

Fire Emergency Plan	
Management company	Express Networks 1 and 2
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>Independent ceiling mounted alarms are fitted within each flat and also a sensor from the communal alarm is extended inside.</p> <p>An automatic fire alarm is fitted in the common areas which will sound throughout the block.</p>
If a fire breaks out in your home	<p>Verbally raise the alarm by shouting <b>“FIRE, FIRE, FIRE “</b>, knock on any doors that you pass and repeat this call throughout your escape until you leave the building.</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, <b>but especially the front door.</b></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 by using the fire protected staircase and move to a safe assembly area on Henry Street.</p> <p>Call the fire service. (999 OR 112)</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 assembly point when they hear any <b>vocal cry or alarm.</b></p> <p>You must also leave <b>immediately</b> if smoke or heat affects your home, or if you are told to do so by the fire service.</p> <p>If in doubt, <b>get out</b> and move to the safe assembly area on Henry Street.</p>
Hearing the alarm (relevant persons who may be elsewhere in the building)	<p>Evacuate the building immediately by using the protective fire staircase.</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 to the safe assembly area on Henry Street.</p>
How will the emergency services be notified and who is responsible	<p>The person finding the fire should dial <b>999</b> or <b>112</b>.</p> <p>When the operator answers, give your telephone number and ask for <b>FIRE</b>.</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 should be kept in a fire contents box or 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 the assembly point away from the block. 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 on Henry Street.</p>