

FIRE SAFETY



**FIRE
KILLS**
YOU CAN
PREVENT IT

for flatted accommodation



Your landlord has a duty to ensure that you are as safe as you possibly can be from the dangers of smoke and fire.

Your building has been designed to resist fire and stop the spread of smoke.

It is important that you know what to do if there is a fire in your block and how you can help keep yourself, your family and your neighbours safe.

This booklet contains advice on how to prevent fires, prepare you if there is a fire and also how to respond if you discover a fire.

PREVENT
PREPARE
RESPOND
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PREPARE
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TAKE CARE
KEEP CALM
PREVENT
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REACT
PLAN
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REPORT HAZARDS
BE PREPARED
BE AWARE
PREVENT
BE AWARE
REACT

You should:

- **PLAN** escape routes before a fire happens.
- **KNOW** what action to take during a fire.
- **REPORT** any fire hazards immediately.
- **DO YOUR PART** to prevent fires.

STOP FIRES BEFORE THEY START

- > Take care when cooking (one of the main causes of fire).
- > Switch off electrical appliances if you can.
- > Flammables - check the labels.
You must not keep or use dangerous gas or substances in your home or communal areas.
- > Keep doors closed to help prevent the spread of fire and smoke.
- > Keep your hall clear of rubbish - it is your escape route in case of fire.
- > Extinguish candles and cigarettes properly.

TEST YOUR SMOKE ALARM

A smoke alarm is designed to give you an early warning in case of fire.

- > Test your smoke alarm weekly by pushing the test button.
- > If faulty, please make arrangements for repair or replacement as soon as possible.

Remember, if your smoke alarm is battery operated, it is your responsibility to change them when necessary.



REPORT FIRE HAZARDS

Such as:

- > Missing or broken fire equipment or fire doors.
- > Blocked/obstructed stairs and corridors.
- > Electrical problems.
- > Dumped rubbish or abandoned items.
- > Faulty or damaged lighting.
- > Any flats that are empty but not secure.
- > Combustible items in communal areas such as mats etc.

Only leave your flat if:

- The fire is in your flat.
- Smoke is entering your flat and you feel at risk.
- The Fire Service or Police tell you to do so.

We hope that you never find yourself in this situation, but it's important to know what to do if you do discover a fire.

If you know what to do ahead of time, it could save your life. Make sure you know:

- > What your smoke alarm sounds like.
- > What to do in the event of a fire.
- > Where all window and door keys are.
- > Your escape route **if** you have to leave your flat.
- > If you have restrictive mobility, please contact 0121 569 6000 to arrange a visit to discuss options and potentially the development of a Personal Emergency Evacuation Plan
- > The emergency numbers to call the Fire Service - 999 or 112. When you call 999 or 112 please tell the operator what you know of the incident.



650 kPa

If **your** flat is on fire

- **CLOSE** the door of the room where the fire is and other doors to prevent the spread of fire and smoke.
- **ALERT** everyone in the flat.
- **GET OUT**, closing the front door behind you. Once you're out, stay out.
- **Call 999 or 112** to report the fire and tell the operator what you know of the incident.

KEEP CALM AND ACT QUICKLY

Seconds are precious during a fire.

- > Don't waste time investigating what's happened or rescuing valuables.
- > If possible, take your front door key when you leave. Close doors behind you.
- > If smoke is thick, keep low where the air is clearer.
- > Before you open a door check if it's warm. If it is, don't open it – fire is on the other side.

If **another** flat is on fire

- **Call 999 or 112** to report the fire and tell the operator what you know of the incident.
- **CLOSE** all your doors and windows.
- **STAY PUT- UNLESS** you feel immediately at risk from smoke or fire or you are asked to leave by the Fire Service or Police.

IF IT'S SAFE TO DO SO, STAY PUT

The stairs may be overcrowded with other residents and firefighters.

Rather than trying to escape, it's probably safer to stay in your flat as it's designed to resist fire getting in.

Stay in your flat and where possible:

- > Close all your doors.
- > Place wet towels and sheets in gaps around doors to keep out smoke.

SAFE & WELL CHECKS

Safe & Well checks are free and carried out by your local fire station.

A 30 minute property inspection could save your life.

The Fire Service will identify any potential fire-causing hazards and give you advice on how to make your property as safe as it can be.

If you haven't yet had a 'Safe & Well Check' and would like to book one, please call West Midlands Fire Service on freephone 0800 389 5525.

**You are more at risk from a fire when asleep.
Before you go to bed, think:**

- Are all doors closed to stop fire from spreading?
- Have I turned off and unplugged electrical appliances where practical to do so?
- Have I put candles and cigarettes out properly?
- Is my escape route clear in case of fire?
- Are my door keys accessible?



Please note: Information contained within this booklet is for guidance only and is based on the premise that a 'stay safe - unless' policy is in place.

It is the Managing Agent's responsibility to ensure a suitable and sufficient fire risk assessment has been carried out and that any problems identified are being managed effectively to prevent the spread of smoke and flame.

Important contact numbers

Emergencies: Call 999 or 112.

Hazards: Call Sandwell Council on 0121 569 6000.

Safe & Well check: To book a free Safe & Well check call 0800 389 5525.

