

Converted properties and pre-war blocks of flats fitted with communal fire alarms* – Fire Action Plan

1. If there is a fire in your home

“Get out, stay out and call 999”

- Get everyone out, close all doors behind you and walk as calmly as possible out of the building
- Do not use the lift
- Call 999, give your address including the number of your flat and state which floor the fire is on
- Wait well away from the building and away from vehicle access routes / roads until the emergency services arrive.

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

- Move away from the fire as quickly as 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
- Call 999 give your address including the number of your flat and state which floor the fire is on
- Use soft materials i.e towels; bedding or clothes to block any gaps around the door to stop the smoke entering the room
- If smoke enters the room stay as close to the floor as possible.

3. If you hear a fire alarm in a neighbour's flat or see or smell smoke

- Do not attempt to enter the property / area
- Move away quickly, ensuring you close all doors behind you, leave the building and call 999.

4. In blocks fitted with a communal fire alarms, on activation of the communal fire alarm

- Get everyone out of your flat, close the door and walk as calmly as possible out of the building
- Call 999, give your address including the number of your flat and state which floor the fire is on.
- Contact the councils Customer service centre and inform them that the alarm has activated.