

Fire Emergency Plan	
<b>Management company</b>	<b>The Ice House, Belward Street, Nottingham</b>
<b>Managing Agents</b>	<b>Residential Management Group: Tel- 0345 002 4444</b>
<b>Effective date of Emergency plan</b>	<b>November 2020</b>
In the event of Fire	Action
How people will be warned if there is a fire.	<p>A Minerva MX1000 fully automatic fire alarm system was fitted in the common areas, comprising a control panel, sensors in each corridor, plant rooms and car park areas, manual break glass call points on each level and in plant rooms. The alarm has been extended into the flats by way of a sounder only. The system currently only activates and evacuates the flat of fire origin.</p> <p>Each flat is fitted with an independent Grade D mains connected with battery back alarm in the main circulation space.</p> <p>A waking watch is currently in place to meet the get out and stay out requirement for residents of this building.</p>
<b>If a fire breaks out in your flat</b>	<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>As you leave the building trigger the nearest manual activation point then leave by the nearest available exit and move a safe distance away from the block.</p> <p>Call the fire service.</p>
<b>If you see or hear of a fire in another part of the building</b>	<p>The evacuation plan for this building requires all residents to proceed to the assembly point when the fire alarm sounds.</p> <p>You must also leave <b>immediately</b> if smoke or heat affects your flat, or if you are told to do so by the fire service or waking watch.</p> <p>If in doubt, get out and move a safe distance away from the block.</p>
<b>Hearing the alarm (relevant persons who may be elsewhere in the building)</b>	<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>As you leave the building trigger the nearest manual activation point and leave the building by the nearest available exit and move a safe distance away from the block.</p>
<b>How will the emergency services be notified and who is responsible</b>	<p>The person finding the fire will dial 999 or 112.</p> <p>As a backup Waking Watch will also call the fire service.</p> <p>When the operator answers, give your telephone number and ask for FIRE.</p> <p>When the fire service replies give the address of where the fire is.</p> <p>Do not end the call until the fire service has repeated the address correctly.</p>
<b>Arrangements for the safe evacuation of people identified as being especially at risk</b>	<p>Details of any individuals with special needs may be kept near the entrance for easy identification by the emergency services.</p>
<b>Plans to deal with persons once they have left the premises</b>	<p>All evacuated persons should remain at a safe distance from the block. No individual should re-enter the building for any reason until they have been instructed to do so.</p>