

Fire Emergency Plan	
Management company	Riverside Heights MCL.
Site address	1-99 Ashman Bank, Geoffrey Watling Way, Norwich, NR1 1GW.
Blocks	Five Blocks: A1, A2, A3, A4 & A5.
Managing agents	Residential Management Group: Tel- 0345 002 4444.
Effective date of Emergency plan	July 2023
In the event of Fire	Action
How people will be warned if there is a fire.	An Automatic fire alarm has been fitted, together with break glass points, within the communal stairway areas that will provide detection and warning in the event of a fire, within those areas only. Independent smoke detection and warning system should be 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. Leave the building by the nearest available exit and move to a safe distance from the block. Do not use the lifts. 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 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 a safe distance from the block.
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. Leave the building by the nearest available exit and move to a safe distance from the block.
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. 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 person who may require assistance to self-evacuate should self-identify to RMG who will make further arrangements and if required the persons details will be communicated to the FRS so they can prioritise evacuation if required.
Plans to deal with persons once they have left the premises	All evacuated individuals should remain at the assembly point. No individual should re-enter the building for any reason until they have been instructed to do so.
A safe "assembly" place for evacuated personnel should be at least (x2.5 times the building height) m away to the front of the building.	A safe "assembly" place for evacuated personnel should be at least (x2.5 times the building height) 45m away to the front of the building.