

Members of:





NRM LTD

**Residential Managing Agents
& Property Maintenance**

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Contract:
Ranelagh Road MCL, Ipswich

Emergency Plan – Ranelagh Road, Ipswich (Blocks A,B,C,D,E & F)

| In the event of a Fire | Action |
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| How people will be warned if there is a fire? | Independent ceiling mounted smoke detectors with audible alarms have been installed with each private dwelling. |
| If YOU discover a fire | 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 put yourself at risk Leave the building by the nearest available exit and move to the assembly area as defined within your fire action plan Call the Suffolk Fire and Rescue Service on 999 or 112 |
| Tackling a Fire | Do not put yourself at risk If a cooking pot or chip pan is involved, turn off the cooker and cover with a fire blanket (if you have one) |
| Hearing the alarm (near the seat of the fire) | On hearing the verbal alarm: Evacuate the building by the nearest escape route If you have visitors or contractors with you, instruct them to follow you Where possible close all windows and doors Do not stop to collect personal belongings |
| Hearing the alarm (not within the seat of the fire) | On hearing the verbal alarm: If residents and visitors are inside their private dwellings then unless this is the seat of the fire they should stay put and remain calm. Close all windows and doors (especially your entrance door). Extinguish any cigarettes and turn off any electrical appliances. The Fire and rescue services will on arrival identify the seat of the fire via the smoke ventilation zone location panel and evacuate you if required. |
| Hearing the alarm (residents, unescorted visitors & contractors in communal areas) | On hearing the verbal alarm: Evacuate the building by the nearest available escape route Where possible close all windows and doors Do not stop to collect personal belongings |
| How will the emergency services be notified and who is responsible | The person discovering the fire will call 999 or 112 |
| Arrangements for the safe evacuation of people identified as being especially at risk, such as those with a disability. | Individuals with any disability that may restrict their escape should be identified and residents should adopt a "buddy system" in order to assist in their escape. Details of any individuals with special needs maybe displayed near the entrance for easy identification by the emergency services. |
| Plan 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. |