

Template Sheltered Housing evacuation plan

If not connected to an alarm receiving centre, the text in the document should be as follows:

This scheme has a **STAY PUT POLICY** in the event of a fire. The building has been built to protect you if a fire breaks out. The important thing to remember is that **IF THE FIRE STARTS IN YOUR HOME, IT IS UP TO YOU TO MAKE SURE YOU CAN GET OUT OF IT**. The flat should contain a fire up to 60 minutes, with the fire doors and concrete walls resisting before spreading into the common parts of the building.

Do not wait until a fire happens. Read these instructions and find out the best way for you to get out of your home and also out of the building if a fire started somewhere else. There may be more than one way out. If you and all the other people in the building, follow these rules you will all be much safer and less likely to be injured in a fire.

AT ALL TIMES

- Do not store anything in the hall or corridor of your flat, especially anything that will burn easily.
- Do not block access roads to the scheme.
- Use the fixed heating system fitted in your home. 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 THE ALARM SOUNDS IN YOUR HOME

- The fire alarm is connected to the alarm receiving centre and the Housing Support Officer.
- If the fire alarm sounds in your flat, there may be a fire in your flat.
- The Housing Support Officer needs to identify if it is a real fire or a false alarm.
- If it is a false alarm, keep your front door closed and open other doors and windows to vent your flat. The Housing Support Officer will contact you and reset the alarm.
- If the fire is in your flat, leave your flat along with everybody else who is in there and close the door behind you **IF IT IS SAFE TO DO SO**.
- Do not stay behind to try and put the fire out.
- If you are able, leave the flat and make your way to the assembly point which is (Location name), **WITHOUT USING THE LIFTS**.
- The Housing Support Officer or Alarm Centre operator will call the Fire and Rescue Service.
- The Housing Support Officer or Alarm Centre support officer will find you at the assembly point or in the building and give further guidance as necessary.

IF YOU SEE OR HEAR THE ALARM AND ARE NOT IN YOUR FLAT

- It will usually be safe for you to stay where you are unless you are near a fire.
- If you can see or smell smoke, move away in the opposite direction.
- If you feel in danger, leave by the nearest fire exit to outside and go to the assembly point which is **(location name), WITHOUT USING THE LIFTS.**
- The Housing Support Officer or Alarm Centre support officer will find you at the assembly point or in the building and give further guidance as necessary.

IF YOU ARE IN YOUR FLAT AND HEAR THE ALARM ELSEWHERE

- It will usually be safe for you to stay in your own home.
- **PLEASE DO NOT LEAVE TO INVESTIGATE AS THIS COULD PUT YOUR LIFE IN DANGER.**
- Keep all windows and doors shut.
- If you become concerned, pull the Alarm cord and either the Housing Support Officer or the Alarm Centre operator will inform you of the situation.
- If you see or smell smoke in your flat or start to feel the temperature rising, evacuate to the assembly point which is **(location name), IF IT IS SAFE TO DO SO.**

Assembly point locations for In-House sheltered schemes

Property	Postcode	Assembly point
Chichester House	CM14 4TD	Car park entrance across the road from the main entrance
Victoria Court	CM15 5EX	By the car park entrance on Victoria Road
The Gables	CM13 3AX	To the front of the property on Essex Way
Juniper Court	CM13 2EL	To the front of the main entrance in the car park
Ingleton House	CM4 9DY	In the Car Park by the pond
St Georges Court	CM14 4YF	Across the road from the main entrance
Quennell Way	CM13 2RS	Across the road from whichever block is on fire