



| Fire Emergency Plan  |   |
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| <b>Management company</b>  | <b>Cornelia House, Beaufort Park</b>  |
| <b>Managing agents</b>   | <b>Residential Management Group - London: Tel- 020 7598 1600</b>  |
| <b>Effective date</b>  |   |
| In the event of Fire   | Action  |
| <b>How people will be warned if there is a fire.</b>   | An independent smoke detection and warning system is fitted within each flat that will provide warning within the single flat only.   |
| <b>If a fire breaks out in your home</b>   | Verbally raise the alarm by shouting "Fire".<br>Warn all persons within your apartment and leave together.<br>Where possible turn off your cooker or oven.<br>Where possible close windows and doors, especially the front door.<br>Do not attempt to put out the fire.<br>Do not put yourself at risk.<br>Do not use the lift.<br>Leave the building by the nearest available exit and move to the assembly area outside of the block.<br>Call the fire service. |
| <b>If you see or hear of a fire in another part of the building</b>                          | 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.<br>Ensure your entrance door is fully closed.<br>You must leave immediately if smoke or heat affects your home, or if you are told to do so by the fire service.<br>If you are in any doubt, get out and move to the assembly area outside of the block.                           |
| <b>Hearing the alarm (relevant persons who may be elsewhere in the building)</b>             | Evacuate the building by the nearest available escape route.<br>If you have visitors or contractors with you, instruct them to follow you.<br>Leave the building by the nearest available exit and move to the assembly area outside of the block.  |
| <b>How will the emergency services be notified and who is responsible</b>                    | The person finding the fire will dial 999 or 112.<br>Additionally the Concierge team member will also contact the fire service as back up only.<br>When the operator answers, give your telephone number and ask for FIRE.<br>When the fire service replies give the address where the fire is.<br>Do not end the call until the fire service has repeated the address correctly.   |
| <b>Arrangements for the safe evacuation of people identified as being especially at risk</b> | Details of any individuals with special needs maybe kept near the entrance for easy identification by the emergency services.   |
| <b>Plans to deal with persons once they have left the premises</b>                           | All evacuated personnel should remain at the assembly point. No individual should re-enter the building for any reason until they have been instructed to do so.  |