (Community Housing Schemes) – Fire Action Plan

1. If there is a fire in your home

“Get out, stay out”

- Get everyone out and close all doors behind you and make your way to the buildings main entrance and operate the nearest warden call device in the communal area and tell the monitoring centre there is a fire, your flat number and where you are in the building.
- The fire alarm within your flat is linked to the council’s monitoring centre, who on activation of the fire alarm will automatically call 999.
- Do not use the lift - if you can’t manage the stairs unaided, operate the nearest warden call in the communal area and tell the monitoring centre where you are within the building and wait assistance within the nearest staircase.

2. If there is a fire in your home and you can’t get out

- Move away from the fire as quickly as possible, if possible leave the room where the fire is and close the door
- Go to a room as far from the fire as possible, which has a window and a phone or a warden call device.
- On activation of your fire alarm the warden call monitoring centre will try and contact you, tell them there is a fire and where you are in the flat, they will call 999.
- Use soft materials i.e towels; bedding or clothes to block any gaps around the door to stop the smoke entering the room you are in.
- If smoke enters the room stay as close to the floor as possible.

3. If you are in your home and there is fire in another part of the building (i.e in another flat or the communal areas)

“Stay put, if safe and call 999”

Purpose-built blocks of flats are built to give you some protection from fire. Walls, floors and doors will hold back flames and smoke for a minimum of 30 to 60 minutes.

You are safer staying in your own flat unless heat or smoke is affecting you.

- On activation of the communal alarm system, if you are in your flat, stay put, if you are not being effected by the fire.
- The alarm system is linked to the warden call monitoring centre, who will automatically call 999.
- If you are within the common parts of the building i.e communal lounge and you are able, please make your way out of the building using the nearest fire exit. Once out of the building please make your way to the buildings main entrance. Stand well away from the building and clear of vehicle access routes and wait for the emergency services/ a member of staff to arrive, who will provide you with assistance.

- If you are unable to leave the building, you are safe to remain where you are, unless you see smoke or fire. You should then move away as quickly as possible into the adjacent room, corridor or staircase (passing through a closed door), activate the nearest warden call device and tell the monitoring centre where you are in the building.

4. If you see a fire in the communal areas of your block

- Do not attempt to put it out
- Do not try and evacuate other residents
- Move away quickly, ensuring you close all doors behind you
- If the communal alarm hasn't operated, you should raise the alarm by operating the nearest fire alarm break glass unit (red break glass box)

5. If you hear a fire alarm in a neighbours flat / see or smell smoke

- Do not attempt to enter the property / area
- Move away quickly, ensuring you close all doors behind you, and operate the nearest warden call device and inform the monitoring centre of the location of the fire.