



FIRE SAFETY INFORMATION



The fire evacuation policy at your scheme is to
FULLY EVACUATE THE BUILDING
in the event of a fire

This means that when a fire alarm sounds or a fire occurs in the building, all persons are to
IMMEDIATELY LEAVE THE BUILDING.

The important thing to remember is that if the fire starts in your home, **IT IS UP TO YOU** to make sure that you can escape.

STAY SAFE AT ALL TIMES

- If your smoke alarms are damaged or faulty, ensure you report this to us and we will arrange a repair.
- Do not store anything in your hall or corridor, especially anything that will burn easily.
- Use the heating system fitted in your home. If this is not possible, only use a convector heater. Do not use any form of radiant heater, especially one with either a flame (gas or paraffin) or a radiant element (electric bar fire).

IF A FIRE BREAKS OUT IN YOUR FLAT

- If a fire starts in your home, leave the room immediately and close the door.
- Do not try to put the fire out.
- Tell everybody else in your flat about the fire and get everybody to leave.
- Raise the alarm by using a 'break glass' call point if available.
- Alert your neighbours **IF SAFE TO DO SO.**
- Close the front door and leave the building.
- **CALL THE FIRE SERVICE.**

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

- STAY AWAY from the fire.
- You must leave **IMMEDIATELY** if smoke or heat affects your home, or you are instructed to do so by the Fire Service.
- If you are in any doubt, **GET OUT.**

CALLING THE FIRE SERVICE

The Fire Service should always be called to a fire, even if it only seems to be a small one.. This should be done immediately.

The way to reach the Fire Service by telephone is as follows.

- 1) Dial **999**.
- 2) When the operator answers give the **phone number** you are ringing from and ask for the **FIRE SERVICE.**

When you are put through, tell them clearly where the fire is.

STATE YOUR ADDRESS CLEARLY INCLUDING THE POSTAL CODE.

Do not hang up until the operator has repeated the address to you and you are sure they have got it right. The fire service cannot help if they do not have the address.

Important safety precautions you can take to reduce the risk from fire

- Do not store anything in your hall or corridor and keep your **exit route clear**.
- Find out where your nearest fire exit is so you know the quickest way to exit the building if you have to.
- Don't wedge or prop open your flat entrance door or corridor doors.
- Don't leave items in communal areas, as they might block exit routes or help a fire to spread.
- If you use **candles**, do not place them near soft furnishings and never leave a lit flame unattended. Make sure you keep an eye on them at all times and don't leave them lit if you go to bed or leave your flat.
- If you smoke, be very careful to dispose of **smoking materials** properly and ensure lighters and matches are out of reach of children. **Never smoke in bed**.
- Ensure you register your appliances so you will be informed if they are recalled.
- Take care when **cooking** - Always keep an eye on things to make sure they don't burn and cause a fire.
- Avoid charging gadgets such as phones and e-cigarettes overnight and always place them on a hard surface when charging. Don't place on soft furnishings as the heat from the battery could start a fire.
- Don't run appliances such as washing machines or tumble dryers while you are out or asleep.
- Have a night-time routine, which includes closing internal doors and unplugging electrical items.
- If you have a pendant, ensure it is worn or close by at night.
- For further fire safety advice and useful information, you can visit your local fire service website.

Fire Doors Information and advice

Fire doors play an important role in keeping you safe in the event of a fire breaking out, by helping to stop fire and smoke travelling through the building. Johnnie Johnson Housing will check each fire door regularly to make sure it is safe. Some fire doors in the communal area may be held open, but this is done by devices that will activate in an emergency and allow the door to close.

If you want any more information about fire doors and the role they play in keeping you safe you can:

- Talk to your Community Housing Officer.
- Visit your local fire service website.

Please make sure that you follow the guidance below

- When not in use, flat entrance doors must be kept shut at all times.
- Do not wedge or prop open your flat entrance door or any communal fire doors.
- Make sure that you or anyone visiting you does not tamper with the self-closing device on fire doors.
- If you have new flooring fitted in the entrance hall, you must not cut or alter the bottom of the fire door to make it fit.
- Do not fix anything to your flat entrance door. This may damage the door, meaning that fire or smoke could break through.
- If you find any fire doors are faulty or have been damaged, or there is something that just does not look right, report this to us straight away.
- You can speak to your Community Housing Officer or call **0345 305 5335** to report the problem to our repairs line. Some examples of faults or damage include: doors not closing fully, damaged or missing self-closing devices, obvious visual damage to the door, missing or damaged fittings such as handles or letterplates.