

Fire Emergency Plan

FULL EVACUATION

A Fire Emergency Plan (FEP) is information about what you and other residents should do if a fire breaks out in your building, and it is important that you and any other members of your household understand it.

In your building, the Fire Emergency Plan is **FULL EVACUATION**

In this building, all residents are required to proceed to the assembly point when the communal fire detection and alarm system sounds, or a fire is discovered in 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 get out of it.

At all times

- Do not store anything in your hall or corridor, especially anything that will burn easily.
- Use the fixed heating system fitted in your home. If this is not possible, only use a convector heater in your hall or corridor. Do not use any form of radiant heater there, 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 you are in the room where the fire is, leave straightaway, together with anybody else, then close the door.
- Do not stay behind to try to put the fire out unless you have received suitable training.
- 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 fitted).
- Alert your neighbours IF IT IS 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

- You must leave IMMEDIATELY if smoke or heat affects your home, or if you are told 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 fire. This should be done straight away. The way to call the fire service is by telephone as follows:
 - 1) Dial 999.
 - 2) When the operator answers give the telephone number you are ringing from and ask for the FIRE service. When you are put through to the fire service, tell them clearly where the fire is and include the full address.
- Do not hang up until the fire service 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:

Please sign the enclosed Freepost Reply Form to let us know that you have read and understood your Fire Emergency Plan.

FULL EVACUATION EMERGENCY PLAN FAQs

Q. What is the Fire Emergency Plan for my building?

A. The emergency plan for your building is Full Evacuation, sometimes referred to as Simultaneous Evacuation.

Q. What exactly does this mean in practice?

A. If you hear the fire alarm sound, you must evacuate your home immediately. All residents must leave the building and assemble at the assembly point or, if your building doesn't have one, in a safe area away from the building.

Q. I may require assistance evacuating my home in the event of a fire. Can you help me?

A. If you feel you may not be able to escape your home and/or the building in the event of a fire, please let us know immediately. Remember, you will not be able to use a lift.

We can arrange for a 'Person Centred Fire Risk Assessment' (PCFRA) to be carried out, which will help us to understand your personal requirements.

Q. Is there anything else I can do to help myself?

A. There are some suggestions below that you could consider yourself.

- Go through your plan and practice how you would leave in the event of a fire. This will help you to act quickly if there ever is a fire. Everyone who lives in your home should know this plan too. Also think about different scenarios, for example, a torch may be helpful at night or blankets too, so have them readily available.
- The best escape route is the normal way in and out of your home and building so make sure it is always kept free of obstacles. **If you identify any obstacles in the communal areas that should not be there, please contact Your Response on 0345 345 0272.** Also think of a second route in case the first route is blocked.
- Decide where the keys to doors and windows should be kept and always keep them there. Make sure everyone in your household knows where they are.
- Your flat entrance door is a fire door and should be kept closed at all times. It is also important that you have a working self-closing device to ensure your door remains effective. **If you identify any concerns with your flat entrance door, please notify Your Response on 0345 345 0272.**
- **Test your smoke alarms weekly.** If you do not have a working alarm in your home, please contact Your Response on 0345 345 0272 immediately.

VISIT YOUR LOCAL FIRE AND RESCUE SERVICE'S WEBSITE FOR ADDITIONAL TIPS AND TOOLS TO KEEP YOU SAFE. FOR SOME PEOPLE, THEY MAY OFFER A HOME VISIT FREE OF CHARGE.