



PMS Leasehold Management Ltd

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EMERGENCY FIRE PROCEDURES

IF FIRE BREAKS OUT IN YOUR FLAT

Inform others present and if possible close doors & windows to contain the fire. Exit the apartment.

DO NOT attempt to try to put out the fire.

Occupants of the flat where the fire started should make their way in an orderly fashion, via the nearest emergency escape route and carry out a form of "roll call" to ensure that everybody is accounted for. Where disabled or elderly persons are in the flat, they may need help to escape.

DO NOT use any lifts. **DO NOT** use a balcony, unless it is a designated escape route from the building.

Dial 999 and ask for the Fire Service.

Give the operator the telephone number you are calling from and state clearly that a fire exists. Give your address to the operator.

DO NOT end your call until the address has been repeated by the Fire Service.

Once safely out DO NOT re-enter the property.



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EMERGENCY FIRE PROCEDURES

IF FIRE BREAKS OUT IN THE COMMUNAL AREAS

DO NOT attempt to try to put out the fire.

Dial **999** and ask for the Fire Service.

Give the operator the telephone number you are calling from and state clearly that a fire exists. Give your address to the operator. **DO NOT** end your call until the address has been repeated by the Fire Service.

Stay in your flat, unless it is affected by smoke or heat, or if the Fire Services have instructed you to evacuate.

If possible, close all doors and windows to limit the spread of fire.

If the Fire Services have instructed you to evacuate leave the building via the nearest emergency escape route.

DO NOT use any lifts. **DO NOT** use a balcony, unless it is a designated escape route from the building.

Once safely out **DO NOT** re-enter the building



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IF YOU ARE CUT OFF BY FIRE

Try to remain calm. Close the door nearest to the fire and use towels, sheets or other suitable material to block any gaps around the door. This will help stop smoke from entering the room.

If possible, go to the window, open it and shout for help. If the room becomes smoke filled, go down to floor level; it will be easier to breathe as heat will cause smoke to rise upwards.

If you are in immediate danger from fire and are not higher than the first floor of a building, it may be possible to drop to the ground without injury provided you get out of the window feet first and lower yourself to the full extent of your arms before dropping. Soft furnishings dropped first from the window will break your fall and limit the danger of injury.



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8 STEPS TO SAFETY

All residents should follow the '8 Steps to Safety' Fire Plan and information on preventing fires. Please ensure that this fire plan is read carefully and the advice on preventing fires is followed. Please also make sure that you, your family and visitors know what to do in the event of a fire. Residents must ensure that they are familiar with this Fire Escape Plan and that they know all of the Escape Routes. Residents should ensure their family /visitors are familiar with the plan and know what to do in the event of fire.

- 1. You must ensure** that corridors leading to your front door are kept clear at all times. The best escape route is down the shared stairway and out of the back or front entrance/exit doors.
- 2. Allocate a room** in your flat that you and your family can go to in the event of a fire. The room most suitable is the one furthest from your front door, that is near a window and that has a phone (if possible). Here you will be able to keep you and your family safe if there is a fire and you will be able to telephone for help.
- 3. Always keep your property address** near your phone, this will help your children and relatives call for help and give the fire brigade accurate information if you are not able to do so.
- 4. Always keep a good quality battery torch** in your home, and in a place you can get to it. Make sure that your family know where it is. (This will help you and your family to leave the building safely during the night if the electricity has been cut off or any emergency lighting fails).
- 5. If you or a member of your family** has a sight or hearing problem or has trouble moving around, make sure that you keep all disability aids (such as walking sticks and wheelchairs) in a place where they can easily get them. When you call the fire brigade, please let them know if you or a member of your family has a sight or hearing problem or has trouble moving around.
- 6. If the fire is in your flat** and is out of control telephone the fire brigade immediately and make sure that you and your family leave the flat immediately. If possible close all the inside and outside doors and leave the building using the escape routes. (Where possible warn occupants of neighbouring buildings). Once you have safely left the building wait in a safe area. Wait for the fire brigade to arrive and tell them what caused the fire and where it is. This will save valuable time, save lives and limit the damage.
- 7. If the fire is in the flat below** stay in your flat. Keep your front door closed and phone the fire brigade on 999. When the fire brigade arrive, they will tell you what to do.
- 8. If the fire is in a communal area on your floor** stay in your flat and take everyone to the allocated safest room in your home. Close all outside and inside doors and windows. Block the bottom of the doors with wet clothing to stop smoke getting in the safe room, and if there is a lot of smoke, crawl along the floor where the air will be cleaner. **Telephone 999**. When the fire brigade arrive, they will tell you what to do.