

# Fire Safety

## for Independent Living Schemes

What to do if a fire breaks out...



# If there's a fire, what to do

## Make sure you know

Cannock Chase Council is required by law to comply with the Fire Safety Order by ensuring that all communal fire escape routes i.e. communal stairwells, corridors and landings within your scheme are kept clear and easily accessible at all times, to assist with easy evacuation from the building in the event of an emergency.

The Council's Housing Department therefore request full co-operation from all residents by asking them to follow some simple safety procedures:

## YOU SHOULD

- **PLAN**

Escape routes before a fire happens.

- **KNOW**

What safety actions to take during a fire.

- **REPORT**

Any fire hazards immediately.

- **DO YOUR PART**

To prevent fires.

## BE PREPARED

Don't panic. It can make you act foolishly and lead you into danger. If you know what to do ahead of time, it could save your life.

Use your pendent to notify others in the building.

If your escape could be impaired because of your health or mobility you will have a Personal Emergency Evacuation Plan (PEEP).

# If your flat is on fire

## ACT FAST

Don't ignore your smoke alarm. If a door feels hot, there's probably a fire on the other side.

### YOU SHOULD:

- Close the door of the room where the fire is and other doors to prevent the spread of fire and smoke.
- Get out, closing the front door behind you, and stay out.
- Alert others in your flat.
- Press your pendant.
- Call **999** or **112** to report the fire.

### Make sure you know:



# If another flat or communal area is on fire

## ‘STAY SAFE, STAY PUT’

**During a fire do not use the stairs or lift - it could be dangerous.**

Rather than try to escape, “stay put” it is safer to stay in your flat and it’s designed to resist fire getting in.

### **If the fire is in another flat:**

- Call **999** to report the fire.
- Close all doors and go to the living room. It’s usually the safest place to be.
- If the fire is in another flat - press your pendant.
- If you are trapped - press your pendant.

### **If you are trapped and can’t call 999:**

- Close all doors and go to the balcony or a window. Attract attention by shouting, waving a cloth or in any way you can.

**Don’t jump - wait to be rescued.**

# If you must leave your flat

Go calmly using the stairs and hold on to the rail.

If you're stopped by heavy smoke go to a smoke-free area and wait for the fire service.

## You should only leave your flat if:

- The fire is in your flat.
- Your flat is full of smoke.
- The fire service tells you to go.

## If you do leave:

- Take your key if you can get it safely.
- Close the door behind you.
- Take a torch, if handy.

# Smoke

Smoke is the main danger from fire and you should avoid breathing it in if possible.

To help avoid breathing in smoke:

- **SEAL THE ROOM**

Stuff wet towels and sheets in gaps around doors to seal out smoke.

- **STAY LOW - SMOKE RISES**

It may help to tie a wet cloth over your nose and mouth for easier breathing, although this won't filter out deadly gases.

- **VENT ANY SMOKE**

If your flat entrance door is closed and the door to the room you are in is closed and there's no smoke outside, open a window slightly. You might need to close it later, so only break it if necessary.

# Stop fires before they start

**You can prevent fires in low rise communal schemes.**

## **You should take care with:**

- Smoking and cooking (the main causes of fire).
- Electrical appliances.
- Flammable liquids - check the label.
- Dispose of rubbish correctly.

## **Report fire hazards, such as:**

- Missing or broken fire equipment and fire doors.
- Blocked stairs.
- Electrical problems.
- Rubbish.
- Faulty exit lights.
- Nearby flats which are empty but not secure.

## **You should also:**

- Test your pendent monthly by pushing the test button.
- Keep fire doors closed to slow the spread of fire and smoke.
- Keep all communal areas clear - do not leave objects on landings.
- Do not prop or leave security or fire doors open.

**Staffordshire Fire and Rescue Service are able to provide a Safe and Well visit to residents. This offers advice about safety in the home to help reduce the risk of fire.**

**Call 0800 0241 999 or email**

**[communityadviceteam@staffordshirefire.gov.uk](mailto:communityadviceteam@staffordshirefire.gov.uk)**

**to book an appointment.**



## Cannock Chase Council

Housing Office, Civic Centre, PO Box 28, Beecroft Road Cannock, WS11 1BG

Tel: **01543 462621**

This document can be provided in braille, on audio cassette tape/disk,  
**large print** and in other languages on request to  
**Cannock Chase Council on 01543 462621.**

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Updated: January 2023

