

# Fire Safety Advice

## For Bridgefield House residents

Bridgefield House has been designed and built to provide adequate safety for you in the event of a fire. Inspections will be regularly carried out to make sure that fire safety rules are being followed in the communal areas. However, you and your visitors also have an important part to play in keeping yourselves safe.

**Please read this leaflet carefully.**

**It will help you to know what to do in the unlikely event of a fire.**



Bridgefield House, Northgate Avenue, Crawley RH10 1TP / RH10 1TR

## What to do if there is a fire in your flat

- Try to stay calm
- Leave the flat, closing the door of the room on fire, all the windows that can be shut safely and the front door behind you. Do not go back in
- **Telephone 999 immediately** from the nearest telephone. You will need to give your full address, details of where the fire is, and say whether anybody is trapped. Do not hang up until you are told to do so by the operator
- Follow the emergency exit signs and head towards the roundabout
- Do not use the lifts.

## What to do if there is a fire elsewhere in the building

- Try to stay calm
- **Telephone 999 immediately.** You will need to give your full address, details of where the fire is and say whether anybody is trapped. Do not hang up until you are told to do so by the operator
- If you are in your flat, close all your doors and windows. Stay in your flat unless you are told to leave by the emergency services or by Crawley Homes staff
- If you feel threatened by fire or see fire or smoke in your flat you should make your escape
- If you leave your flat, follow the emergency exit signs and head towards the roundabout.

## Fire safety in the communal areas of the building

- Keep escape routes clear at all times – do not leave anything in the corridors, landings or on the stairs e.g. bicycles, buggies, plants, furniture or cardboard boxes, any items found in these areas will be disposed of without further notice and you may be charged for their removal
- Keep fire doors closed at all times. If you notice a door in the communal area is not closing properly report it to Crawley Repairs Team, call 01293 438111
- No smoking in the communal areas, corridors or stairwells
- Keep the bin store doors closed.

This policy follows both national guidance and the contents of the buildings fire risk assessment.



You may find it helpful to put this leaflet up on  
or near to your front door as a reminder.