

Fire Emergency Plan	
Management company	One The Brayford, 20 Brayford Wharf North, Lincoln, LN1 1BN
Managing agents	Residential Management Group: Tel- 0345 002 4444
Effective date of Emergency plan	May 2024
In the event of Fire	Action
How people will be warned if there is a fire.	A Waking Watch is present that will alert all relevant persons in the building of fire by use of air horns, door knocking & loud vocal alarms. Independent fire alarms are fitted in each flat that will provide detection and warning of fire within the individual flats only. Automatic detection is provided on the upper floors but this is non-sounding and for primary operation of the smoke vents. Additionally, a sounding fire alarm is fitted within the car park and lower plant rooms and in reception.
If a fire breaks out in your home	Verbally raise the alarm by shouting "Fire, Fire, Fire". Warn all persons within your apartment and leave together. 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 but leave the building by the nearest available exit activating a fire alarm manual call point on route to the exit. Inform the waking watch if passed on route to the exit. Exit and move to a safe area outside, 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 persons to evacuate the premises immediately and proceed to a safe area outside and away from the building when the fire alarm sounds or when the alarm is raised by the Waking Watch. 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. Do not use the lift. If you have visitors or contractors with you, instruct them to follow you. Exit the building and move to a safe area away from the building.
How will the emergency services be notified and who is responsible	The Waking Watch will inform the FRS and / or the person finding the fire will dial 999 or 112. When the operator answers, give your phone number and ask for FIRE. When the fire service replies give the address where the fire is; One the Brayford, 20 Brayford Wharf North, Lincoln, LN1 1BN. 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 the secure information box at the building 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 area away from the building, a safe distance should be no closer than 65 metres. No individual should re-enter the building for any reason, until it has been instructed it is safe to do so by the fire service.