

Full Evacuation Procedure

If your block has a FULL EVACUATION procedure and you suspect a fire somewhere else within the block or the fire alarm begins to sound:

- Leave the building by the nearest emergency exit route using the stairs.
- Do not run or use a lift if one is provided.
- Let the Fire Service know immediately if someone has not been able to leave your flat.
- Follow further instructions from the fire service or those dealing with the incident.

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 if one is provided.
- 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 Service.

Contact us:

 info@saffronhousing.co.uk

 01508 532000

We offer INTRAN, a communication service which provides interpreting and translation services for people who are deaf, hard of hearing or do not have English as a first language. If you require support communicating with us, please contact us using one of the above methods so that we can arrange support with INTRAN.