

| <b>Fire Emergency Plan</b>                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <b>Management company</b>                                                                    | <b>Ironworks, Leeds (299401)</b>                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Site address inc postcode</b>                                                             | <b>1-26 Ironworks, David Street, Leeds, LS11 5FB</b>                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Managing agents</b>                                                                       | <b>Residential Management Group: Tel- 0345 002 4444</b>                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Effective date of Emergency plan</b>                                                      | <b>February 2024</b>                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>In the event of Fire</b>                                                                  | <b>Action</b>                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>How people will be warned if there is a fire.</b>                                         | Independent smoke detection and warning system should be fitted within each flat that will provide warning within the single flat only.<br>A fully automatic detection system is fitted in the communal areas.                                                                                                                                                                                                                                            |
| <b>If a fire breaks out in your home</b>                                                     | Verbally raise the alarm by shouting "Fire".<br>Warn all persons within your apartment and leave together.<br>Where possible turn off your cooker or oven.<br>Where possible close windows and doors, especially the front door.<br>Do not attempt to put out the fire.<br>Do not put yourself at risk.<br>Do not use the lift.<br>Leave the building by the nearest available exit and move a safe distance from the building.<br>Call the fire service. |
| <b>If you see or hear of a fire in another part of the building</b>                          | The building is designed to contain a fire in the apartment where it starts. This means it will usually be <b>safer for you to stay in your flat</b> if the fire is elsewhere.<br>Ensure your entrance door is fully closed.<br>You must leave immediately if smoke or heat affects your home, or if you are told to do so by the fire service.<br>If you are in any doubt, get out and move a safe distance from the building.<br>Do not use the lift    |
| <b>Hearing the alarm (relevant persons who may be elsewhere in the building)</b>             | Evacuate the building by the nearest available escape route and move a safe distance away from the building. Do not use the lift.<br>If you have visitors or contractors with you, instruct them to follow you.                                                                                                                                                                                                                                           |
| <b>How will the emergency services be notified and who is responsible</b>                    | The person finding the fire will dial 999 or 112.<br>When the operator answers, give your telephone number and ask for FIRE.<br>When the fire service replies give the address where the fire is (see above)<br>Do not end the call until the fire service has repeated the address correctly.                                                                                                                                                            |
| <b>Arrangements for the safe evacuation of people identified as being especially at risk</b> | Details of any persons with special needs maybe kept near the entrance for easy identification by the emergency services.                                                                                                                                                                                                                                                                                                                                 |
| <b>Plans to deal with persons once they have left the premises</b>                           | All evacuated persons should remain at the safe area. No person should re-enter the building for any reason until they have been instructed to do so by the Fire Service.                                                                                                                                                                                                                                                                                 |