



# EMERGENCY PLAN

Company: St Paul's Court Management Company Limited

Location : St Paul's Court

Reading

RG1 6HF

Responsible Person: Michael Bright

## **FIRE PROCEDURE**

The following procedures are to be taken in the event of discovering a **'FIRE'**

**1. SHOULD YOU DISCOVER A FIRE:** (No matter how small)

- a. Warn people in the vicinity of the fire.
- b. Raise the alarm by shouting **FIRE FIRE FIRE**.
- c. Leave the premises in a calm and orderly manner.

**2. ON HEARING THE ALARM**

- a. Give the necessary assistance to other people to ensure their safety.
- b. Walk to the nearest available exit, then proceed to the designated assembly point for your premises.
- c. Act calmly, close all doors and windows. (This will assist in preventing the fire spreading).
- d. The responsible person or SPCMCL director must ensure that the Fire Brigade has been called.

**3. CALLING THE FIRE BRIGADE**

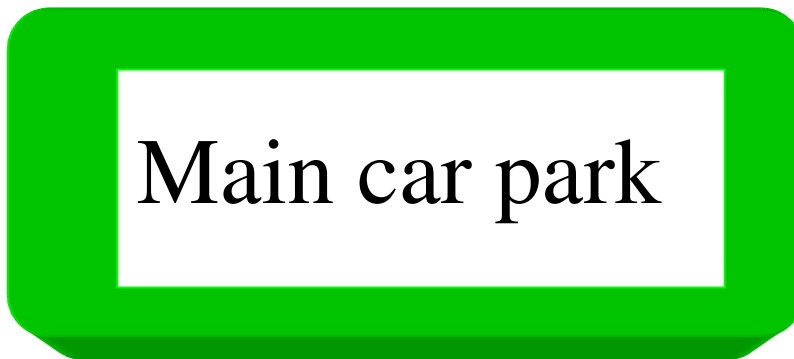
Call the Fire Brigade **IMMEDIATELY** to every fire or on suspicion of fire. **DIAL 999**. When the exchange operator answers ask for **FIRE**; you will then be connected to the Fire Brigade.

- a. When the Fire Brigade Operator replies give all details distinctly
  - i. Location of Fire, with full address.
  - ii. **DO NOT** replace the receiver until emergency operator has repeated the addresses and location of the Fire

4. **ASSEMBLY AREA**

- a. On hearing the alarm leave what you are doing and leave the premises in a calm and orderly manner, and proceed to your designated Fire Assembly Point.
- b. Close all doors and windows on leaving the premises.
- c. **DO NOT RE-ENTER THE PREMISES.**
- d. On arrival of the Fire Brigade, the Officer in charge should be informed that all persons are safe or their last known position.

**THE ASSEMBLY AREA FOR THESE PREMISES IS LOCATED AT:-**



**DO NOT RE-ENTER ANY PREMISES UNLESS THE LOCAL FIRE BRIGADE CO-ORDINATOR HAS GIVEN THE "ALL CLEAR"**