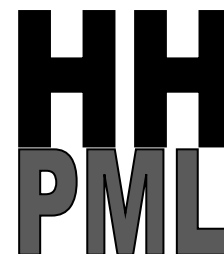


FIRE INSTRUCTIONS WHAT TO DO IN IF YOU DISCOVER A FIRE INFORMATION FOR OCCUPANTS



To: All Owners & Residents

A fire risk assessment has been carried out of the common non-domestic parts of the property. The greatest risk of injury from fire in this property is from a fire occurring inside your flat.

If you are affected by heat or smoke, or are given warning of fire, you are to:

- Immediately leave the premises by walking to the nearest fire exit.
- Do not use the lift.
- Ensure that you close the front door of your flat, taking all your family and any visitors with you.
- Activate the nearest **manual fire call point, if installed**, in the common means of escape.
- **CALL THE FIRE BRIGADE.**
- Only re-enter the building when you are told that it is safe to do so by the Fire Brigade.

Calling the Fire Brigade:

Immediately call the fire brigade to a fire, even if it only seems a small fire. The way to call the fire brigade is by telephone as follows:

- Dial 999 from a land-line or 112 from a mobile phone.
- Ask the operator for FIRE. Tell the fire brigade clearly the address of the fire – they will repeat the address to confirm. The fire brigade cannot help if they do not have the full address.

To ensure the safety of other persons in the building, do not:

- Change or modify your front door as this may allow fire and smoke to spread throughout the building.
- Wedge open fire doors.
- Obstruct corridors and fire exits – they must be kept free of any goods or possessions or combustible materials.

It is important to remember is that if a fire starts in your home, it is up to you to make sure that you can get out of it. We advise that you take the following measures to safeguard you and your family.

To safeguard you and your family:

- It is strongly recommended that all flat owners should install their own internal smoke/fire alarm systems and ensure that they are tested and the batteries are changed regularly.

- **Do not use any form of radiant heater, especially one with either a flame (gas or paraffin) or a radiant element (electric bar fire).**

**C A Daw & Son Limited
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