

| Fire Emergency Plan   |  |
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| Management company  | <p><b>Tyne Square, Newcastle Upon Tyne</b></p> <p><b>Residential Management Group: Tel - 0345 002 4444</b></p>   |
| Effective date of Emergency plan  | <b>November 2020</b>   |
| In the event of Fire  | Action   |
| How people will be warned if there is a fire.   | <p>An automatic fire alarm is installed throughout the building that will sound on detection of any fire.</p> <p>Independent smoke detection and warning system should be fitted within each flat that will provide warning within the single flat only.</p>   |
| If a fire breaks out in your home   | <p>Verbally raise the alarm by shouting "Fire" and break the nearest "break glass" call point.</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 the block.</p> <p>Call the fire service. <b>Do not use the lift.</b></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 the block.</p> <p><b>Do not use the lift.</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.</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>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 persons 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>  |