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FIRE EVACUATION PLAN

For

**Regatta Point
38 Kew Bridge Road
TW8 0BE**



On Behalf Of:

Regatta Point Freehold Ltd

Prepared By

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HML Andertons Limited**

On the

10th June 2014

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1.0 **INTRODUCTION**

As a result of several reviews made by the Local Authorities and Fire Authorities for Fire Safety in Purpose Built Blocks of Flats published in August 2011 and the Recommended Fire Action Plan for Regatta Point, 38 Kew Bridge Road TW8 0EB as reviewed as part of the recent Health & Safety and Fire Risk Assessment is as follows.

The object of the guidelines in this booklet is to ensure that all users of the building are fully aware of the fire precautionary arrangements for Regatta Point, 38 Kew Bridge Road TW8 0EB and to draw your attention to the basic methods of self-preservation in the event of a fire.

2.0 **RESIDENTS/EMPLOYEES/VISITORS**

2.1 **What To Do in the Event of a Fire**

If a fire breaks out in the garage parking and services area while you are in that location:-

1. Evacuate the building by the nearest fire exit.
2. Tell everyone whilst making your escape to also evacuate by using the nearest available fire exit ensuring that you close doors behind you.
3. Do not attempt to tackle the fire.
4. Dial 999 or 112 and report the fire providing the address of the fire location as being Regatta Point, 38 Kew Bridge Road TW8 0EB.
5. Go to your assembly point outside the entrance to the vehicular gate in Kew Bridge Road and await instruction from the emergency services or caretaker when on duty.

If a fire breaks out in your apartment you should:-

1. Vacate the room and close the door behind you.
2. Tell everyone in your home to evacuate the area by using the nearest available fire exit ensuring that you close the doors behind you.
3. Do not attempt to tackle the fire.
4. Dial 999 or 112 advising of the location of the fire the address being Regatta Point, 38 Kew Bridge Road TW8 0EB.
5. Once out of the building, go to your safe assembly point and report to the duty caretaker or emergency services, your safe assembly point is outside the entrance to the vehicular gate in Kew Bridge Road.
6. (For Those Living At The Rear Of The Building) If you find that it is unsafe for you to evacuate the building going down to the ground floor level then you should stay calm and go onto your balcony but ensure that it is safe to do so, be aware that fire maybe spreading from below. If it is not safe to do so, stay calm, and stay in a room inside your flat where there is no fire with the doors and windows closed ring the emergency services advising them of your location and the situation and await rescue.
7. (For Those Living At The Front Of The Building) If it is safe to do so, make your way to the nearest available exit at the first/ ground floor level. If it is not safe to do so, stay calm, stay in a room inside your flat where there is no fire with the doors and windows closed Dial 999 or 112 advising of the location of the fire the address being Regatta Point, 38 Kew Bridge Road TW8 0EB.

Provided that you have had the appropriate training in the use of fire extinguishers, feel confident in using them AND IT IS SAFE TO DO SO use the nearest suitable fire extinguisher to extinguish small fires to enable your escape. **DO NOT TAKE RISKS.**

Your safety is paramount and unless absolutely necessary leave the fire fighting to the fire brigade.

If you see or hear of a fire in another part of the building:-

1. The building is designed to contain a fire where it originated and so you should stay in your flat if it is safe to do so. (Wait for the emergency services to issue instructions).
 2. Leave your flat immediately if smoke or heat begins to affect your flat.
 3. (For Those Living At The Rear Of The Building) If it is safe to do so, make your way to the nearest available exit at the first/ ground floor level. If you find that it is unsafe for you to evacuate the building going down to the ground floor level then you should stay calm and go onto your balcony but ensure that it is safe to do so, be aware that fire maybe spreading from below. If it is not safe to do so, stay in a room inside your flat where there is no fire with the doors and windows closed ring the emergency services advising them of your location and the situation and await rescue.
 4. Go to your safe assembly point and wait for emergency services to issue instructions, your safe assembly point is outside the entrance to the vehicular gate in Kew Bridge Road.
 5. (For Those Living At The Front Of The Building) If it is safe to do so, make your way to the nearest available exit at the first/ ground floor level. If it is not safe to do so, stay calm, stay in a room inside your flat where there is no fire with the doors and windows closed Dial 999 or 112 advising of the location of the fire the address being Regatta Point, 38 Kew Bridge Road TW8 0EB.
- DO NOT STOP TO COLLECT PERSONAL BELONGINGS.
 - DO NOT RE-ENTER THE BUILDING UNTIL INSTRUCTED TO DO SO BY THE FIRE SERVICE OR THE DUTY CARETAKER WHO IS YOUR FIRE OFFICER WHEN ON DUTY AND WILL BE COORDINATING INFORMATION WITH THE FIRE SERVICE.

3.0 **MEANS OF ESCAPE**

The designated means of escape routes are:

- A single central stairway leading from each floor down to the ground floor level, exit doors are located at the front of the building. From the garage parking and service areas take your nearest fire exit clearly sign posted, two of the exits can be found at the front, one at the left hand side of the car parking and another at the rear of the building leading to the numbers 57 and 58.
- Ensure that you are familiar with the fire escape routes.

3.1 **FIRE FIGHTING EQUIPMENT**

If your escape route is obstructed by fire and only if you are trained and competent should you attempt to use firefighting equipment.

4.0 **TO CALL THE FIRE AND RESCUE SERVICE**

Although the duty caretaker or others may have by this time called the fire and rescue service, dial 999 or 112 and ask for the Fire and Rescue Service. Two or three calls are better than none. When asked for information by the control centre provide the address, preferably with post code, and details of the emergency.

4.1 **Your Assembly Point Is**

Your assembly point is outside the entrance to the vehicular gate in Kew Bridge Road.

- Report to the assembly point providing details of anyone else who may be trapped or not accounted for.
- Give details of anyone who may have temporary or permanent disabilities – hearing, sight or physical restrictions.

4.2 **Accounting for Absent Residents**

A person from each apartment should advise the duty concierge at the assembly point that everyone from their apartment is now clear of the building.



