

## the ‘stay put’ policy and emergency procedures for residents.

Properties at Beaufort Park are built to offer protection from fire through their construction. Each apartment forms an individual fire-resisting compartment which means the walls, floors and doors are built to hold back the passage of fire and smoke. There are also a range of management procedures and engineering solutions in place to ensure compliance with Residential Management Groups duties under the Regulatory Reform (Fire Safety) Order 2005 and to maintain the highest standards of fire safety for residents, guests, contractors and staff. As such, the Fire Brigade and Local Authority have recommended a ‘Stay Put Policy’ be implemented for your building. The estate management team will happily provide more detailed information about the fire safety precautions in place in your building.

### if your apartment is affected by fire or smoke:



- Raise the alarm with others in your home.
- Leave the apartment and building immediately and close all windows doors behind you.
- Do not stop to collect personal belongings.
- If there is smoke, stay as close to the floor as possible.
- Do not try to put out a fire yourself, do not put yourself at risk.
- **Do not use the lift.**
- Alert a member of staff.
- Call the Fire Brigade and provide detail of your location.
- Report to your building’s assembly point located in the park on Beaufort Square.

### if you are in a communal area and become aware of a fire in the building:



- Leave the building immediately and close all doors behind you.
- Do not use the lifts.
- If there is smoke, stay as close to the floor as possible.
- Activate your building’s fire alarm by pressing a red break glass unit (manual call point) if possible.
- Alert a member of staff.
- Call the Fire Brigade and provide detail of your location.
- Report to your building’s assembly point.

### How will the emergency services be notified and who is responsible:



- The person finding the fire will dial 999 or 112.
- Additionally a Concierge team member will also contact the fire service as back up only.
- When the operator answers, give your telephone number and ask for FIRE.
- When the fire service replies give the address where the fire is.
- Do not end the call until the fire service has repeated the address correctly.

### if you are safely within your apartment and there is a fire elsewhere in the building:



- It is safest for you to stay in your home; your apartment is designed to have 60-minutes fire resistance. Keep your front door closed.
- The Fire Brigade will make the decision as to whether the building needs to be evacuated. If this is required, the Fire Brigade will work with the Estate Management team to notify residents and organise an evacuation.
- Follow the instructions of the Estate Management team and Fire Brigade.
- Do not stop to collect personal belongings or deviate from the designated escape route (follow the fire exit signs) and close all doors behind you.
- Do not use the lifts.
- Report to your assembly point and await instruction from the Estate Management team and Fire Brigade.
- Do not re-enter the building until instructed to do so.