

Fire Safety Guide



Crown
Simmons 

Fire Safety in Communal Areas

Crown Simmons has a responsibility to maintain fire prevention systems. If you live in a building with communal areas please let us know:

- If items are being stored in places that could cause a fire or hinder escape;
- If fire doors are being propped open;
- If anything provided for fire safety is not working properly or is damaged (e.g. fire doors that will not shut properly).



Smoke & Fire Alarms

Smoke and fire alarms should be tested every 2 weeks. If you don't have smoke alarms fitted in your property, please contact us immediately.

Preventing Fire

- Never smoke in bed or in a chair if you think you may fall asleep.
- Do not leave lit cigarettes, pipes or candles unattended.
- Use deep ashtrays so cigarettes cannot roll out.
- Don't throw hot ash into a waste paper bin.
- Keep matches and lighters well out of reach of children.
- Place heaters at least three feet away from clothes or furnishings.
- Don't overload electrical sockets.

Fire Safety in Your Home

Kitchen

- Never fill a pan more than one third full of fat or oil.
- Never leave the pan unattended with the heat on.
- Dry food before placing it in the hot oil. Wet food will cause the oil to bubble up and possibly spill over the edge of the pan.

Bedroom

- Ensure you have access to a phone.
- Empty ashtrays, making sure the contents are cold.
- Close all doors to prevent any fire spreading.
- Turn electric blankets off when you get into bed and never use with a hot water bottle.
- Have your electric blankets checked by an expert at least every three years.

If a pan catches fire:

- Turn off the heat;
- Don't move it or throw water on it;
- If in any doubt, leave the room, close the door, shout a warning to others and call **999**.

Fire Escape Plan

- Plan at least two escape routes in case one is blocked.
- Keep the escape routes clear of obstructions at all times.
- Tell everyone in the house where the door and window keys are kept.
- Keep valuable documents in a metal fire-proof box.

What to do if there is a fire in your home.

- If your fire alarm goes off while you are asleep. Don't rush, keep calm and get everyone out as quickly as possible. Don't stop to pick up valuables. **Never assume that it is a false alarm.**
- Use the back of a hand to check closed doors. If they are warm do not open them and find another route of escape.
- Smoke and fumes can kill. If there is a lot of smoke, get down as near to the floor as possible, and if you can, put a wet cloth over your mouth and nose.
- If you can't escape through a window you need to keep safe together in a room (you may have agreed this in your escape plan) with a window and a phone. Shut the door and seal it with bedding /cushions to block out the smoke. Open the window and call for help, lean out if you need to breathe and keep drawing attention to yourself.
- Dial 999 (112 will override any key pad locks on a mobile phone) when you are safely away from the fire. Ask for the fire brigade, say the address clearly and if anyone is trapped.

What to do if there is a fire and you live in a building with other homes.

If you live at one of our schemes that operates a 'stay put' policy the building will provide sufficient fire protection for you to remain within your home for long enough for the Fire Brigade to arrive. If there is fire or smoke in your home or you no longer feel safe remaining within your home, then you must evacuate to a safe place away from the building.

 If you live at a scheme that operates an evacuation policy please familiarise yourself with the escape routes and plan how you will leave the building in event of a fire.