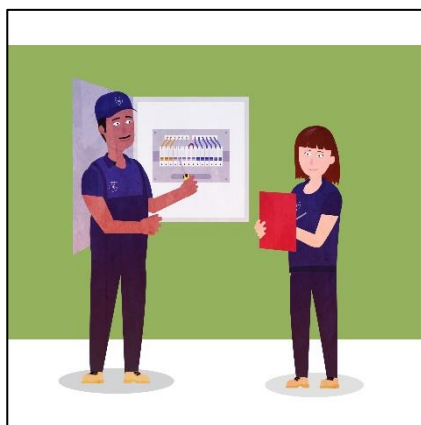
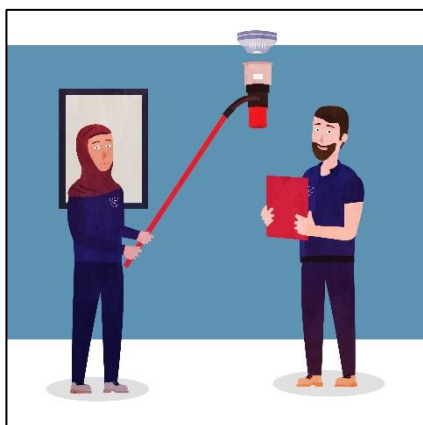




Fire safety in your home

A landlord service information leaflet



CITY OF
Lincoln
COUNCIL

Together, let's deliver
Lincoln's ambitious future



Overview

Fire kills hundreds of people each year in the UK. This leaflet is for residents of City of Lincoln Council accommodation and explains:

- ▶ Fire safety in your home and in the building as a whole
- ▶ How to prevent fires
- ▶ What to do if a fire breaks out

Please read carefully, it could help to save your life

Fire safety in your home

Did you know in the UK...?

- ▶ You are twice as likely to die in a fire if you do not have a working smoke alarm.
- ▶ You should check your smoke alarm weekly. The Council will check it annually.
- ▶ Over half of fires in the home are caused by cooking accidents.
- ▶ More than five home fires a day are started by candles.
- ▶ Every three days someone dies as a result of fire caused by smoking.
- ▶ Faulty electrics (appliances, wiring and overloaded sockets) cause around 7000 house fires across the country every year



Prevent fires:

- ▶ Take extra care when cooking. Never leave cooking unattended and try to avoid distractions. Please do not start cooking if you are tired or have taken medication, drugs, or alcohol.
- ▶ Regularly check electrical goods for damage and always use in line with manufacturer instructions.
- ▶ Turn off electrical items when they are not in use.
- ▶ Always use the correct type of plug for your appliances.
- ▶ Don't overload plug sockets or extension leads.
- ▶ Always make sure coiled extension leads are fully unwound before use.
- ▶ Dispose of cigarette ends carefully.
- ▶ Never smoke in bed.
- ▶ Keep lighters and matches out of the sight and reach of children.
- ▶ Make sure lit candles cannot fall over and are in a proper heat resistant holder. Keep them away from areas of the home where there may be draughts and flammable materials such as curtains. Put them out when you are not able to keep an eye on them.
- ▶ Avoid propping or wedging doors open and close internal doors when you go to bed.



Plan for your escape:

- ▶ Make yourself, your family, and your visitors aware of the escape route(s) and exit(s) from your home.
- ▶ Plan now with everyone in your home what you will need to do if there is a fire.
- ▶ Talk through your escape plan with everyone who lives in your home including children, the elderly and disabled persons.
- ▶ Take a few minutes to practice your escape plan with everyone. This is particularly important if you have young children or vulnerable family members.
- ▶ Keep door and window keys in a safe known place as near to the windows/doors as possible.
- ▶ Choose a safe room for people to go to if they are trapped by fire ideally one with a phone and a window that opens and a door that closes properly.
- ▶ Keep a torch readily available to help you find your way out should there be a power cut.
- ▶ Keep all exits clear of obstructions for example bikes and pushchairs.
- ▶ Where your property has a communal lift this must not be used in the event of an emergency evacuation.

Home safety check

Lincolnshire Fire and Rescue offer an online Home Fire Safety Check which takes you through each room helping you spot potential risks and offering advice on how to reduce those risks. On completion you will receive a personalised fire safety action plan. Dependent on your answers they may recommend a home visit from a fire safety advocate.



