

Stay safe from fire in your home



Most fires in the home start accidentally. This leaflet explains what Hightown does to keep you safe in your home, as well as giving you advice on how to reduce the chances of a fire starting in your home and how to keep yourself, your family and your property safe from fire. You can also find more information on our website at www.hightownha.org.uk



How Hightown keeps you safe

To help keep our residents, their visitors and homes as safe as possible Hightown:

- Carry out independent fire risk assessments which are reviewed each year.
- Help you to understand the importance of keeping communal areas clear from obstructions and fire hazards.
- Fit hard wired smoke alarms, with a battery back up, in all our properties. Ensure fire exit routes are signposted.
- Most of our blocks have emergency lighting so lights stay on if there is a fire or power failure.
- Regularly inspect estates to check signage is in place, fire doors are working and communal areas are clear.
- Fit self-closing devices on front doors that open into communal corridors.

What you can do to stay safe

- Make sure you, your family and visitors know how to escape from your home - practice your plan of action so everyone knows what to do if there is a fire.
- Make sure you, your family and visitors know the escape routes in the communal areas in blocks of flats.
- Check any Fire safety Notices in blocks of flats.
- When locking doors or windows leave keys nearby so people can open them to escape (though they should be kept out of sight of potential intruders).
- Test smoke alarms/heat detectors regularly – if the detector continually beeps, please change the back up battery. Do not disconnect the detector because the battery keeps beeping; simply replace the battery.
- Ensure fire doors are kept closed.
- Keep halls and landings clear so that you and your family can escape quickly and easily, even in the dark.
- Switch off electrical appliances at the socket before going to bed - the high voltage in your TV when it is left on or on stand-by (turned off by the remote control) can cause serious fires.
- Do not overload extension leads or adaptors - try and keep to one plug per socket, especially for high power appliances like washing machines.
- Do not cook under the influence of alcohol - people who have been drinking are more likely to leave cooking unattended, sometimes with tragic circumstances.
- Use an ashtray that cannot tip over and is made of a material that won't burn. **Never** smoke in bed.
- Check cigarettes and candles are put out properly before going to sleep or going out.

- Try not to store things that burn easily (e.g. stacks of newspapers, videos, cardboard boxes), and never keep them near naked flames.
- If your electric consumer unit is in a cupboard, do not stack items against it.
- Slow down the spread of smoke and fire through your home by closing doors off hallways and landings at night.
- If you have any concerns regarding the fire safety measures within the building (eg presence of combustible materials in escape routes) please report these to Hightown immediately.

In the event of a fire

If the smoke alarm goes off or you discover a fire in your home you should:

- Shout to wake everyone up/alert them and get everyone together.
- Do not stop to investigate the fire or to collect valuables or pets.
- Check doors with the back of your hand. If a door is warm, don't open it, the fire is on the other side.
- Close any doors which are open, and only open the doors you need to go through, closing them behind you (including the front door). This will help to stop the fire spreading so rapidly.
- Follow your escape route and meet at an agreed point that is safe.
- Only exit through a window if it is on the ground or first floor, and your escape route is blocked. Throw bedding or other soft items onto the ground below to break your fall. Lower yourself down to arms length and drop to the ground, rather than jumping.
- If you have to break the window, put towels/ bedding over any jagged glass.

- Plan the order you will escape so you can help any children, elderly or disabled people in your home.
- If there's a fire outside your home, in another part of the building, leave via your planned escape route providing you feel it is safe to do so.
- Never use a lift to leave the building in the event of a fire, use the stairs.
- If there is a lot of smoke, crawl along the floor as the air is cleaner.
- Once you are out, call 999, give the operator your name and address.
- Do not go back into the building for anything. If someone is still inside, tell fire fighters – they will find them quicker and more safely than you.
- When the Fire Brigade arrive, give them as much information as possible about the fire and building.

If you can't easily evacuate

- Get everyone into one room, ideally with a window, close the door and wait to be rescued.
- Open the window and stay near it for fresh air, if it is safe to do so, and to alert people that you are there.
- If you have a phone, call 999. If not, shout for help so that someone else can phone for you.
- Put bedding or towels along the bottom of the door to stop smoke and fumes from getting into the room.
- If you think fire might spread up the outside of the building, then pull down any curtains to prevent them from catching light.
- Flats and maisonettes are built to give you some protection from fire. Walls, floors and doors will hold back flames and smoke for a time.



If you are having difficulty reading this document, please contact 01442 292300.

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W przypadku trudności z odczytaniem niniejszego dokumentu prosimy zadzwonić pod numer tel. 01442 292300.

如您閱讀本文件時有任何疑問，請致電01442 292300查詢。

Caso tenha alguma dificuldade na leitura deste documento, contacte 01442 292300.

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A charitable housing association.

"In caso di difficoltà nella lettura del presente documento, contattare il numero 01442 292300."

Mangyaring tumawag sa 01442 292300 kung nahahirapan kayong bumasa ng dokumentong ito.

Jos tämän asiakirjan lukemisessa esiintyy vaikeuksia, ota yhteyttä numeroon +44 (0) 1442 292300.

اگر آپ کو یہ دستاویز پڑھنے میں مشکل پیش آ رہی ہے تو براہ مہربانی 01442 292300 پر رابطہ کریں۔