



## THE MOORINGS RESIDENTS' CO LTD

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### **FIRE ROUTINE**

#### A) **IF YOU DISCOVER A FIRE**

1. Close the door to the site of the fire.

**DO NOT ATTEMPT TO FIGHT THE FIRE YOURSELF**

2. Telephone the Fire Service immediately using the nearest phone – not necessarily your own, depending on the severity of the fire. Dial 999 and ask for the Fire Service, succinctly give your name and full postal address to the Fire Service.
3. Evacuate from your flat, ensure that the flat door is firmly closed.

**DO NOT USE THE LIFT**

4. Arrange for the main entrance gates to be open & wait to meet the fire Brigade. Tell them precise location of the fire.
5. DO NOT attempt to re-enter your flat – even to collect valuables – until the Fire Service advise it is safe to do so.

#### B) **IF YOU HEAR THE FIRE ALARM**

1. If a “FALSE” alarm is suspected i.e. “burnt toast” then check your smoke alarm. If a red light is flashing, then the source of the “fire” has come from your flat.
2. Double check the suspected source and adjoining rooms, before silencing the alarm by operating “Key Switch Set” in indicator panel located in main entrance hall (SILENCE POSTION).
3. Fully ventilate suspect area from cooking fumes etc, before attempting to Reset fire indicator panel (RESET POSTION).
4. If none of the above apply, and you think there might be a real fire, call the Fire Services as A-2 above, then follow steps A-3, A-4, A-5.