

Fire Emergency Plan		Get Out Evacuation Plan	
Management company	The Box Works Management Limited, Manchester		
Managing agents	Residential Management Group Ltd: Tel- 0345 002 4444		
Effective Date	April 2020		
<b>In the event of Fire</b>	<b>Action</b>		
How people will be warned if there is a fire.	Verbally raise the alarm by shouting <b>"FIRE! FIRE! FIRE"</b>		
If a fire breaks out in your home	<p>Verbally raise the alarm by shouting "Fire"</p> <p>Warn all persons within your apartment and leave together.</p> <p>Where possible turn off your cooker or oven.</p> <p>Where possible close windows and doors, especially the front door.</p> <p>Do not attempt to put out the fire.</p> <p>Do not put yourself at risk.</p> <p>Leave the building by the nearest available exit and move to the assembly area outside of the block in the <b>FRONT PEDESTRIAN AREA</b>.</p> <p>Call the fire service.</p>		
If you see or hear of a fire in another part of the building	<p>The evacuation plan for this building requires all residents to proceed to the assembly point when the fire alarm sounds.</p> <p>You must also leave <b>immediately</b> if smoke or heat affects your home, or if you are told to do so by the fire service.</p> <p>If in doubt, get out and move to the assembly area outside of the block in the <b>FRONT PEDESTRIAN AREA</b>.</p>		
Hearing the alarm (relevant persons who may be elsewhere in the building)	<p>Evacuate the building by the nearest available escape route.</p> <p>If you have visitors or contractors with you, instruct them to follow you.</p> <p>Leave the building by the nearest available exit and move to the assembly area outside of the block in the <b>FRONT PEDESTRIAN AREA</b>.</p>		
How will the emergency services be notified and who is responsible	<p>The person finding the fire will dial 999 or 112.</p> <p>When the operator answers, give your telephone number and ask for FIRE.</p> <p>When the fire service replies give the address of where the fire is:</p> <p><b>The Box Works</b>  <b>4 Worsley Street</b>  <b>Manchester</b>  <b>M15 4NU</b></p> <p>Do not end the call until the fire service has repeated the address correctly.</p>		
Arrangements for the safe evacuation of people identified as being especially at risk	<p>Details of any individuals with special needs maybe displayed near the entrance for easy identification by the emergency services.</p>		
Plans to deal with persons once they have left the premises	<p>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.</p>		