

Further information

If you have any comments on what you read in this guide, or any service that you receive from the City of Lincoln Council, please let us know. Equally, we are interested in any suggestions that you have on how to make this a more user-friendly document.

e-mail: customer.services@lincoln.gov.uk

telephone: 01522 873333

website: www.lincoln.gov.uk

write to: DHCS,
City of Lincoln Council,
City Hall,
Beaumont Fee,
Lincoln,
LN1 1DE.

Fire safety in flats

A landlord services information leaflet



Fire Safety in Flats

Overview

Fire kills hundreds of people each year. This leaflet is for residents of low and high rise flats. It explains:

- fire safety in your home and in the building as a whole
- how to prevent fires, and
- what to do if a fire breaks out.

Please read it carefully. It could help to save your life.

Fire safety in your block of flats

Your building has been designed and built with fire safety in mind. The walls, stairs, corridors and doors between flats are specially designed to resist fire and to stop the spread of smoke. Fire doors in corridors should be closed at all times but should never, under any circumstances, be locked. Keep your front communal door locked to prevent people entering who may start a fire.

There is not a general fire alarm for the block as a whole. We have been told that a general fire alarm is not needed and can cause problems for the fire services if there is a fire. You have a smoke detector in your flat.

If there is a fire in the block of flats stay in your flat. The fire services will tell you if they want you to leave your flat and will also tell you how to leave the building and where you should go.

Obtaining copies in alternative formats

This publication can also be made available in large print, or electronically.

Please call 01522 873333 for more information.

Obtaining copies in alternative languages

If you have difficulty in understanding anything in this document, please go to City Hall, Beaumont Fee, Lincoln, or any other council office, where we can call an interpreter for you through the National Interpreting Service.

French

Si vous avez besoin d'éclaircissements au sujet de ce document, veuillez vous rendre au City Hall, Beaumont Fee, Lincoln ou tout autre Council office, où nous pourrions faire appel à un interprète par le biais du National Interpreting Service.

Polish

Jeżeli masz trudności ze zrozumieniem tego dokumentu, zgłoś się do urzędu miasta w City Hall, Beaumont Fee w Lincoln lub do innego urzędu należycie do rady miejskiej, w którym wezwiemy tłumacza z National Interpreting Service.

Portuguese

Se tiver dificuldade em compreender qualquer coisa neste documento, por favor dirija-se à City Hall, Beaumont Fee, Lincoln ou qualquer outra repartição do município, onde poderemos chamar um intérprete para si através do Serviço Nacional de Interpretação.

Turkish

Bu belgeyi anlamakta zorlanırsanız, Beaumont Fee, Lincoln Belediyesi'ne ya da herhangi başka bir belediye meclisi ofisine gidin. National Interpreting Service aracılığıyla size bir çevirmen sağlanacaktır.

Bengali

এ ডকুমেন্টের কোন কিছু বুঝতে যদি আপনার অসুবিধা হয়, তাহলে দয়াকরে দয়াকরে সিটি হল (City Hall), বিউমন্ট ফি (Beaumont Fee), লিনকন (Lincoln) অথবা অন্য যে কোন কাউন্সিল অফিসে যান, যেখানে ন্যাশনাল ইন্টারপ্রিটিং সার্ভিস -এর মাধ্যমে আমরা আপনার জন্য একজন ইন্টারপ্রিটার বা পো-ভাষীকে ডাকতে পারবো।

Farsi

اگر شمادر باره اسناد مشکل داشته باشید، لطفاً باهال مرکزی، بی‌مونت فی، لینکلن ویا به دفتر دیگر انجمن بروید و ما می‌توانیم از طریق سرویس قومی با مترجم زنگ بزیم.

Sorani

ئەگەر زۆرەختەیت هەبە لە تێگەیشتنی هەر شتێک لەم بەلگەنامە بەدا، تکایە بروو بۆ City Hall, Beaumont Fee, Lincoln یا نۆڤەیسس هەر شارەوانیەک (کاونسلیک) ی تری، کە دەتوانین مۆنەر جیجیتکت بۆ بانگ بکەین لە رێگەی خۆمەتگۆزاری میلی بۆ وەرگیران (تەرچۆمە) بۆ.

