

| Fire Emergency Plan | |
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| Management company | Riverside Heights MCL |
| 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>An automatic fire alarm has been fitted within the common areas of the apartment blocks. On detection of any fire the alarm sounder will make a continuous sounding tone.</p> <p>Additionally a mains powered with battery back up smoke detector with an audible alarm has been installed within each private dwelling.</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 exit but do not use the lift and move to the assembly area outside of the block to the pavements opposite.</p> <p>Break the nearest call point.</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 flat 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 windows and entrance door are fully closed.</p> <p>Extinguish any cigarettes and turn off any electrical and gas services.</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 to the assembly area outside of the block, to the pavements opposite.</p> |
| Hearing the alarm (relevant persons who may be elsewhere in the building but not in a flat) | <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>Leave the building by the nearest available exit but do not use the lift and move to the assembly area outside of the block, to the pavements opposite.</p> |

| In the event of Fire (Contd) | Action |
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| Hearing the fire alarm (caretaker actions) | <p>Proceed where possible to the fire alarm control panel and check the zone in order to indicate the seat of the fire.</p> <p>Proceed to the zone indicated in order to ascertain whether or not the fire is real / false (where ever possible maintain a relative safe distance from the fire by remaining on the safe side of a suitable communal fire door).</p> <p>If a fire is observed call the fire and rescue service immediately.</p> <p>If it is deemed that the fire is emanating from a private dwelling then if it is safe to do so attempt to offer assistance in evacuation. If provided collect a multi purpose fire extinguisher for use in maintaining the escape route from the flat.</p> <p>On leaving the flat, ensure that the apartment door is fully shut and escort any residents or visitors away from the seat of the fire to a relative place of safety behind at least one set of communal fire doors (must be closed) or outside the building to an ultimate place of safety.</p> <p>If possible collect any documentation that may assist the fire and rescue service (e.g. building plans identifying layout, service rooms and position of active and passive fire defences, visitors signing in book).</p> <p>Collect information on residents who may require additional help in evacuation and wait at the entrance of the building in order to brief the fire service on their arrival.</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 displayed 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 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.</p> |