



## Dear Residents,

Your block of flats has been equipped with smoke alarms to give you an early warning in the case of a fire. However you can only minimize the risks to life and limb if you act calmly and considerately in the case of an alarm. Please read the following information at regular intervals to make sure you take the right action in the case of an emergency.

### You can prepare as follows:

- Talk to your family and / or other residents about this topic and rehearse emergency routines. You will be surprised how seriously even children will take part.
- **Important:** Everybody should be familiar with the sound of a smoke alarm and be able to identify it as a fire alarm.
- If you are locking the flat or house door at night, make sure you keep an emergency key near the door.
- Think about which window / balcony would be most suitable for a rescue by the fire brigade.
- Determine a meeting point for the assembly of all residents which is out of the danger resp. access zone of the rescue forces.

### Should it really come to a fire or fire alarm:

- Before you open a door, check it for heat using your flat hand first. Only after that open it carefully in such a way that it could be closed again immediately if necessary.
- Never enter a corridor or staircase full of smoke - always seal off the door.
- Close the door to the room on fire behind you resp. in a block of flats close the door to the staircase after leaving the flat.
- Warn family and neighbours. Do not forget children, sick persons and residents with disabilities.
- (Only) if it is still possible without causing a delay, call the fire brigade already from your flat. If that is not possible anymore from the flat, alert the fire brigade immediately after leaving the building (e.g. from a neighbour's house or mobile phone).

## Fire Brigade Emergency Number

**112**

**Where is the fire:** exact location, street with house number, floor  
**What is on fire:** room, flat, house  
**Who is calling:** your name

- **Leave the building** quickly but not over-hastily, take other residents with you resp. help them if necessary.
- The toxic and hot smoke is normally first going up and collects under the ceiling. Close to the floor the air and vision is still best, get down and crawl "on all fours"
- Assemble outside at a safe location and check nobody is missing.
- Give directions to the fire brigade.

### What you should never do:

- take your time to finish what you were doing or get dressed.
- collect jewellery and other objects of value,
- search the fire and / or try to fight it yourself
- use lifts and
- **never** re-enter a burning house resp. flat!