Kurdish

Eger hun di vê dokumane de difahmkirina hin tiştan de astengî dikîşin, ji kerema xwe re herin City Hall û Beaumont Fee, Lincoln bibinin. an ji ji karmendê şaredariyê yekî din bibinin. Em ê ji we ra ji serwîsa wergerandina netewî wergerckî peyda bikin.

Russian

Если Вам трудно понять что-либо в настоящем документе, просим обращаться в городской совет по адресу: City Hall, Beaumont Fee, Lincoln, или любое другое учреждение Совета, где мы можем вызвать для Вас переводчика через «Национальную службу устных переводов».

If you have to move through smoke keep as close to the floor as you can, where the air is fresher.

Prevent fires:

Never leave cooking unattended.

Maintain electrical goods and use correctly.

Dispose of cigarette ends carefully.

Keep lighters and matches out of the sight and reach of children.

Make sure lit candles cannot fall over, are not close to curtains and put them out properly.

Turn off all electrical items not designed to stay on for long periods.

Never prop or wedge doors open and close internal door when you retire for the night.

Always use the correct type of plug on your appliances.

Don't overload plug sockets or extension leads.

Always make sure coiled extension leads are fully unwound before use.



You should make sure that you and your visitors know where the nearest escape exits are.

Outside the building, the roads and other communal areas are designed so that emergency vehicles can get as near as possible. Don't block these roads with your own vehicle. Make sure your visitors don't block them either.

Do not put anything that can burn in the communal landings or stairwells of your building, especially curtains. It may make the building more attractive to look at but curtains can be a fire hazard. Also because they are on a landing or by a stairway it may stop you getting out to safety. You may also fall over them if it is dark or if there is thick smoke in the area.

We regularly inspect all communal areas to make sure that they are safe. You will be told to remove any items that we feel are a potential fire danger.

You can help to reduce the risk of fire in the common parts of the building by:

- Not leaving any furniture or rubbish in the corridors or on the landings.
- Keep the front communal door locked.
- Not putting hot things or smoking materials in the rubbish bins.
- Do not keep any gas cylinders or flammable liquids in your flat.

Careful planning can keep you and your household extra safe.

If a fire does break out in your flat, or when your smoke alarm sounds:

- Do alert everyone else and leave the flat, staying together where possible.
- Do find a phone and **call 999**, once you're safely out of the building.
- Do keep calm and speak clearly.
- Don't open doors looking for the source of the fire.
- Don't stop to gather personal belongings or pets.
- Don't use a balcony to escape.
- Don't ever go back into the building until you have been told it is safe to do so.

If you can't get out by your escape route:

- Do get everyone into one room, preferably with a window that opens.
- Do put cushions, towels or bedding at the bottom of the door to block smoke.
- Do open the window and call for help.
- Think now about which room might be best for this.
- You need a window that can be opened and if possible a phone to **call 999**.

Plan Ahead - Your Escape Plan

Plan what you would do now with everyone in your household, in case of fire.

Talk through your escape plan with everyone who lives in your home.

Always include children, the elderly and disabled.

Choose an escape route.

Plan how you would get out of your own flat and escape from your floor.

Vital time needed to escape may be lost if you do not keep keys near to the door.

Choose a safe room, ideally one with a phone and a window that opens.

If you can't escape you are safer in a room, lobby or corridor as fire resistant walls protect them.

Make sure you know where the stairs are. It is easy to get confused in the dark, so count how many doors you need to go through.

Look after your smoke alarms - test them regularly.

Keep a torch readily available.

Keep all exits clear of obstructions, e.g. Bicycles and pushchairs.

Make sure that everyone knows where keys to doors and windows are kept.

If a fire breaks out elsewhere in the building:

It will normally be safer for you to stay in your own flat.

Do not leave your flat unless a fire officer directs you, and then follow their instructions.

Open windows if you need fresh air, stay by the window where you may be seen.

Seal your front door from smoke with tape, bedding or wet towels and close any ventilators.

Phone 999 giving the number of your flat.

If your front door becomes hot, wet it down.