

Fire Emergency Plan	
Management company	Regency House, Manchester
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.	A fire alarm is installed in the block that sounds in the car park areas only. An 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. Do not use the lift. Leave the building by the nearest available exit and move to a safe assembly 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 you are told to do so by the fire service. If you are in any doubt, get out and move to the assembly area outside and away from the block. On activation of the fire alarm in the car park areas, any person in the car park are to evacuate the car park areas immediately and proceed to a safe assembly area 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. If you have visitors or contractors with you, instruct them to follow you. Leave the building by the nearest available exit and move to the assembly area 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 especially at risk should be kept in a fire safe document holder 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 assembly point. No individual should re-enter the building for any reason until they have been instructed to do so.