

Fire Emergency Plan	
Management company	Cleland House
Effective date of plan	November 2021
In the event of Fire	Action
How people will be warned if there is a fire.	An automatic fire alarm is installed within the common areas that will sound throughout on detection of fire. Additionally, independent Grade D alarms are 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 flat 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. Activate the nearest alarm manual call point (MCP). Do not put yourself at risk. Do not use the lift. Leave the building by the nearest available exit and move to an area away from the building. 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 flat where it starts. This means it will usually be safer for you to stay in your flat if the fire is elsewhere. Ensure your entrance door is fully closed. You must leave immediately if smoke or heat affects your home, or if you are told to do so by the fire service. If you are in any doubt, get out and move to a safe place near the estate entrance. Do not use the lift.
Hearing the alarm (relevant persons who may be elsewhere in the building or car park etc)	Leave by the nearest available exit and move to a safe place away from the building. Do not use the lift. If you have visitors or contractors with you, instruct them to follow you.
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: Cleland House, 32 John Islip St, London, SW1P4DD. 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 may be kept inside a Premises Information Box (PIB) and if required this should be placed at the FRS access point (normally reception).
Plans to deal with persons once they have left the premises	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.
Safe assembly area	Persons evacuating should look to assemble approximately 100m to the front of the building.