

Birch Tree Court

Rowlandsway, Wythenshawe, Manchester M22 5RY

Evacuation Procedures

STAY SAFE POLICY

GENERAL ADVICE TO RESIDENTS

The building has been built in such a way to protect residents in it if a fire breaks out. The important thing to remember is that if a fire starts in your home, it is up to you to make sure you can get out of it.

AT ALL TIMES

- Make sure that the smoke alarms in your flat are tested.
- Do not store anything in your hall or corridor, especially anything that will burn easily.
- Use the fixed heating system in your home. If this is not possible, only use a convector heater in your hall or corridor.
- Do not use any form of radiant heater there, especially one with either a flame (gas or paraffin) or a radiant element (electric bar fire).

IF A FIRE BREAKS OUT IN YOUR FLAT

- If you are in a 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, unless you have received suitable training.
- Tell everybody else in your flat about the fire and get everybody to leave.
- Close the front door and leave the building.
- **CALL THE FIRE SERVICE**

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

- The fire alarm will only sound if the Fire Service wish to evacuate the block
- When this occurs, sounders will be activated throughout the block and you should immediately seek to exit the building via the stairwell.
- It should be safe for you to stay in your flat unless instructed to leave by the Fire Service..
- You may however evacuate if you choose to do so.
- You must leave your home if smoke or heat affects it OR you are instructed to do so by the Fire Service. Close all doors and windows..

CALLING THE FIRE SERVICE

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

The way to call the Fire Service is by telephone as follows:

- 1) Dial 999.
- 2) When the operator answers give the telephone number you are ringing from and ask for the Fire Service.

When you are put through to the Fire Service, tell them clearly where the fire is:

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Do not hang up until the Fire Service have repeated the address to you and you are sure they have got it right. The Fire Service cannot help if they do not have the address.