

Evacuation Procedure in Blocks of Flats

Your block of flats has been designed so that each flat 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.

Where a 'Stay Put' procedure is in place, there will be smoke alarms in your flat, but it is likely that there is not a fire alarm in the communal area as one is not needed unless it is to operate other fire safety features such as automatic opening vents system or automatic opening locks.

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.
- 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 your flat 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 block

Our flat blocks have a STAY PUT procedure.

- 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, 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.
- The fire alarm or evacuation alarm sounds throughout the building.

What to do if you are asked to evacuate

- If you need to be evacuated, you will be notified by the Fire and Rescue Service or others dealing with the incident.
- 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
- 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.

What to do if you become trapped and cannot immediately escape your flat

- If you can't get out, get everyone into one room, ideally with a window and a phone.
- Put bedding or other similar items around the bottom of the door to block out the smoke.
- Call 999 then open the window and shout "HELP, FIRE!".
- If you're on the ground or first floor, you may be able to escape through a window.
- Use bedding to cushion your fall and lower yourself down carefully. Don't jump.
- If you can't open the window break the glass in the bottom corner. Make jagged edges safe with a towel or blanket.


Fire doors

Fire doors will help protect you and everyone else in your block of flats should a fire start. Fire doors will be on every flat front door, every corridor door, doors to stores and areas of pipework. They will have self-closers which are vital to keep the door firmly closed automatically.

Please ensure the following:

- Fire doors must not be tampered with.
- Fire door closers must be in working order at all times. We recommend you to visually check weekly.
- Fire doors should close within the frame and create a tight seal using the self-closing device.
- Fire doors should never be wedged open.
- Any faults, damage or issues with fire doors should be reported immediately by emailing info@saffronhousing.co.uk or calling 01508 532000.

Contact us:

 info@saffronhousing.co.uk

 01508 532000

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