

Fire Emergency Plan	
Management company	Doc Fictoria
Managing agents	Residential Management Group
Effective date of plan	May 2023
In the event of Fire	Action
How people will be warned if there is a fire.	Independent ceiling mounted alarms are fitted within each flat. Additionally, automatic fire alarms are fitted in all flats which are interlinked to the main building alarm and if one alarm sounds it will put the system into full alarm sounding in all flats.
If a fire breaks out in your home	Verbally raise the alarm by shouting "FIRE, FIRE, FIRE "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 use the lift. Leave the building by the nearest available escape stair. Do not attempt to put out the fire. Do not put yourself at risk. Move to a safe place away from the building.
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 if 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 but do not use the lift. If you have visitors or contractors with you, instruct them to follow you. Leave the building and move to a safe place away from the building.
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 is: Doc Fictoria, Caernarfon, LL55 1TH 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 held with relevant documentation in the Secure Information Box (SIB).
Plans to deal with persons once they have left the premises	All evacuated personnel should remain at a safe distance away from the block. No individual should re-enter the building for any reason until they have been instructed to do so.
Assembly Point	Residents should ensure they move to a safe place at least 50m away at the front of the block.