

John Bowley and Sherwood Almshouses – STAY PUT POLICY

These instructions are provided for the safety of our residents, their visitors, staff, trustees and any other persons visiting John Bowley House. As such conveying this information to all concerned is in everyone's interest.

On hearing the fire alarm:

- Residents and their visitors must remain in their flats and keep all fire doors closed
- Remain in your flat until you are told it is safe to leave

If you discover a fire in your flat:

- Raise the alarm by pressing a fire alarm call point or your lifeline intercom button
- Leave the flat immediately, close all fire doors and proceed to the fire assembly point
 - DO NOT stop to collect personal belongings
 - DO NOT use the lifts

Fire assembly point:
In the car park at the rear of the building



The fire alarm call points are located:

- On the Ground Floor by the front and back doors
- On the First Floor outside flat 6
- On the Second Floor outside flat 10

The fire alarm is tested weekly, the sirens will sound for no more than ONE minute, you should remain in your flats during this time, and then you are able to continue your day as normal. If the sirens sound for any longer then you must assume the activation is real and follow the instructions above.

Please do not enter the building when the fire alarm is sounding.

Firefighting equipment is provided, however you are not expected to tackle a fire unless you feel it is safe and you have been trained to do so.