

Fire Emergency Plan	
Management company	Medlock Place
Managing agents	Residential Management Group: Tel- 0345 002 4444
Effective date of plan	15.02.2022
In the event of Fire	Action
How people will be warned if there is a fire.	Automatic alarms are fitted inside of the flats and these are linked to the alarm covering the common areas. The alarm is designed to sound throughout all areas to support a full Simultaneous Evacuation. Additionally, Grade D smoke and heat detectors are fitted inside each flat but these are independent to each flat.
If a fire breaks out in your home	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. Warn all persons within your flat and leave together. Where possible turn off any cooking equipment. Where possible close windows and doors, but especially the front door. Do not attempt to put out the fire. Do not put yourself at risk. Do Not use the Lift. Activate the manual call point next to the alarm panel and exit the building and move to a safe place. Call the fire service. (999 OR 112)
If you see or hear of a fire in another part of the building	Although the building is constructed with a high degree of fire protection the evacuation plan for this building requires all residents to proceed to a safe place outside of the block when they hear any vocal cry or alarm . You must also leave immediately if smoke or heat affects your home, or if you are told to do so by the fire service. If in doubt, get out .
Hearing the alarm (relevant persons who may be elsewhere in the building)	Evacuate the building immediately by using the protective fire staircase. If you have visitors or contractors with you, instruct them to follow you. Leave the building by the nearest available exit.
How will the emergency services be notified and who is responsible	The person finding the fire should dial 999 or 112 . When the operator answers, give your telephone number and ask for FIRE . When the fire service replies give the address where the fire: 30 City Road East, Manchester, M15 4TD. Do not end the call until the fire service has repeated the address correctly.
Arrangements for the safe evacuation of people identified as being especially at risk	Details of any individuals with special needs should be kept in a Premises Information Box (PIB) near the entrance for easy identification by the emergency services.
Plans to deal with persons once they have left the premises	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.
Assembly Point	People should move to a safe place at the front of block at least 50m away.