

IF YOU LEAVE

Alert any other people in that flat

Leave the room at once and close the door behind you. Don't tackle the fire yourself if it is safe to do so.

Leave the flat and when everyone is out, close the front door. Don't use balconies unless they are part of an official escape route.

Call the fire brigade.

Exit quickly, closing all doors behind you to slow the spread of fire and smoke.

If you encounter smoke or flames use another escape route. If you have to escape through smoke crawl low. Heat and smoke rise above. Cleaner air will be 1 to 2 feet above the floor.

Test door before you open them. Kneel or crouch, reach up high and touch the door, the knob and the space between the door and its frame with the back of your hand. If the door is hot don't open it. If the door feels cool open it carefully and be ready to slam it shut if smoke or heat rushes in.

Never use a lift in case of fire; it may stop between floors or at where the fire is. Go directly to a staircase free of smoke and flame.

Once you are out, tell the fire department if you know anyone trapped in the building. Do not go back inside for any reason until the firemen tell you it is safe.

IF YOU STAY

If you cannot escape safely or if you're instructed to stay where you are, be calm and protect yourself.

If possible, go to a room with an outside window and a telephone closing all doors between you and the fire.

Use duct tape or stuff the gaps in the door with towels, rags or bedding and cover vents to keep the smoke out of the room.

If there's a phone in the room where you're trapped, call the fire brigade and tell them exactly where you are.

Do this even if you can see fire tender from your window.

Wait at a window and signal for help with a flash light beam, if you have one or by waving a bed sheet or other bright colored cloth.

If possible open the window at the top and bottom to allow fresh air in, but close it quickly if smoke from outside comes in.

Do not break the window.

Be patient. Rescuing all the occupants of a high-rise building can take several hours.