



# Fire Emergency Plan

**We ask all residents, visitors and contractors to familiarise themselves with the following information. Thank you.**



**Management company:** Emmeline (Manchester) Management Limited

**Managing agent:** Residential Management Group Limited

**Contact:** Building Manager on 07307048971 or RMG Customer Service on 0345 002 4444

**Last updated:** August 2024

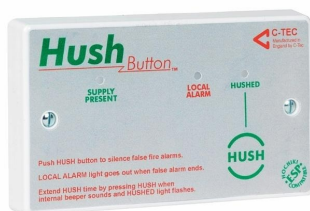
- All fire equipment in apartments (smoke detector, sounder and hush button in the hallway and a heat detector in the kitchen) is part of the central fire alarm system and maintained by the management company. **Do not interfere with this equipment.**

## **How you will be warned if there is a fire:**

- There is a “Stay Put” policy for residents unless the fire is in or affecting your apartment.
- If a fire is detected in an apartment, the sounder will activate in that apartment.
- If a fire is detected in an escape route (i.e. landings or stairwell), the fire alarm will **not** sound unless the Fire Service initiate a full evacuation of the building.
- If a fire is detected or a manual call point is pressed in a plant room, the sounder will activate in that area only.
- If necessary, the Fire Service can activate all sounders from the fire alarm panel to initiate a full evacuation of the building.



## **Using the Hush Button for a False Alarm**



### **If you accidentally activate the fire alarm in your apartment:**

- Press the HUSH button located in your hallway within 2 minutes of the fire alarm sounding.
- You will then have a 2 minute hushed period to clear the cause of the false alarm (e.g. open windows to clear smoke from burnt toast).
- 15 seconds before the hushed period expires, the HUSHED light will flash and a beeper will sound from the hush button. Press HUSH again within those 15 seconds for another 2 minute hushed period. Repeat this step as necessary to clear the cause of the false alarm.
- Once the cause of the false alarm has been cleared, the hush button will return to normal state (LOCAL ALARM light goes out).
- If you fail to use your hush button correctly for a false alarm, it may result in the Fire Service being dispatched. You may be charged for false call outs.
- **Do not use the hush button if there is an actual fire in your apartment.**



# Fire Action

## If a fire breaks out in your apartment:

- Leave the room where the fire is immediately and close the door behind you.
- Warn everyone in your apartment and leave together.
- **Close your front door behind you.**
- Leave the building using the stairwell and proceed to the fire assembly point.
- Once at the fire assembly point, call the Fire Service on 999 or 112.

## If you are in your apartment and see or hear of a fire in another part of the building:

- The building is designed to contain a fire in the apartment where it starts. This means it will usually be safe for you to stay in your own apartment if the fire is elsewhere.
- If you are safely within your apartment, keep all windows and doors closed.
- Call the Fire Service on 999 or 112. Tell them there is a fire or that the fire alarm has been sounding for more than 2 minutes elsewhere in the building. Also tell them that you have stayed in your apartment and what apartment number you are in.
- You must leave immediately if smoke or heat affects your apartment, or if the fire alarm sounds in your apartment, or if you are told to leave by the Fire Service.
- If in doubt, get out.

## If you discover a fire in a communal area:

- Contractors working in a plant room should operate the fire alarm call point.
- Leave the building using the stairwell and proceed to the fire assembly point.
- Once at the fire assembly point, call the Fire Service on 999 or 112.

## On hearing the fire alarm in your apartment or in a communal area:

- Leave the building using the stairwell, closing all doors behind you and proceed to the fire assembly point.
- Once at the fire assembly point, call the Fire Service on 999 or 112 if it is not apparent they are already present.

## To call the Fire Service:

- The person discovering the fire should call 999 or 112.
- When the operator answers, ask for the Fire Service.
- When the Fire Service answers, give the address:  
**Emmeline, 17 Dalton Street, Manchester, M40 7EB.**
- Do not end the call until the operator has repeated the address correctly.



- The primary fire assembly point is located at:  
**Tarmac footpath by the Dalton Street pedestrian gate.**
- Look out for oncoming fire engines as you proceed to the fire assembly point.
- Stay on the tarmac footpath. Do not stand on the road leading into the car park.



- **Do not attempt to put out the fire.**
- **Do not take any risks.**
- **Do not stop to collect personal belongings.**
- **Do not use the lift.**
- **Do not re-enter the building for any reason until you have been instructed to do so.**
- **Do not assume that the Building Manager or someone else has called the Fire Service on 999 or 112.**



# Monthly Fire Alarm Test

- A fire alarm test takes place each month to allow the Building Manager to ensure all sounders are audible throughout the communal areas.
- All sounders, including those in apartments, will activate during the test.
- The digital noticeboard in the ground floor lobby will be updated to give prior notice of a fire alarm test taking place.



## Evacuation Assistance

- If you have reduced mobility (including due to injury or pregnancy) and would require assistance to evacuate the building in the event of fire, we need to inform the Fire Service.
- Contact the Building Manager on 07307048971 or RMG Customer Service on 0345 002 4444. Your details will be kept in a fire proof box near the building entrance so you can be quickly identified by the Fire Service.
- Please contact us again when you recover from your injury / give birth / move out.

### **If you are a visitor who would require evacuation assistance:**

- In the event of a fire, remain in the apartment you are visiting or escape to a communal landing as appropriate. Call 999 or 112, ask for the Fire Service, and inform the operator of your need for evacuation assistance should a full evacuation of the building take place.



### **Residents who are deaf or hard of hearing:**

- An under-pillow vibration alarm may need to be installed. Contact the Building Manager on 07307048971 or RMG Customer Service on 0345 002 4444.



## Fire Doors

- Your apartment entrance door is an effective barrier to the spread of fire and smoke into the communal areas of the building.
- Your apartment entrance door (and other fire doors in communal areas) should be kept shut when not in use.
- Do not tamper with self-closing devices on apartment entrance doors and other fire doors.
- If your apartment entrance door is damaged, contact the Building Manager on 07307048971 or RMG Customer Service on 0345 002 4444.



## Keep communal areas clear

- Items left in communal areas may be removed without warning.
- Do not leave waste outside your apartment door.



## No smoking or vaping in communal areas

### **If you smoke or vape in your apartment:**

- Keep well away from the smoke detector in your hallway when smoking or vaping.
- Learn to use your hush button so you can silence a false alarm (see page 1).
- Do not smoke in bed. Do not throw cigarette ends out of your apartment window.