



CITY OF  
*Lincoln*  
COUNCIL

# Fire safety in your home

*A landlord services information leaflet*



[www.lincoln.gov.uk](http://www.lincoln.gov.uk)

01522 873333

## Overview

Fire kills hundreds of people each year in the UK. This leaflet is for residents of the City of Lincoln Council accommodation. 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 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 smoke alarm that works.
- You should check your smoke alarm weekly. Your Council will check it annually.
- Over half of home fires are caused by cooking accidents.
- More than five home fires a day are started by candles.
- Every three days someone dies from a fire caused by a cigarette.
- 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 when cooking. Please do not start cooking if you are tired or have taken medication, drugs or alcohol.
- Regularly check electrical goods for damage and use correctly.
- Turn off electrical items when they are not being used.
- 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.
- Dispose of cigarette ends carefully. Do not 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 properly 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.
- Take a few minutes to practice your escape plan with everyone. This is especially important when you have young children or vulnerable family members. You should do this a few times with them to make sure they remember.
- 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 a home safety visit or a self-assessment pack which provides fire safety advice and guidance to give you peace of mind in your home. This is especially beneficial if you have vulnerable occupants in your home. Contact Lincolnshire Fire and Rescue on the details below to discuss how they can support you.



## Lincolnshire Fire & Rescue

Telephone 01476 565441

Email: [hfsc@lincoln.fire-uk.org](mailto:hfsc@lincoln.fire-uk.org)

Website: [www.lincolnshire.gov.uk/lfr](http://www.lincolnshire.gov.uk/lfr)

# Fire action

## If you discover a fire:

- Do not tackle fires yourself unless you are trained and it is safe to do so.
- Keep calm and act quickly.
- Alert everyone else and leave the area, staying together where possible and shutting doors behind you.
- Do not waste time investigating what has happened or rescuing valuables.
- If you have to move through smoke keep as close to the floor as you can, where the air is fresher.
- Before you open a door use the back of your hand to check if it is warm. If it is do not open it as fire could be on the other side.
- Dial 999 for the Fire Service or raise the alarm at the nearest fire alarm call point (sheltered housing schemes only).
- Leave the building by the nearest available route and exit.
- Wait in a safe place until the Fire Service arrive or at the assembly point (where available) .
- Do not use a balcony to escape unless this is the only possible option.
- Do not 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:

- Get everyone into a safe room which has a door that closes properly, a window that opens and if possible access to a phone to call 999.
- 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.

## 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 fire and to stop the spread of smoke.

### Doors

- Your front door is a fire door and should not be replaced with any other door and damage should be reported.
- Fire doors in corridors should be closed at all times but should 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 to prevent people entering 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 left in the stairs, corridors or landings, even if you feel these may brighten up the area.

### Fire alarm

- There is not a general fire alarm for the flat blocks (low rise or tower) as a whole with the exception of sheltered housing schemes.



## 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 inspect all communal areas to make sure they are safe. You will be told to remove any items that are a potential fire danger.
- Do not put hot or smoking materials into the rubbish chutes or bins.
- Never tamper with internal fire mains (dry riser) outlets on landings. These provide water to firefighters when there is an emergency. People could lose their lives if they are not working properly when there is a fire.
- If you see a dry riser or any other fire device or 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 have 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 smoke/heat affects your flat or if told to leave by the Fire and Rescue service

## Obtaining copies in alternative formats

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

Please call 01522 873333 for more information.

### The City of Lincoln

**Council is passionate about promoting equality and diversity. 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 in an interpreter for you through the Big Word Services.**

### Polish

Rada Miasta Lincoln (z ang. City of Lincoln Council) jest w pełni zaangażowana w promowanie równości i różnorodności. W razie jakichkolwiek trudności ze zrozumieniem niniejszego dokumentu, prosimy udać się do ratusza - City Hall, Beaumont Fee w Lincoln lub do innego urzędu rad miasta, gdzie będziemy mogli zorganizować dla Państwa tłumacza z Big Word Services.

### Russian

Городской совет Линкольна является убежденным сторонником в борьбе за равноправие и этнокультурное разнообразие. Если в данном документе вам что-нибудь неясно, пожалуйста, обратитесь в City Hall, Beaumont Fee в Линкольне или в любое другое бюро городского совета, где мы сможем вызвать для вас переводчика, пользуясь услугами агентства Big Word Services.

### Bengali

সাময়তা ও বহুমুখতা উন্নয়নে দ্য খসটি অফ খড়িক্বে কাউথালি অতযন্ত সনেষ্টে। এই খেরি ককাে খকছু বুবানত আপোের অসুখবধা হনরি অণ্ণেরহ পুবক খসটি হরি, খবমন্ট খফ, খড়িক্বে এ বা কাউখনিরি অযে ককাে অখফনস য়াে কয়ানিে খবগ ওয়ারুব সাখডবনসনসর মাধযনম্ আম্রা আপোের জযে একজ্বে কদাভায়ীর বনদাবস্ত্ করনত পারনবা।

### Lithuanian

Linkolno miesto savivaldybė skiria daug dėmesio lygybės ir įvairovės skatinimui. Jei šio dokumento nesuprantate, eikite į Miesto rotušę - City Hall, Beaumont Fee, Lincoln, arba į bet kokį kitą savivaldybės skyrių, kur Big Word vertimų agentūra mums padės susisiekti su vertėju.

### Czech

Rada města Lincoln intenzivně podporuje rovnost a diverzitu. Pokud něčemu v tomto dokumentu nerozumíte, dostavte se, prosím, do městského úřadu City Hall, Beaumont Fee, Lincoln nebo do jiné kanceláře tohoto úřadu, kde pro Vás prostřednictvím služeb společnosti Big Word můžeme zajistit tlumočnicka.

### Latvian

Linkolnas pilsētas padome dedzīgi veicina vienlīdzību un daudzveidību. Ja jums ir grūti saprast kaut ko šajā dokumentā, lūdz, dodieties uz City Hall, Beaumont Fee, Linkolnā vai arī uz jebkuru citu Padomes biroju, kur mēs ar aģentūras Big Word palīdzību varēsim piedāvāt jums tulka pakalpojumus.

### Slovak

Mestský úrad mesta Lincoln so zariadením podporuje rovnocennosť a rozmanitosť. Pokiaľ niečomu v tomto dokumentu nerozumiete, dostavte sa, prosím, do mestského úradu City Hall, Beaumont Fee, Lincoln alebo do inej kancelárie tohto úradu, kde pre Vás prostredníctvom Big Word Services môžeme zaistiť tlmočnicka.

### Chinese (Simplified)

林肯市议会(City of Lincoln Council)致力于促进平等和多样化。如果你有困难理解本文件中的任何内容, 请前去位于林肯市(Lincoln)Beaumont Fee 的市政厅(City Hall), 或者是任何其他的市场议会办公室, 我们可以在那里通过 Big Word 为你找来一位口译员。

## Further information

If you have any comments on what you have 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](mailto:customer.services@lincoln.gov.uk)

**telephone:** 01522 873333

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