Fire Emergency Plan	
Management company **Managing agents**	**Brickfield Properties Ltd,** **Windsor Court, Moscow Road, London, W2 4SN.** **Residential Management Group: Tel- 0345 002 4444**
In the event of Fire	**Action**
How people will be warned if there is a fire.	An automatic fire alarm is installed throughout the communal areas of the building that will sound on detection of any fire. Private dwellings should be fitted with independent ceiling mounted detectors that will provide detection in the event of a fire.
If a fire breaks out in your home	Verbally raise the alarm by shouting "Fire" and break the nearest "break glass" call point. 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. Leave the building by the nearest available exit and move to the assembly area outside of the block. **Do not use the lift**. 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 **immediately** 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 to the assembly area outside of the block. **Do not use the lift.**
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. **Do not use the lift.**
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 individuals should remain at the assembly point. No individual should re-enter the building for any reason until they have been instructed to do so.