

Template for general needs tower blocks and low-rise properties evacuation plan:

This building 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 property 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 or other properties.

AT ALL TIMES

- Make sure that the smoke alarms in your home are working.
- Do not store anything in your hall or corridor, especially anything that will burn easily.
- 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).
- Do not store chemicals or flammable things in the cupboard(s) where your gas and electricity meters are fitted.
- Do not block access roads to the building.

IF THE ALARM SOUNDS IN YOUR HOME

- If you are in the room where the fire is, leave straight away, together with anybody else, then close the door.
- **DO NOT STAY BEHIND TO TRY AND PUT THE FIRE OUT.**
- Tell everybody else in your home about the fire and get everybody to leave. Close the front door and leave the building.
- Do not use a balcony unless it is part of the escape route from the building.
- **CALL THE FIRE AND RESCUE SERVICE.**

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

- 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.

CALLING THE FIRE AND RESCUE SERVICE

The Fire and Rescue Service should always be called to a fire, even if it only seems a small fire. This should be done straight away on 999 or 112. Give clear instruction to the operator and do not end the phone call until they have repeated your address back to you.

When the Fire and Rescue Service arrive, they will take charge of the situation and tell you what to do to be safe.

Assembly point locations for high rise blocks of flats

Property	Postcode	Assembly point
Mayflower House	CM13 3BG	The front of the building between the car park entrances
Drake House	CM14 4TG	The entrance to the lower car park near Sir Francis Way
Masefield Court	CM14 5EF	The layby the other side of the children's play area
Gibraltar House	CM13 3AZ	The grassed area near the car park by the junction of The Drive and Essex Way

Item	Reason for Change	Version	Author	Date

Last Review Date:

Next Review Date:

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Review Date	
Signed Off	
Author	Interim Head of Housing – Mrs Angela Abbott
Strategy Owner	Housing Services
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Consultation	