

Appendix 1

Fire Action Plan

IN THE EVENT OF A FIRE IN THIS BUILDING REMAIN IN YOUR FLAT. IF A FIRE STARTS IN YOUR OWN FLAT IT IS UP TO YOU TO MAKE SURE YOU CAN GET OUT!

IF YOU DISCOVER A FIRE IN YOUR HOME:

1. LEAVE YOUR FLAT IMMEDIATELY CLOSING DOORS BEHIND YOU
2. CALL THE FIRE BRIGADE BY DIALING **999** or **112**
3. GREET THE FIRE CREW AS THEY ARRIVE AND GIVE DETAILS OF THE FIRE LOCATION

IF YOU SEE OR HEAR OF A FIRE ELSEWHERE IN THE PROPERTY

1. STAY IN YOUR OWN FLAT
2. CALL THE FIRE BRIGADE BY DIALING **999** or **112**

ADDRESS:

**Boardwalk Place
London
E14**

3. LEAVE YOUR FLAT AT ONCE IF SMOKE OR HEAT AFFECTS YOU TAKING FRIENDS AND FAMILY WITH YOU
4. CALL THE SITE OFFICE ON **0207 531 0126**

IF YOU ARE IN A COMMUNAL AREA

1. CALL THE FIRE BRIGADE BY DIALING **999** or **112**
2. LEAVE THE BUILDING AT ONCE BY THE NEAREST EXIT
3. GREET THE FIRE CREW AS THEY ARRIVE AND GIVE DETAILS OF THE FIRE LOCATION
4. CALL THE SITE OFFICE ON **0207 531 0126**

DO NOT

1. **USE THE LIFT**
2. **WAIT TO COLLECT PERSONAL BELONGINGS**
3. **DO NOT TAKE RISKS**
4. **RUN**

Notes:

Staff and contractors must evacuate the building upon discovering a fire. The 'stay put' policy does not apply to them, only residents.

Due to the design of the building it is very unlikely that a fire starting in one flat will spread to another. If you are in a flat not immediately affected by the fire the general advice is to stay in your flat, call the fire brigade and wait for them to put the fire out. However if the fire is causing an immediate danger to you and you feel evacuation is the safest option or you are instructed by the Fire Brigade, then you should leave. Only attempt to fight the fire if it is safe to do so and you have been trained in the use of fire extinguishers.