

Appendix One

FIRE! - Emergency Procedures

FIRE: We recommend that all residents (whether you own or rent) refer to the www.firekills.gov.uk website for advice and guidance. The following is an extract from that site: -

Top 10 Safety Tips

- Fit a smoke alarm and check it regularly
- Make a fire action plan so that everyone in your flat knows how to escape in the event of fire
- Take care when cooking with hot oil and think about using thermostatically controlled deep fat fryers
- Never leave lit candles unattended
- Ensure cigarettes are stubbed out and disposed of carefully
- Never smoke in bed
- Keep matches and lighters away from children
- Keep clothing away from heating appliances
- Take care in the kitchen! Accidents whilst cooking account for 59% of fires in the home
- Take special care when you are tired or when you've been drinking. Half of all deaths in domestic fires happen between 10pm and 8am.

HIGHRISE ESCAPE: Introduction

Living above the first floor doesn't make you any more at risk from fire. Most of your planning is the same as homes at ground level, but there are some key differences...

High-rise flats are built to be fireproof - walls, ceilings and doors will hold back flames and smoke. Most fires don't spread further than one or two rooms. If there's a fire elsewhere in the building you're usually safest in your flat unless heat or smoke is affecting you.

HIGHRISE ESCAPE: Your Escape Plan

Sit down with everyone who lives in your home

Talk together about how you'd react to a fire.

Choose an escape route

This should be the easiest way out but you will not be able to use a lift. Pick a second escape route too. Don't choose a balcony. You need to think how to get out of your flat and into communal areas, but also how to get off your floor.

Think about a refuge

If you can't escape you will need to find one room to take refuge in. You're safest if the room (or it could be a lobby or corridor) is protected by fire-resistant walls - this is particularly important if you have difficulty moving around or going down stairs on your own.

Make sure everyone knows where the stairs are

As it's easy to get confused in the dark, count how many doors you need to go through. Don't use the lift.

Make sure everyone knows where door and window keys are kept

Always keeping your keys in the same place might save a life one day.

Make sure everyone knows where any fire alarm boxes are

Keep the escape route clear

Check there aren't any boxes, rubbish or anything inflammable in corridors or stairways. Make sure doors to stairways and fire escapes aren't locked. Regularly check you can open these doors from both sides.

HIGHRISE ESCAPE: If There's a Fire in Your Flat

Alert everyone

- Make sure everyone in your home knows about the fire. Alert neighbouring flats by banging on the doors on your way out. Set off the fire alarm if there is one.
- If there's a lot of smoke, crawl along the floor where the air will be clearer.

Get everyone out

- Don't delay for valuables.
- Don't investigate the fire.
- Before you open doors check them with the back of your hand. If they're warm don't open them - the fire is on the other side.
- Don't use the lift - go down the stairs.

Call 999

Use a mobile phone or a phone box. Give the address including the number of your flat, and tell them what floor the fire is on.

Don't go back in

Not for anything, even pets.

HIGHRISE ESCAPE: If Your Escape Route is Blocked

If the fire is in your flat, get everyone into a room with a window. Put cushions, bedding, etc, round the bottom of the door to block smoke.

Open the window. If you feel in serious danger, wave a sheet out of the window so the firefighters know you're there.

If the fire is outside your flat, seal your front door with tape if you can as well as using bedding, etc. Close any ventilators. Phone 999, giving the number of your flat. If your front door becomes hot, wet it down.

If Your Clothes Catch Fire

Don't run around

You'll only fan the flames and make them burn faster.

Lie down

This makes it harder for the fire to spread. It also reduces the effect of flames on your face and head (flames burn upwards).

Smother the flames

Cover the flames with heavy material, like a coat or blanket. This blocks the fire's supply of oxygen.

Roll around

Rolling smothers the flames. **IF YOUR CLOTHES ARE ON FIRE**



Appendix Two

The following may be provided on a small card – post card size?

And issued to residents

Be Ready for a Fire:

- **MAKE A PLAN NOW** - Before it happens

A Fire in your Flat?

- **ALERT EVERYONE**
- **GET EVERYONE OUT** - But do not use the lift

Escape route blocked?

- **SEAL YOURSELF IN** a room with a window

Clothes catch fire?

Roll around

Rolling smothers the flames. **IF YOUR CLOTHES ARE ON FIRE**



Appendix Three

Common causes of fire

Electricity

Neglect and misuse of electrical wiring, fittings and equipment can easily cause fires. Overheating of electrical circuits, poor wiring connections, use of unauthorised electrical appliances, multi-point adaptors and problems with the use of extension leads are all hazards which frequently result in fires starting.

Therefore:

- Ensure that all electrical circuits and equipment are inspected and tested on a regular basis. (Remember, there is a requirement to do this under the Electricity at Work Regulations 1989.)
- Have any faults in wiring or fittings repaired promptly by a qualified electrician.
- Switch off electrical equipment when it is not in use.

Rubbish and Waste Materials

Rubbish and waste materials left to accumulate can easily contribute to the spread of fire; they are also an place for malicious fires to be started. Make sure that you remove all waste materials from on a regular basis and place them in a suitable container located in a safe position outside the building. Ideally this container will be of metal construction and fitted with a lockable lid.

Do not burn rubbish on bonfires, even if it is thought safe to do so. They can easily get out of control and spread fire to nearby buildings or structures.

Smoking

Smoking is still a major cause of fires in buildings.

Cooking

- Avoid undertaking deep fat frying unless a thermostatically controlled pan is provided. Even then it would be wise not to leave the pan unattended.
- Ensure that combustible materials such as cloths, towels and loose fitting clothing (especially sleeves) are kept well clear of hobs.

Heating Appliances

Portable heaters can often be hazardous, especially if placed too close to combustible furniture, fittings or materials. Convector heaters are safer than radiant fires. If you do need to use heaters:

- Ensure that they are securely guarded and properly fixed to prevent them from being knocked over.
- Place them well away from any materials which could easily ignite.
- Never stand papers or books on them or drape clothing over them.
- Do not allow ventilation grilles to become obstructed.
- Clean portable heaters on a regular basis.

Combustible Materials

If combustible items, such as packing materials, glues, solvents, flammable liquids or gases, are used or stored, it is recommended that:

- The amounts brought into the premises should be kept to a minimum.
- The bulk supplies of such materials should be locked in a secure store, preferably outside the main premises.

Hazardous Materials

If you use paints, solvents, adhesives, chemicals or gas cylinders, keep them in separate storage areas and well away from any sources of ignition. Gas cylinders, even when empty, can explode when exposed to heat.

Arson and Deliberate Fire Setting

The setting of deliberate fires by vandals, thieves or disgruntled persons is, unfortunately, on the increase. Over 50% of major fires in the UK are caused by arson. Help prevent this happening by ensuring that all doors, windows, gates and fences are secured effectively.

Waste materials and rubbish are easy targets for the arsonist, so ensure that all such material is carefully stored away and not left lying about where it can be easily ignited.