



Fire Emergency Plan	
Management company	Berkeley Street 17 & Dover Street 33
Managing agents	Residential Management Group Ltd: Tel- 020 7598 1600
Effective date	November 2020
In the event of Fire	Action
How people will be warned if there is a fire.	An automatic fire alarm with manual break glass points is installed throughout the communal areas, which has been extended into each flat with a heat detector that will sound on detection of any fire.
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. Do not put yourself at risk. On exiting the flat and evacuating the building residents should trigger the nearest manual activation point. Then leave the building by the nearest available exit and move a safe distance from the block. Call the fire service.
If you see or hear of a fire in another part of the building	The evacuation plan for this building requires all residents to proceed to the assembly point when the fire alarm sounds. You must also leave <b>immediately</b> if smoke or heat affects your home, or if you are told to do so by the fire service. If in doubt, get out and move a safe distance from the block.
Hearing the alarm (relevant persons who may be elsewhere in the building)	Evacuate the building by the nearest available escape route triggering a manual activation point. If you have visitors or contractors with you, instruct them to follow you. Leave the building by the nearest available exit and move 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 of where the fire is. 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	Details of any individuals with special needs maybe kept near the entrance for easy identification by the emergency services.
Plans to deal with persons once they have left the premises	All evacuated personnel should remain at a safe distance from the block. No individual should re-enter the building for any reason until they have been instructed to do so.