



Wythenshawe
Community Housing Group



Your Guide

Fire Safety and
Emergency Evacuation

What to do if there's a fire in your flat

If a fire breaks out in your flat:

- Leave the flat as quickly as possible
- Do not try to remove any possessions or personal items from your flat
- Close your flat door securely but do not lock it
- Raise the alarm – Call 999 as soon as you can
- You should evacuate the building using the stairs and not the lift
- Go to the fire assembly point outside the building



If a fire breaks out elsewhere in the block

If you are made aware of a fire elsewhere in the block we advise you to remain in your flat.

- Keep the door closed securely but do not lock it
- Close all internal doors and remain in one room preferably with a window
- Gather some towels and sheets for use in case smoke enters around your front door
- Place damp towels or sheets around the bottom of the door to prevent smoke entering



What if I can't manage stairs?

If you are unable to use the stairs you should alert your neighbours and stay in another flat with the door closed until the fire brigade advise you otherwise. Inform the fire brigade where you are if possible. You could do this via the concierge service if you have it.

Stay Put Policy

We have a STAY PUT policy agreed with the Fire Service. This means that unless the fire is in your flat you should stay in your flat. If there is a need to evacuate the Fire Service will supervise this.

Remember

- In the event of fire you must not use the lifts under any circumstances
- Ensure that all communal doors close behind you to prevent fire spreading



Planning

- Take time now to think about how you would escape and where the doors to the stairways are
- It is important that all escape routes are kept clear of obstructions at all times
- Think about the corridors you use and what they would be like if they were filled with smoke. There should be no chairs, plant pots, mats or similar items in the area that would be a trip hazard
- If you know of a reason why you would not be able to use the stairs (e.g. a mobility problem, hearing or visual impairment) during an evacuation please let your housing officer know



Fire Prevention

Steps have been taken to reduce the risk of a fire starting and to prevent the risk of fire spreading in your block.

- We have carried out a fire risk assessment of all blocks and have ensured that the risk of fire in communal areas is kept to a minimum
- Inside all flats there are smoke detectors which give the earliest possible warning of a fire breaking out
- The blocks are designed to prevent the spread of fire so it is unlikely that a fire would spread further than one or two rooms

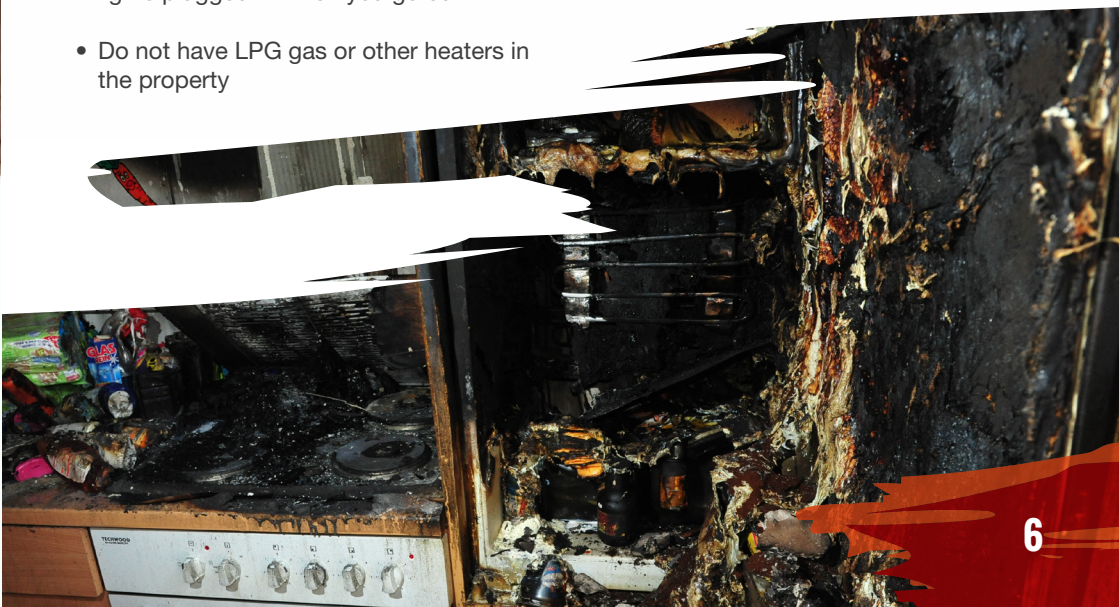


You can help by making sure that you:

- Keep an eye on your cooking at all times particularly with high risk activities such as using a chip pan
- Never leave a lit cigarette unattended
- Always ensure that a discarded cigarette is fully extinguished
- Blow candles out when you leave a room
- Check your smoke alarms regularly by pressing the button to ensure it sounds
- Always get your annual check of heating and smoke alarms carried out by us
- Unplug electrical items when you are out or when they are not in use, eg hair straighteners, mobile phone chargers
- Don't leave festive decorations and fairy lights plugged in when you go out
- Do not have LPG gas or other heaters in the property

Remember

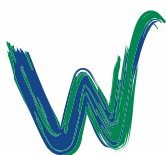
- If there's a fire in the block stay put in your flat
- If there's a fire in your flat leave your flat, close the door and raise the alarm
- Do not use the lift
- If you can't use the stairs take refuge in a neighbours flat
- Do not smoke in bed



My emergency numbers: _____

My mobile number: _____

My escape route: _____



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