

Emergency Plan	
Management company	Chips (Manchester)
Managing agents	Residential Management Group: Tel- 0845 002 4444

In the event of Fire	Action
How people will be warned if there is a fire.	Independent ceiling mounted smoke / heat detectors with an audible alarm should be installed within each private dwelling. Fire alarm sounders will activate throughout the communal areas of the apartment block and car park.
If you discover a fire	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 put yourself at risk. Break the nearest alarm "call point", this will send a message to a 24hr monitoring station and sound the fire sounders throughout the building. Do not use the lift. Leave the building by the nearest available exit and move to the assembly area within the car park opposite the building.
Tackling a Fire	If a cooking pot or chip pan is involved, turn off the cooker and cover with a fire blanket if you have one, otherwise cover with a saucepan lid, tray or damp cloth.
Hearing the alarm (residents, visitors and contractors within or near the seat of the fire)	On hearing the verbal / audible alarm: Evacuate the building by the nearest available escape route. If you have visitors or contractors with you, instruct them to follow you. Where possible close all windows and doors. Do not stop to collect personal belongings. Do not use the lift. Leave the building by the nearest available exit and move to the assembly area within the car park opposite the building.
Escape from the car park	On hearing the verbal / audible alarm: Evacuate by the nearest available escape stairs and exit the building at the ground floor level. Move to the assembly area within the car park opposite the building.
Hearing the alarm (residents / contractors not within the seat of the fire)	On hearing the verbal / audible alarm: If residents and visitors are inside their private dwellings then unless this is within the seat of the fire they should stay put and remain calm. Close all windows and doors (especially your entrance door). Extinguish any cigarettes and turn off any electrical appliances. The fire and rescue service will evacuate you if required.
How will the emergency services be notified and who is responsible	The person finding the fire will dial 999. Operation of the break glass panel will send a signal to a 24hr monitoring station.
Arrangements for the safe evacuation of people identified as being especially at risk, such as those with a disability.	Individuals with any disability that may restrict their escape should be identified and residents should adopt a "buddy system" in order to assist in their escape. Details of any individuals with special needs maybe displayed near the entrance for easy identification by the emergency services.
Plans to deal with persons once they have left the premises	All evacuated personnel should remain at the assembly point. No individual should re-enter the building for any reason until they have been instructed to do so.