

FIRE EVACUATION PROCEDURE

125-303 Signals Drive, Heights, Coventry

AT ALL TIMES:

- Ensure the smoke alarms in your home are working.
- Do not store anything in your hall or corridor, especially anything that will burn easily.
- Use the fixed heating system fitted in your home. If this is not possible, only use a convector heating in your hall or corridor. Do not use any form of radiant heater in these areas, especially ones with either flame (gas or paraffin) or a radiant element (electric bar fire).
- Do not store anything in the cupboard (s) where your gas and electricity meters are fitted.
- Do not block access roads to the building.

IF A FIRE BREAKS OUT IN YOUR HOME

- If you are in the room where the fire is, leave straight away, together with anybody else, then close the door.
- Do not stay behind to try to put the fire out.
- Tell everybody else in your home of the fire and get them to leave. Close the front door and leave the building.
- DO NOT USE the lift (unless it is a designated evacuation lift).
- DO NOT USE a balcony unless it is part of the escape route from the building.
- CALL THE FIRE BRIGADE.

IF YOU SEE OR HEAR OF A FIRE IN ANOTHER PART OF THE BUILDING:

- It will usually be safe for you to stay in your own home.
- You must leave your home if smoke or heat affects it. Close all doors and windows.
- CALL THE FIRE BRIGADE.

CALLING THE FIRE BRIGADE

The fire brigade should always be called to a fire, even if it only seems a small fire. This should be done straight away.

The way to call the fire brigade is by telephone as follows:

1. Dial 999 from a land line or 112 from a mobile phone.
2. When the operator answers give the telephone number you are ringing from and ask for FIRE.
3. When the fire brigade reply tell the clearly the address where the fire is.
4. Do not end the call until the fire brigade have repeated the address to you and you are sure they have got it right. The fire brigade cannot help if they do not have the full address.