# GENERAL EMERGENCY EVACUATION PLAN

# (GEEP)

**On discovering a fire:**

You must…

* Immediately raise the alarm by Dialling 999 and tell the emergency services:

The full address and postcode:

Flat number:- ………………………………………………………………..

Address:- ………………………………………………………………..

Postcode:- ………………………….

* If possible and safe to do so, without putting yourself or others in danger, take immediate action to prevent fire spreading.

Action may include, if safe to do so, use of the fire blanket provided, or by simply closing the fire door and raising the alarm.

The Fire Blanket is located in the kitchen and looks like this:



**If there is a fire inside your flat:**

* Take the normal way out, through the door and down the stairs.
* Close the door behind you to slow down the spread of fire and smoke.
* Exit the door to the front of the building, using the exit release button.
* Make your way to the pavement area in front of the building and call 999 as soon as you are safe to do so.
* If you are unable to exit through the front door, exit the building through the rear door using the exit release button. Use the side gate to exit the garden and make your way to the pavement area in front of the building.

**If you can’t use your planned escape route safely:**

* Go to a safe room as far as possible within the flat from any fire or smoke, close the door behind you.
* Go to the window, shout ‘HELP, FIRE’ and call 999.
* The window can be opened fully as an escape route, by sliding the latch to the right, to release the window restrictor.
* To open the window, push and hold the button at the same time as rotating the handle a quarter turn. Push the window away from you.



* These windows should **not** be kept locked.
* Inform the emergency services of anyone else who is in the flat.

* **DO NOT go back into the building once you are safely outside.**
* You will be informed by the emergency services when it is safe to do so.

You should contact your allocated worker to inform them that there has been a fire.

After 5pm and at weekends (out of hours) you should telephone Derby City Careline on **01332 786968**

I can confirm that I understand the details of the General Emergency Evacuation Plan for 49, Ashworth Avenue.

Name of Licensee/Tennant……………………….....

Signature………………………………. Date……………..

Name of witness /Staff Member …………………………………………

Signature……………………………Date………………….