

Fire Emergency Plan	
Management company	Waterside Apartments
Managing agents	Residential Management Group: Tel- 0345 002 4444
Effective date of plan	September 2020 onwards
In the event of Fire	Action
How people will be warned if there is a fire.	Ceiling mounted alarms are fitted within each flat that will sound independently in each flat only. An automatic fire alarm is also fitted within the common areas and extended inside the flats that will warn persons in the event of a fire elsewhere in the building.
If a fire breaks out in your home	Verbally raise the alarm by shouting “FIRE, FIRE, FIRE “ , 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. Exit the building by using the nearest fire protected staircase and move to a safe place away from the building and 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 place 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 place 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. 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 place 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: Waterside Apartments, St James Court West, Accrington, BB5 1NA. 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 in a secure Premises Information Box (PIB). If any resident requires further assistance they should contact the property manager.
Plans to deal with persons once they have left the premises	All evacuated personnel should remain at the safe assembly place. No individual should re-enter the building for any reason until they have been instructed to do so. The person discovering the fire should make themselves known to the waking watch/FRS on arrival.
Assembly Point	The safe assembly place for evacuated personnel should be approximately 50-60m away to the front of the building.