



### Introduction

The fire action plan below is for all occupiers of 145 Drury Lane and 10 Wild Street in the event of a fire or other emergency. Please make sure that you read this fire action plan. All apartments are built in a way that will prevent a fire from spreading. Walls, floors and fire doors will hold back flames and smoke. If there is a fire somewhere else in the building you are usually safer staying in your apartment, unless the heat and smoke is affecting you.

### At all times

- Familiarise yourself with the escape routes.
- Make sure the smoke alarms in your apartment are working.
- Make sure that the electrical isolation switches (located with the trip switches) remain accessible.
- Keep the passages and hall clear of obstructions.
- Do not use any type of open-element heater (such as electric bar heaters) in rooms that are unoccupied, and do not leave such heaters unattended at any time.

### If there is a fire in your apartment and you cannot control it, or you are affected by the heat and smoke

1. Leave the affected room at once, making sure that nobody is left in the room, and close the door behind you.
2. Alert occupants of other rooms in your apartment.
3. Leave the apartment, closing the front door.
4. Alert all your neighbours.
5. When it is safe to do so, call the fire brigade by dialing 999 and give out our address. Also, call the Building Manager on 07853 002 066, who will help and assist in the evacuation of the building.
6. Leave the building using the fire exits. Balconies should not be used unless they form part of an escape route. Use the stairs, not the lift.
7. Wait at the Assembly Point and report to the fire brigade when they arrive.

### If a fire is evident or reported elsewhere in the building

1. If your apartment is not directly affected by smoke or fire then you will normally be safe to stay within your apartment.
2. Close all doors and windows as a precaution.
3. Call the fire brigade by dialing 999 and give out our address.
4. Call the Building Manager on 07853 002 066.

### Alerting the fire brigade

Call the fire brigade by calling 999 and give out our address.

### Assembly point

The evacuated residents should meet at the assembly point on the corner of Great Queen Street and Drury Lane, as shown in the map. Please remain there until the fire brigade arrives. If you have called the fire brigade, please liaise with them upon their arrival.

