

**Emergency Fire Plan**

This plan should be made available to all occupants and be placed on display in a prominent location in all staff areas.

<p>All occupants to be aware of and to follow the fire action notices displayed adjacent to all red fire alarm call points. Occupants are advised if hearing the fire alarm or discovering a fire to leave the building immediately by the main exit or the nearest fire exit.</p>	<p><b>Action on discovering a fire or hearing the fire alarm</b></p>
<p>Our alarm system does not automatically alert the fire brigade, therefore –                  Dial 999 request fire brigade and ensure all necessary information is given: Fire at:                  Our Address: Challenge House, 616 Mitcham Road, Croydon, CR0 3AA                  Your telephone number: Your mobile number, if applicable, or the number you are calling from.                  Do NOT hang up until the operator tells you to do so.</p>	<p><b>Calling the emergency services Outside the normal working hours</b></p>
<p>Every licensee is responsible for assisting any vulnerable persons either employed by them or invited into the unit by them. Each licensee is responsible for ensuring all their personnel have evacuated before leaving the premises.</p>	<p><b>Arrangements for assisting vulnerable persons</b></p>
<p>In the event of fire, reception calls the Fire Brigade.                  Whenever the fire alarm sounds, you must ensure that evacuation process begins immediately.                  If possible turn the telephones over to night service.                  A Fire Marshal must take the Tenant Company Lists and the Visitor's Book to the assembly point.                  The Senior Fire Marshal will walk round the exterior of the building directing all tenants to the assembly point at the front of the building.                  The Senior Fire Marshal must report all report details to the Fire Brigade on their arrival once the location of the fire has been detected by looking at the Fire Control Panel.                  Once everyone has vacated the building and gathered at the fire assembly point, the roll-call is to take place. All occupants must report to the Fire Marshal who can tick the Company names off the tenant's list.                  If any of the Fire Marshals are made aware that there are any disabled people in the building, then this information must be passed on the Fire Brigade immediately.                  Once the Fire Brigade has given the all clear to the Senior Fire Marshal, the staff and tenants can be let back into the building.</p>	<p><b>Evacuation procedure when working during hours</b></p>