

# **FIRE SAFETY INFORMATION**

## **for tenants living in homes with an evacuation strategy**

It's important to us that you and your community are safe. We do this with fire prevention, protection and response activities.

We're working closely with local fire services and the local authority with your safety in mind. In line with new regulations, we will be sharing information with you to raise awareness of fire safety and how to stay safe in your home, plus the support that is available to you.



**This information sheet contains important information about fire safety including:**

- What to do if you have a fire or become aware of a fire
- Fire safety advice in your home
- Fire doors and why they are important
- What you can do to help keep your home safe



**For your own safety, it is important to understand what to do in the event of a fire, whether it's in your home or somewhere else in the building.**

# YOUR BUILDING AND HOME HAS AN EVACUATION STRATEGY IN PLACE

**This means that if there is a fire somewhere else in the building, you must evacuate even if your home does not seem to be affected.**

**Failure to evacuate the building upon hearing the fire alarm puts you and firefighters at serious risk in the event of a fire.**

If the fire alarm sounds, you must take the following actions:

- Get everyone in your home outside to a fire assembly point
- Make sure your entrance door closes behind you
- Leave the building using the emergency exit routes and stairs provided **(DO NOT use the lift)**
- Get out, stay out and call **999**

## What to do when you are outside the building

You should move away from the building and go to the assembly point whilst waiting for firefighters to arrive. Please do not leave before the firefighters arrive – it is important that they know how many people have evacuated the building and you may be asked for details about where you live. If the fire was in your home, tell them where the fire started and what is on fire.

## What to do if you cannot leave your home or the building

If you hear the fire alarm and you cannot leave your home, move to a room where you think you will be safe and call 999. Keep the door to the room closed and use towels or bedding at the bottom of the door to stop any smoke getting in.

When you phone **999** you should tell the Control Operator that you cannot leave your home and the reason why – this information will be passed to firefighters.

# WHAT TO DO WHEN PHONING 999

- If you become aware of a fire in your home or somewhere else in the building, dial **999** into your phone and select the fire option
- Listen to the operator, try to stay calm, and answer as many questions as you can to help prepare the fire fighters
- Stay on the call until the Control Operator hangs up the phone

## If you have a fire or there is smoke in your home

### DO

- ✓ Alert anyone else in your apartment
- ✓ Close the door to the room where the fire is
- ✓ Get out of your home – make sure the entrance door closes behind you
- ✓ Call **999** and ask for 'fire'

### DON'T

- ✗ Try and fight the fire - you could be injured
- ✗ Stop to collect belongings
- ✗ Go back into your apartment
- ✗ Re-enter the building until told it is safe



# FIRE DOORS – PROTECT YOU AND YOUR NEIGHBOURS

Fire doors in homes are vital to protect everyone if there is a fire. In a block of apartments a lot of the doors will be fire doors – this includes your front door, doors in communal corridors, landings and on the staircases.

Fire doors are designed to stop fire and smoke spreading. They are essential for the evacuation strategy in your building.

## Front doors

The front door to your apartment is a fire door and it is there to make sure that if you do have a fire, the smoke won't spread into the corridor and surrounding building. New laws require us to carry out checks on fire doors to make sure they are not damaged.

### Your front door should:

- Close on its own – fire doors are fitted with self-closing devices which can be fitted to the top of the door or be fitted within the frame
- Not have big gaps between the door and the door frame



## Fire doors in communal areas

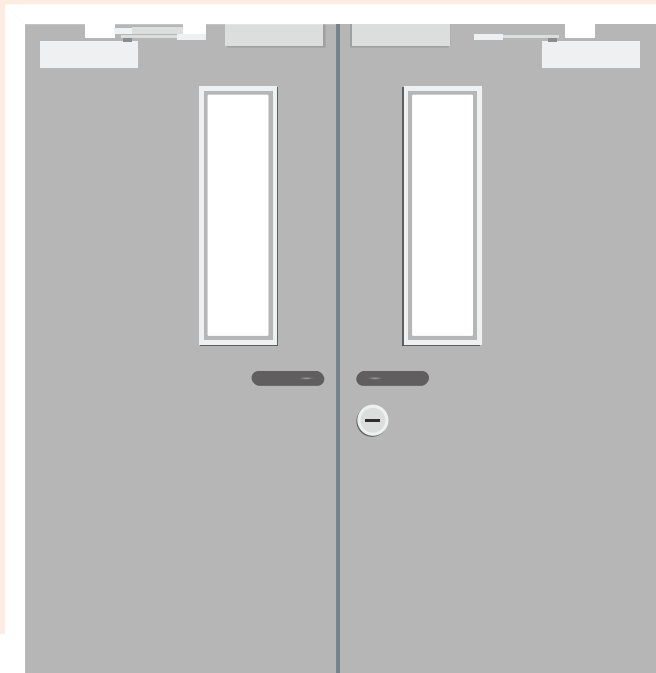
There will be fire doors in other areas of the building, and this includes doors in communal spaces and landings, the doors into the staircases and doors which provide access to bin stalls and plant rooms.

### Fire doors in communal areas will:

- Be marked as fire doors – normally a blue circle that says 'Fire door. Keep shut'
- Close behind you
- Not have big gaps between the door and the frame
- Be in good condition with minimal visible damage

### You must not:

- ✗ Change your front door without permission
- ✗ Remove or damage the self-closing device on your door
- ✗ Paint your door or any strips and seals around it
- ✗ Drill any holes in the door – for example to fit a spy hole, change the letterbox or fit a new doorbell



### You must not:

- ✗ Wedge open fire doors
- ✗ Damage the door, the door frame or the self-closing device – you could be committing a crime if you do
- ✗ If you see a fire door wedged open, please close it and if you spot damage to a fire door, report it to ForHousing as soon as possible.

# HOW YOU CAN HELP KEEP YOUR HOME AND BUILDING SAFE

The best way to stay safe is by taking steps to prevent a fire happening in your home.

To protect you, your family, and your home you can take some simple steps to reduce the risk of a fire starting. Most fires in homes are caused by cooking or smoking.

## How to prevent a fire

### DO

- ✓ Keep tea towels and textiles away from the cooker and hob
- ✓ Keep matches, lighters and candles out of reach of children
- ✓ Unplug appliances when you're not using them, they are fully charged, or when you go to bed
- ✓ Be careful with candles and tea lights – don't put them near material that can catch fire or where they can be knocked over
- ✓ Always put cigarettes out properly in an ashtray and never smoke in bed

### DON'T

- ✗ Leave cooking unattended
- ✗ Overload plug sockets or extension leads
- ✗ Leave appliances on when sleeping or when you go out – this includes washing machines, dryers and dishwashers
- ✗ Leave candles unattended
- ✗ Leave e-bikes or scooters in your hall and never charge them overnight or when you are out



## Keeping your building safe

### DO

- ✓ Check before doing any work in your home that it won't affect fire safety standards of the building
- ✓ Report damage to fire doors

### DON'T

- ✗ Obstruct the communal areas, halls and stairs with personal items such as prams and bikes as these will be escape routes for the building
- ✗ Prop open fire doors in communal areas





If you are concerned about fire safety in your home, you can complete an online fire safety check by visiting your local Fire and Rescue Service website who will offer advice or arrange a home visit.

You can also get more information and advice about fire safety in your home on our website [www.forhousing.co.uk](http://www.forhousing.co.uk)



Visit our website [forhousing.co.uk/how-to-contact-us](http://forhousing.co.uk/how-to-contact-us), or scan the QR code below



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