

## Fire Action Notice

### Immediate Evacuation Policy

**Your block of flats uses a full “evacuation” (get out and stay out) policy if there is a fire.**

**If your block is affected by a fire you should not delay your evacuation and you should evacuate the building immediately.**

#### Fire action

If fire breaks out in your home:

- Leave the room where the fire is straight away, then close the door
- Tell everyone in your home and get them to leave immediately. Close the door of your flat behind you
- Do not stay behind to put the fire out
- Raise the alarm by using one of the “break glass” call points
- Call the fire service 999 or 112
- Wait outside, away from the building

#### **If you see or hear of a fire in another part of the building**

- The fire evacuation plan for your building requires everyone to exit the building when the communal fire detection / alarm system sounds
- You must leave IMMEDIATELY – **get out and stay out**
- If you have any concerns or worries you should get out the building
- Wait at the assembly point or in a safe place until told it is safe to return.

#### **To call the fire service**

- Ring 999 or 112
- When the operator answers give your telephone number and ask for FIRE
- When the fire service reply give the address where the fire is
- Do not end the call until the fire service has repeated the address correctly