Lincolnshire Fire & Rescue

www.lincolnshire.gov.uk/home-fire-safety

Fire action

If you discover a fire:

- ▶ Do not tackle fires unless you are trained, and it is safe to do so.
- ▶ Keep calm and act quickly.
- ▶ Alert everyone in your home, leave the area and close doors behind you.
- ▶ Do not waste time collecting valuables.
- ▶ If you need to pass through smoke keep low as possible where the air will be clearer.
- ▶ Before opening a door check with the back of your hand if it is warm. If it is do not open it, fire may be on the other side.
- ▶ Dial 999 for the Fire Service or raise the alarm via the nearest fire alarm call point (supported living schemes only).
- ▶ Leave the buildings by the nearest available route and exit.
- ▶ Wait in a safe place until the Fire Service arrive or at the assembly point outside.
- ▶ Do not use a balcony to escape unless it is the only available option.
- ▶ Do not re-enter the building until you are informed that it is safe to do so.

If you are unable to use your normal escape route

Get everyone into a safe room with a door that closes properly, a window that opens and access to a phone, dial 999. Place towels/blankets at the base of the door to stop smoke, open the window and call for help.

Fire safety in 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 to passage of fire and smoke.

Doors

- ▶ Your front door is a fire door and should not be replaced or modified in any way without permission from The Council.
- ▶ All fire doors must have a working self-closing device fitted, do not disable or tamper with it.
- ▶ Damage to your door must be reported.
- ▶ Fire doors should be kept shut when not in use.
- ▶ Fire doors in corridors should be always closed but never, under any circumstances, be locked.
- ▶ Fire exit doors should be kept closed for security and should never be obstructed.
- ▶ The communal entry/ exit door(s) should be locked preventing entry to people who may start a fire



Stairs and Corridors

- ▶ Stairs and corridors should be kept clear of any obstructions as these could prevent an easy escape from the building and cause a fire hazard.
- ▶ Furniture, rubbish, or any other items should not be placed in the stairs, corridors, or landings, even if you feel these may brighten up the area.



Fire alarm

- ▶ General needs flat blocks (low rise or tower) are not fitted with common fire alarm systems. Supported living schemes will have full coverage.

General

- ▶ Fire action and safety signs are displayed as appropriate to your building.
- ▶ Smoking is not permitted within communal areas of the block and signs are displayed.
- ▶ The Council regularly inspects all communal areas to make sure they are safe. You will be required to remove any items that are a potential fire danger.
- ▶ Do not place hot or smoking material into rubbish chutes or bins.
- ▶ Never tamper with internal fire main outlets (dry riser), they are for fire service use only providing water to all floors in the event of fire. People may lose their lives if they are not working when required.
- ▶ If you see a dry riser or any other fire safety equipment damaged or vandalised report it immediately to the Council.



Your flat

- ▶ Do not keep any gas cylinders or flammable liquids in your flat. Advise the Council and contact Lincolnshire Fire and Rescue if you require gas cylinders for medical purposes.
- ▶ You have a smoke alarm in your flat which should be checked weekly by yourself and annually by the Council.

Outside

- ▶ The roads and other communal areas are designed so that emergency vehicles can get as near as possible.
- ▶ Do not block these roads with your own vehicle. Make sure your visitors do not block them either.

When you are in your own flat and see or hear about a fire in another part of the building:

- ▶ Stay put in your own flat.
- ▶ Leave only if you become aware of smoke/ heat, feel yourself to be in jeopardy or if told to leave by the Fire and Rescue service.

Obtaining copies in alternate formats

The City of Lincoln Council is passionate about promoting equality and diversity. If you have difficulty in understanding anything in this document, please call us on 01522 881188, or email us at customer.services@lincoln.gov.uk, where we can call in an interpreter for you.

Bangla

ইকোয়ালিটি এ্যান্ড ডাইভার্সিটির (সমতা ও বৈচিত্র্যের) অগ্রগতি করতে এই সিটি অভ লিন্কন কাউন্সিল প্রবল ভাবে উৎসাহী। এই নথিতে কোন কিছু বুঝতে আপনার অসুবিধা হলে, দয়া করে 01522 881188, নম্বরে আমাদের কল করবেন অথবা customer.services@lincoln.gov.uk, ঠিকানায় আমাদের ইমেইল করবেন যে ক্ষেত্রে আপনার জন্য আমরা একজন দোভাষীকে ডেকে আনতে পারব।

Bulgarian

Община Линкълн изключително много държи да насърчава равенството и разнообразието. Ако се затруднявате да разберете нещо в този документ, моля, обадете ни се на номер 01522 881188 или ни изпратете имейл на customer.services@lincoln.gov.uk, където можем да Ви свържем с преводач.

Chinese (Simplified, PRC)

林肯市议会 (the City of Lincoln Council) 热衷于促进平等与多样性。如果您难以理解本文档中的任何内容, 请致电01522 881188与我们联系, 或发送电子邮件 customer.services@lincoln.gov.uk, 我们可以为您提供翻译服务。

If you would like this information in an alternative format, for example in large print or electronically, please contact us on 01522 873333 or email customer.services@lincoln.gov.uk.

