

Fire Emergency Plan	
Management company	AVRO Building MCL
Managing agents	Residential Management Group: Tel- 0345 002 4444
Effective date of Emergency plan	June 2021
In the event of Fire	Action
How people will be warned if there is a fire.	A fully automatic non-sounding fire alarm is fitted in the common areas of the building. The fire alarm will detect fire throughout communal areas to initiate the active fire defences in the building. Independent Grade D smoke, heat and warning systems are fitted within each flat that will provide early warning of fire within the single flats.
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. Do not use the lifts. Leave the building by the nearest available exit and move to a safe area outside and away from the building. 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 instructed to do so by the onsite staff or Fire and Rescue Service. If you are in any doubt, get out and move a safe distance outside and away from the building.
Hearing the alarm (relevant persons who may be elsewhere in the building)	Evacuate the building by the nearest available escape route. DO not use the lift. 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 outside and away from the building.
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	Details of any individuals with special needs maybe kept with reception staff or in a fire safe premises information box, near the entrance to the building for ease of identification by the emergency services.
Plans to deal with persons once they have left the premises	All evacuated personnel should remain at the safe assembly point. No individual should re-enter the building for any reason until they have been instructed to do so.