

Fire Emergency Plan	
Management company	<p><b>New Malden House</b>  <b>1 Blagdon Road</b>  <b>New Malden</b>  <b>London UK KT3 4DZ</b></p> <p>Residential Management Group: Tel- 0345 002 4444</p>
Effective date of Emergency plan	<b>May 2022</b>
In the event of Fire	Action
<b>How people will be warned if there is a fire.</b>	Independent smoke detection and warning system should be fitted within each flat that will provide warning within the single flat only.
<b>If a fire breaks out in your home</b>	<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 a safe distance from the block. Do not use the lift.</p> <p>Call the fire service.</p>
<b>If you see or hear of a fire in another part of the building</b>	<p>The building is designed to contain a fire in the apartment where it starts. This means it will usually be <b>safer for you to stay in your flat</b> if the fire is elsewhere.</p> <p>Ensure your entrance door is fully closed.</p> <p>You must leave immediately if smoke or heat affects your home, or if you are told to do so by the fire service.</p> <p>If you are in any doubt, get out and move a safe distance from the block.</p> <p>Do not use the lift.</p>
<b>Hearing the alarm (relevant persons who may be elsewhere in the building)</b>	<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 a safe distance from the block.</p> <p>Do not use the lift.</p>
<b>How will the emergency services be notified and who is responsible</b>	<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 where the fire is.</p> <p>Do not end the call until the fire service has repeated the address correctly.</p>
<b>Arrangements for the safe evacuation of people identified as being especially at risk</b>	Details of any individuals with special needs maybe kept near the entrance for easy identification by the emergency services.
<b>Plans to deal with persons once they have left the premises</b>	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.