



Fire Emergency Plan	
Management company	Brunswick Square
Site address	Brunswick House & Sapphire House, Brunswick Square. 21 Homefiled Rise, Orpington, BR6 0FE. (x2 blocks)
Managing agents	Residential Management Group - London: Tel - 020 7598 1600
Effective date	January 2024
In the event of Fire	Action
How people will be warned if there is a fire.	An independent smoke detection and warning system is fitted within each flat that will provide warning within the single flat only.
If a fire breaks out in your home	Verbally raise the alarm by shouting "Fire". Warn all persons within your apartment and leave together. Where possible turn off your cooker or oven. Where possible close windows and doors, especially the front door. Do not attempt to put out the fire. <b>Do not put yourself at risk.</b> <b>Do not use the lift.</b> Leave the building by the nearest available exit and move to the assembly area at a safe distance from the block, at least 45metres away. Call the fire service.
If you see or hear of a fire in another part of the building	The building is designed to contain a fire in the apartment where it starts. This means it will usually be <b>safer for you to stay in your flat</b> if the fire is elsewhere. You must leave immediately if smoke or heat affects your home, or if you are told to do so by the fire service. <b>Ensure your entrance door is fully closed.</b> If you are in any doubt, leave the building by the nearest available exit and move to the assembly area at a safe distance from the block, at least 45 metres away.
Hearing the alarm (relevant persons who may be elsewhere in the building)	Evacuate the building by the nearest available escape route. If you have visitors or contractors with you, instruct them to follow you. Leave the building by the nearest available exit and move to the assembly area at a safe distance from the block.
How will the emergency services be notified and who is responsible	The person finding the fire will dial 999 or 112. When the operator answers, give your telephone number and ask for FIRE. When the fire service replies give the address where the fire is. <b>Brunswick House &amp; Sapphire House, Brunswick Square. 21 Homefiled Rise, Orpington, BR6 0FE.</b> Do not end the call until the fire service has repeated the address correctly
Arrangements for the safe evacuation of people identified as being especially at risk	Any person who may require assistance to self-evacuate should self-identify to RMG who will make further arrangements and if required the persons details will be communicated to the FRS so they can prioritise evacuation if required.
Plans to deal with persons once they have left the premises	All evacuated individuals should remain at the assembly point. No individual should re-enter the building for any reason until they have been instructed to do so.
Assembly Point	A safe "assembly" place for evacuated personnel should be at least (x2.5 times the building height) m away to the front of the building.