

Fire Action

Fire in your home

As soon as you become aware of a fire in your home you need to act quickly and calmly.

1. **Alert everyone** – make sure everyone in your home knows about the fire. The easiest way is to shout and get everyone together.
2. **Get out immediately** and:
 - do not attempt to tackle the fire.
 - if you live in a block of flats, leave using the nearest fire exit.
3. **Dial 999**, or operate the nearest fire alarm point and raise the alarm with the emergency services.
4. **Do not re-enter the building.** Wait in a safe place, preferably the assembly point, for the emergency services to arrive.



If you are unable to get out of your home:

- pull your alarm cord and if possible let the operative know what is happening
- try to close the door of the room where the fire is located.
- if possible place wet cushions, bedding, clothes etc at the bottom of the door to stop smoke seeping through.
- move to the furthest room from the fire that has windows, closing all doors behind you.
- open the window to the room, stand by it and shout or make a noise to alert people of your presence.
- if the room you are in starts to fill with smoke, lie on the floor or keep as low as possible, as there will usually be less smoke nearer the floor.

Fire elsewhere in the scheme

If you hear the fire alarm or see that there is a fire in the scheme

If you are in your flat, stay put;

- 1 **Pull your alarm cord or press your pendant** if you have one and if possible let the operative know what is happening
- 2 **Remain in your room unless told otherwise**
 - If possible close all doors and windows to your property.
 - Never attempt to fight the fire yourself.
 - Do not use stair lifts or walk around the building.
 - Do not put yourself at risk.
 - Always co-operate with the emergency services.

If you are in a communal area ie. stairwell, kitchen, communal lounge, laundry;

- 1 **Get out immediately** and:
 - Do not attempt to tackle the fire
 - When escaping, only open the doors you need to
 - If you live in a block of flats, leave using the nearest fire exit
2. **Dial 999 or operate nearest fire alarm point** and raise the alarm with the emergency services
3. **Do not re-enter the building.** Wait in a safe place, preferably the assembly point, for the emergency services to arrive.

How to report concerns

- Even if you suspect abuse, that's enough reason to report it. Contact Staffordshire and Stoke-on-Trent Adult Safeguarding Partnership on 0845 6042719.
- If an adult (which includes elderly people) is in immediate danger or if a crime has been committed, contact the Emergency Services immediately on 999.
- If you have a concern about the welfare of an adult at risk, please contact your Scheme Manager or alternatively:
- For adult safeguarding issues age 18 and above:
Contact Staffordshire & Stoke-on-Trent Adult Safeguarding Partnership on 0845 6042719.

The fire assembly point for this scheme is: