

Fire Emergency Plan	
Management company	Doc Fictoria
Managing agents	Residential Management Group: Tel- 0345 002 4444
In the event of Fire	Action
How people will be warned if there is a fire.	<p>Ceiling mounted smoke and heat alarms are fitted within each flat that are interlinked and will sound in the individual flat only.</p> <p>A communal alarm is fitted but this will not sound inside of the flats.</p>
If a fire breaks out in your home	<p>Verbally raise the alarm by shouting “FIRE, FIRE, FIRE “, knock on any doors that you pass and repeat this call throughout your escape until you leave the building.</p> <p>Residents should operate the break glass point on exiting the building to warn others of the emergency.</p> <p>Warn all persons within your flat and leave together.</p> <p>Where possible turn off any cooking equipment.</p> <p>Where possible close windows and doors, but 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>Exit the building and move to the safe assembly area away from the</p>
If you see or hear of a fire in another part of the building	<p>Although the building is constructed with a high degree of fire protection the evacuation plan for this building requires all residents to proceed to the safe assembly area when they hear any vocal cry or alarm sounder.</p> <p>You must also leave immediately if smoke or heat affects your home, or if you are told to do so by the fire service.</p> <p>If in doubt, get out and move to the safe assembly area away from the building.</p>
Hearing the alarm (relevant persons who may be elsewhere in the building)	<p>Evacuate the building immediately but do not use the lift.</p> <p>If you have visitors or contractors with you, instruct them to follow you.</p> <p>Move to the safe assembly area away from the building.</p>
How will the emergency services be notified and who is responsible	<p>The person finding the fire should 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: Doc Fictoria, Caernarfon, LL55 1SQ.</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 should be kept in a suitable fire contents box near the entrance 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 a safe assembly point away from the building. No individual should re-enter the building for any reason until they have been instructed to do so.</p>
Assembly Point	<p>The assembly point for evacuated personnel should be at a safe distance (approximately 40-50m) to the front of the building on the opposite side of the estate.</p>