

Fire Emergency Plan	
Management company	Horlicks Quarter, Block M .
Block address:	Block M, The Factory, Memorial Avenue, Slough, SL1 3GY
Managing agents	Residential Management Group: Tel- 0345 002 4444
Effective date of Emergency plan	June 2023
In the event of Fire	Action
How people will be warned if there is a fire.	<p>Independent GD LD1 fire alarms are fitted in each flat that will provide detection and warning of fire within the single flat only.</p> <p>A mixed L5 / L3M fire alarm is fitted in the common areas, that will sound in ancillary / service areas 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>Leave the building by the nearest available escape route.</p> <p>Do not use the lift.</p> <p>Activate a fire alarm call point.</p> <p>Exit the building and move to a safe area outside and at least 45 meters away from the building.</p> <p>Call the fire service by dialling 999 or 112.</p>
If you see or hear of a fire in another part of the building	<p>The building is designed to contain a fire in the apartment where it starts. This means it will usually be <b>safer for you to stay in your flat</b> if the fire is elsewhere.</p> <p>Ensure your entrance door is fully closed.</p> <p>You must leave immediately if smoke or heat affects your home, or if you are told to do so by the fire service.</p> <p>If you are in any doubt, get out &amp; move a safe distance from the building</p>
Hearing the alarm (relevant persons who may be elsewhere in the building)	<p>Evacuate the building by the nearest available escape route.</p> <p>If you have visitors or contractors with you, instruct them to follow you.</p> <p>If fitted, do not use the lift.</p> <p>Exit the building and move to a safe area away from the building.</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 phone number and ask for FIRE.</p> <p>When the fire service replies give the address where the fire is.</p> <p>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>Any person who cannot self-evacuate or feels they may require assistance to evacuate in the event of a fire, should make themselves known to the managing agent. A home visit will be arranged with the fire service, so details are held. Details may also be held in a secure information box at the fire service access point to the premises.</p>
Plans to deal with persons once they have left the premises	<p>All evacuated personnel should remain at a safe assembly area away from the building. No individual should re-enter the building for any reason until they have been instructed it is safe to do so by the fire &amp; rescue service.</p>