



Fire Emergency Plan	
Management company	Clarewood Court, Seymour Place, London, W1
Managing agents	Residential Management Group Ltd: Tel- 020 7598 1600
Effective date	
In the event of Fire	Action
How people will be warned if there is a fire.	<p>An automatic fire alarm with manual break glass points is installed throughout the building that will sound on detection of any fire.</p> <p>It is assessed although not confirmed that an independent alarm is fitted within each flat that will sound in single flat only.</p>
If a fire breaks out in your home	<p>Verbally raise the alarm by shouting "Fire".</p> <p>Warn all persons within your apartment and leave together.</p> <p>Where possible turn off your cooker or oven.</p> <p>Where possible close windows and doors, especially the front door.</p> <p>Do not attempt to put out the fire.</p> <p>Do not put yourself at risk.</p> <p>Do not use the lift</p> <p>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 to a safe distance from the block.</p> <p>Call the fire service.</p>
If you see or hear of a fire in another part of the building	<p>The evacuation plan for this building requires all residents to proceed to a safe distance from the block when the fire alarm sounds. You must also leave immediately if smoke or heat affects your home, or if you are told to do so by the fire service.</p> <p>If in doubt, get out and move to a safe distance from the block.</p>
Hearing the alarm (relevant persons who may be elsewhere in the building)	<p>Evacuate the building by the nearest available escape route triggering a manual activation point.</p> <p>If you have visitors or contractors with you, instruct them to follow you.</p> <p>Leave the building by the nearest available exit and move to a safe distance from the block.</p>
How will the emergency services be notified and who is responsible	<p>The person finding the fire will dial 999 or 112.</p> <p>When the operator answers, give your telephone number and ask for FIRE.</p> <p>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.</p>
Arrangements for the safe evacuation of people identified as being especially at risk	<p>Details of any individuals with special needs maybe kept near the entrance for easy identification by the emergency services.</p>
Plans to deal with persons once they have left the premises	<p>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.</p>