

Fire Emergency Plan Stay Put	
Management company	Sylvia and Christabel
Managing agents	Residential Management Group (RMG)
Effective date of Emergency plan	June 2023
In the event of Fire	Action
How people will be warned if there is a fire.	A fully automatic fire alarm system is installed in the common areas and extended into a number of flats that will give early warning of fire in all areas. Independent smoke and heat detectors are fitted within each flat that will provide warning within the single flat only.
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. Use the stair but do not use the lift. Leave the building and move to a safe place near the estate entrance. Call the fire service.
If you 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 safer for you to stay put in your flat if the fire is elsewhere. Ensure your entrance door is fully closed. You must leave immediately if smoke or heat affects your home, or if you are told to do so by the fire service. If you are in any doubt, get out and move to a safe place near the estate entrance.
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. Use the stair but do not use the lift. Leave the building and move to a safe place near the estate entrance. Call the fire service.
How will the emergency services be notified and who is responsible	The person finding the fire will 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 is. Three Towers, Dalton Street, Manchester, M40 7EH. 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	Persons who may require assistance should in the first instance make themselves known to RMG. RMG will make arrangements for an onsite evaluation and details maybe held with a Secure Information Box (SIB) for FRS use on arrival.
Plans to deal with persons once they have left the premises	All evacuated personnel should remain in a safe place. No individual should re-enter the building for any reason until they have been instructed to do so.
Safe place to assemble	A safe place should be greater than 50m from the building and preferably near the entrance to the estate.