

Fire Emergency Plan	
Management company	Albion Works
Managing agents	Residential Management Group: Tel- 0345 002 4444
In the event of Fire	Action
How people will be warned if there is a fire.	Ceiling mounted alarms are fitted within each flat and the residents should check that a suitable working smoke alarm is fitted. Additionally, a communal fire alarm is fitted that is extended inside of the flats and this will sound throughout the block.
If a fire breaks out in your home	Verbally raise the alarm by shouting “FIRE, FIRE, FIRE “ , knock on any doors that you pass 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 attempt to put out the fire. Do not put yourself at risk. Do Not use the Lift. Activate the manual call point near the exit door if in the car park. Exit the building by using the nearest fire protected staircase and move to a safe assembly area away from the building near the entrance to the estate. Call the fire service. (999 OR 112)
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 the safe assembly area when they hear the fire alarm sounder or vocal cry. 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 and move to a safe assembly area away from the building.
Hearing the alarm (relevant persons who may be elsewhere in the building including the car park)	Evacuate the building / car park immediately by using the nearest fire exit and activate the manual call point next to the exit door if in car park. 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 assembly area 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: Albion Works, Pollard Street Manchester, M4 7AJ. 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 kept near the entrance for easy identification by the emergency services. If any resident requires further assistance they should contact the building manager or the property manager so that an assessment can be made based on their particular condition.
Plans to deal with persons once they have left the premises	All evacuated personnel should remain at a safe assembly point away from the building. No individual should re-enter the building for any reason until they have been instructed to do so.
Assembly Point	The assembly point for evacuated personnel should be at a safe distance (approximately 40-50m) at the entrance to the estate.