

Fire Emergency Plan	
Management company	The Blake Building, Admirals Quay, SOUTHAMPTON, SO14 3LJ
Managing agents	Residential Management Group: Tel- 0345 002 4444
Effective date of Emergency plan	February 2023
In the event of Fire	Action
How people will be warned if there is a fire.	An automatic fire alarm is installed throughout the building that will sound on detection of any fire, interlinked with detection within flats.
If a fire breaks out in your home	Verbally raise the alarm by shouting "Fire!" Warn all persons within your apartment and leave together. Where possible turn off your cooker or oven. Where possible close windows and doors, especially the front door. Do not attempt to put out the fire. Do not put yourself at risk. Do not use the lift. Activate a manual call point. Leave the building by the nearest available exit and move a safe distance away from the building. Call the fire service by dialling 999 or 112.
If you see or hear of a fire in another part of the building	The evacuation plan for this building requires all residents to proceed to a safe area outside and away from the building when the fire alarm sounds. Do not use the lift. 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 and move to a safe area away from the building.
Hearing the alarm (relevant persons who may be elsewhere in the building)	Evacuate the building by the nearest available escape route. If you have visitors or contractors with you, instruct them to follow you. Do not use the lift. Leave the building by the nearest available exit and move to a safe area away from the building.
How will the emergency services be notified and who is responsible	The person finding the fire will dial 999 or 112. Additionally the Concierge team member will also contact the fire service as back up only. When the operator answers, give your phone number and ask for FIRE. When the fire service replies give the address where the fire is. 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	Any disabled person who cannot self-evacuate or anyone who feels they may require assistance to evacuate in the event of a fire, should make themselves known to the managing agent. A home visit will be arranged with the fire service, so details are held. Details may also be held in a secure premises information box at the premises entrance for ease of identification by the emergency services.
Plans to deal with persons once they have left the premises	All evacuated persons should remain at a safe assembly area. No individual should re-enter the building for any reason until they have been instructed to do so.