Lithuanian

Linkolno savivaldybė aistringai skatina lygybę ir įvairovę. Jei jums sunku suprasti tai, kas parašyta šiame dokumente skambinkite mums 01522 881188 arba rašykite el. paštu customer.services@lincoln.gov.uk ir mes galėsime jums suorganizuoti vertėją.

Polish

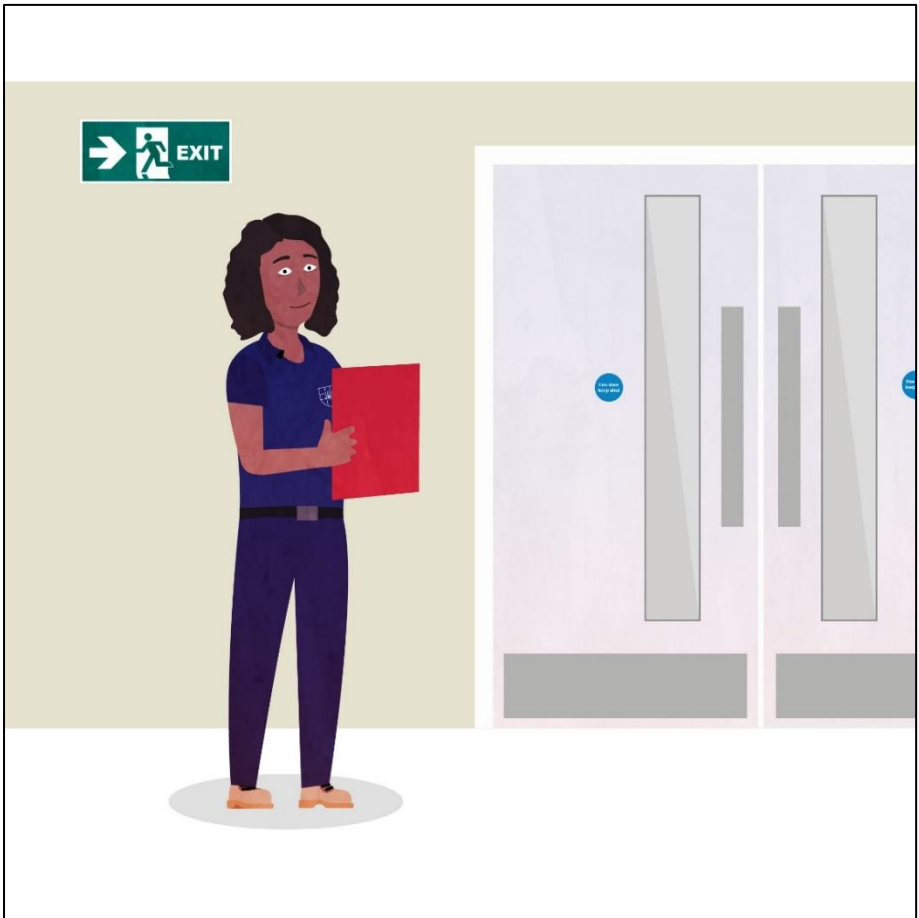
Radzie Miasta Lincoln zależy na promowaniu równości i różnorodności. Jeżeli mają Państwo trudności ze zrozumieniem treści zawartych w niniejszym dokumencie, prosimy skontaktować się z nami pod numerem telefonu 01522 881188 lub wysyłając e-maila na adres customer.services@lincoln.gov.uk, w ten sposób będziemy w stanie zamówić usługi tłumaczeniowe dla Państwa.

Romanian

Consiliul oraşului Lincoln este pasionat de promovarea egalităţii şi a diversităţii. În cazul în care întâmpinaţi dificultăţi în a înţelege ceva din acest document, vă rugăm să ne sunaţi la 01552 881188 sau să ne trimiteţi un e-mail la customer.services@lincoln.gov.uk, şi vă putem chema un interpret.

Russian

Городской совет г. Линкольн пропагандирует принципы равенства и культурного разнообразия. Если Вы не уверены, что можете прочитать и понять данный документ или его части, убедительная просьба позвонить нам по телефону 01522 881188 или написать по адресу customer.services@lincoln.gov.uk. Мы запросим для Вас услуги переводчика.



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. We are interested in any suggestions that you have on how to make this a more user-friendly document.

Website www.lincoln.gov.uk

Email customer.services@lincoln.gov.uk

Tel 01522 873333

Write to DHI, City of Lincoln Council
City Hall, Beaumont Fee, Lincoln, LN1 1DE