

| Fire Emergency Plan | |
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| Management company | Cotton Square MCL |
| Managing agents | Residential Management Group: Tel- 0345 002 4444 |
| Effective date of Emergency plan | February 2021 |
| In the event of Fire | Action |
| How people will be warned if there is a fire. | <p>A fully automatic fire alarm system is fitted in the common areas that will provide fire detection and warning in the common areas only.</p> <p>Independent smoke detection and warning system should be fitted within each flat that will provide warning within the 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>Leave the building by the nearest available exit and move 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 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.</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 and move 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.</p> <p>Do not use the lift.</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 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 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>Details of any individuals with special needs maybe kept near the entrance to the apartment block 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 the assembly point. No individual should re-enter the building for any reason until they have been instructed to do so.</p> |