



| Fire Emergency Plan | |
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| Management company | Melina Court, London |
| Site address | 1-28 Melina Court, Melina Place, London, NW8 9SB |
| Managing agents | Residential Management Group - London: Tel- 020 7598 1600 |
| Effective date | October 2021 |
| In the event of Fire | Action |
| How people will be warned if there is a fire. | An independent smoke detection and warning system is 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 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. Do not use the lift. Leave the building by the nearest available exit and move to the assembly area outside of the. |
| If you see or hear of a fire in another part of the building | The building is designed to contain a fire in the apartment 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 the assembly area outside of the block. |
| Hearing the alarm (relevant persons who may be elsewhere in the building) | Evacuate the building by the nearest available escape route. If you have visitors or contractors with you, instruct them to follow you. Leave the building by the nearest available exit and move to the assembly area outside of the block. |
| How will the emergency services be notified and who is responsible | 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. 1-28 Melina Court, Melina Place, London, NW8 9SB 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 the assembly point. No individual should re-enter the building for any reason until they have been instructed to do so. |