



Fire Safety Procedures for Residents

Attention Residents:

Ensuring fire safety is a top priority. Please familiarize yourself with the following fire safety procedures to protect yourself and others in the event of a fire:

1. Preventative Measures:

a. Cooking Safety:

- Never leave cooking unattended.
- Keep flammable materials away from the stove.
- Use a timer to remind you when food is cooking.

b. Electrical Safety:

- Do not overload electrical outlets.
- Replace damaged cords immediately.
- Avoid using electrical appliances near water.

c. Smoking Safety:

- Smoke only in designated areas.
- Use deep, sturdy ashtrays.
- Ensure cigarettes are fully extinguished before disposal.

d. Heating Safety:

- Keep heaters at least three feet away from anything flammable.
- Turn off heaters when leaving a room or going to bed.

e. Candle Safety:

- Use candle holders that won't tip over easily.
- Extinguish candles when leaving the room or going to bed.

2. Fire Alarm and Detection:

a. Smoke Alarms:

- Test smoke alarms monthly.
- Replace batteries at least once a year.
- Install smoke alarms on every level of your home, inside bedrooms and outside sleeping areas.



b. Carbon Monoxide Alarms:

- Install a carbon monoxide alarm outside sleeping areas.
- Test monthly and replace batteries as needed.

3. Emergency Procedures:

a. Evacuation Plan:

- Know at least two ways out of every room.
- Plan and practice your escape route.
- Choose an outside meeting place a safe distance from the building.

b. Fire Extinguishers:

- Know where fire extinguishers are located.
- Learn how to use them (P.A.S.S. method: Pull, Aim, Squeeze, Sweep).

4. During a Fire:

a. Evacuate Immediately:

- Leave your belongings and exit the building.
- Use stairs, not elevators.
- If possible, close doors behind you to contain the fire.

b. If You Encounter Smoke:

- Stay low to the ground to avoid inhaling smoke.
- Cover your mouth with a cloth, if possible.

c. If Your Escape Route is Blocked:

- Go to the nearest room with an exterior window.
- Close the door and seal any gaps to prevent smoke from entering.
- Signal for help by waving a cloth or using a flashlight.

5. After Evacuating:

a. Assembly Point:

- Gather at the designated emergency assembly point: [Insert Assembly Point Location].
- Do not leave the assembly point until accounted for.

b. Inform Authorities:

- Report anyone who is missing or in need of assistance to the fire department or building management.



c. Do Not Re-Enter:

- Do not go back into the building until it is declared safe by the fire department.

Important Contacts:

- **Fire Department:** 999
- **Building Management:** YMCA Worcestershire
- **Local Police:** 999

Additional Information: For further details on fire safety, please refer to the fire safety notices posted in common areas or visit our website at

<https://ymcaworcestershire.org.uk/>

Your awareness and preparedness are crucial for ensuring the safety of all residents. Thank you for your cooperation.

Building Management YMCA Worcestershire