

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

# Fire Safety Advice

## For Brunel Court residents

Brunel Court has been designed and built to provide adequate safety for you in the event of a fire. Inspections are 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 breaking out.



Brunel Court, Brunel Place, Crawley RH10 1JB

## 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 go to the Assembly point at the front of the building.
- 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 until you can see that your means of escape is threatened.
- If you are not in your flat or you are told to leave your flat, follow the emergency exit signs and go to the Assembly point at the front of the building.

## 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.
- 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.
- No smoking in communal areas or stairwell.
- Keep the bin store doors closed.

This policy follows advice from the Fire Service as Brunel Court is designed to stop fire spreading.

