

Evacuation Procedure in Independent Community Living

If you live in an Independent Community Living or Independent Community Living Plus scheme, to reduce the risk of fire spreading, the walls, doors and floors are all sturdily built and designed to stop fire and smoke spreading. This makes each flat its own fire-resistant box. We undertake regular checks of this, and undertake yearly Fire Risk Assessments at all Independent Community Living or Independent Community Living Plus schemes.

You will have fire detectors (smoke and/or heat) within your flat and there will also be a separate fire alarm system in the common areas, linked to its own fire panel.

Evacuation procedures in Independent Community Living and Independent Community Plus scheme

Your scheme has been designed so that each flat or dwelling is a fire-resisting box, only in very exceptional circumstances will a fire in one flat affect another. When a fire is in another flat, the safest place for you is to stay in your own home. This is known as a 'Stay Put' procedure and allows the Fire and Rescue Service to safely fight a fire without having corridors and stairs blocked by other residents evacuating.

If a fire occurs in a communal area, such as a lounge or laundry etc, the communal fire alarm will activate and anyone in communal areas should evacuate the building to a place of safety, known as the assembly point. Anyone within their own flat or dwelling is safest staying there and for this reason they may not hear the communal fire alarm from within their own home.

What to do if you discover a fire in your own flat

- Do not attempt to tackle the fire.
- If the door is closed to the room where the fire is, do not open it.
- Tell everyone within your home to leave immediately and ensure the door has closed behind you.
- Once out of your flat, if it is safe to do so, call 999 and report the fire, giving the address, your flat number and postcode. If it is not safe to do so, leave this until you are outside the building.
- Leave the building by the nearest emergency exit route and stairs. Remember, this might not be the way that you normally use.
- Do not run or use a lift.
- Everyone should assemble in a safe place, well away from any danger and where someone can meet the Fire and Rescue Service.
- Do not return to your flat or dwelling until you have been told it is safe by the Fire and Rescue Service.

What to do if you suspect a fire somewhere else within the scheme

- If you are in your flat and feel safe, stay put.
- If you feel unsafe or are in a communal area away from your flat or dwelling, leave the building by the nearest emergency exit route. Remember, this might not be the way that you normally use.
- Do not run or use a lift.
- Call 999 and report the fire, giving the address and postcode and as much information as you know.
- If you need to be evacuated, you will be notified by the Fire and Rescue Service or others dealing with the incident.
- If you have evacuated your flat, do not re-enter it until told it is safe to do so by the Fire and Rescue Service or other person in authority.


Only evacuate the building if:

- You are told to do so by the Fire and Rescue Service or others dealing with the incident.
- You feel unsafe.
- Your home is affected by heat or smoke.
- You are in the communal area when the fire alarm sounds.

If you are asked to evacuate, you should:

- If you need to be evacuated, you will be notified by the Fire and Rescue Service or others dealing with the incident.
- If you are not escorted, leave the building by the nearest emergency exit route and stairs. Remember, this might not be the way that you normally use.
- Do not run or use a lift.
- Let the Fire and Rescue Service know immediately if someone has not been able to leave your flat or dwelling.
- Follow further instructions from the Fire and Rescue Service or those dealing with the incident.
- If you have evacuated your flat, do not re-enter it until told it is safe to do so by the Fire and Rescue Service or other person in authority.

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