

FIRE INFORMATION: TENANTS WITH SHARED ACCESS



- Please keep this information sheet by your front door.
- **Familiarise yourself and members of your family with the fire escape routes indicated by the emergency signs in the communal areas.**
- Make sure that you know where the fire alarms are situated and how to activate them.
- **Keep your hallway clear of goods to allow easy access**
- Do not keep any possessions in any communal area, halls, stairwells and landings. Any items which are left in a communal area will be removed without notice, and you will be re-charged for the costs of their removal.
- **NO SMOKING is allowed in any of the communal areas including the drying areas.**
- Do not store any flammable materials in your property or in any store cupboard.
- **Make sure all rubbish is disposed in the correct waste collection points. Do not store excess waste in store cupboards, and make sure that these are emptied on a regular basis.**
- Store cupboards should be used for non-combustible goods only.
- **Do not allow an accumulation of newspapers or any goods within your property. This may cause a fire hazard and may limit your means of escape.**

Fire drills:

- We have a duty to carry out **fire drills** annually.

This information is for your safety, please report any concerns you may have regarding your block to the:

Contact Centre on 01527 534123.

FIRE PROCEDURES

Fire Action: *Any person discovering a fire should:*

- Sound the Alarm
- Call 999 to call the fire brigade

On hearing the fire alarm:

- Leave your property if it is safe to do so
- Follow the green signs for your nearest escape route
- Make your way to a safe place away from the building
- **Do not take any risks**
- **Do not return to the building for any reason unless you have been authorised to do so**

آپ انگریزی میں مدد چاہتے ہیں— نسلیاتی رسائی

[Ethnic Access] سے رابطہ کریں ٹیلیفون: 01905 25121

ইংরেজি ভাষার বিষয়ে সাহায্য চান – এথনিক অ্যাকসেস [Ethnic Access]
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'Potrzebujesz pomocy z Angielskim – skontaktuj się z
Ethnic Access Tel: 01905 25121'