

## **FIRE EMERGENCY EVACUATION PLAN**

### **Leetham House – Hungate Phase 2**

#### **In the event of a fire in your apartment:**

Immediately evacuate your apartment, leaving their personal belongings behind. Exit the building via the nearest staircase **DO NOT** use the lift, before assembling at the designated Assembly Point and contacting the fire service via 999.

All other apartments **DO NOT** need to evacuate unless it is deemed necessary by the Fire Service.

#### **In the event of hearing a fire alarm from another apartment:**

Remain in your apartment with your apartment door closed until requested to leave by the attending fire service.

Call 999 the emergency service will inform you if other calls have been received.

Should you choose to leave do so by your nearest staircase **DO NOT** use the lift, before assembling at the designated Assembly Point.

#### **In the event of hearing a fire alarm from the communal parts:**

Remain in your apartment with your apartment door closed until requested to leave by the attending fire service.

Call 999 the emergency service will inform you if other calls have been received

Should you choose to leave do so by the staircase **DO NOT** use the lift, before assembling at the designated Assembly Point

#### **On discovering a fire in all non-residential areas:**

- ❖ Evacuate the building by the nearest fire exit
- ❖ Report to the nominated assembly point
- ❖ Ensure the Fire Service has been contracted

#### **On hearing a fire alarm in a non-residential areas:**

- ❖ Evacuate the building by the nearest fire exit
- ❖ Report to the nominated assembly point
- ❖ Ensure the Fire Service has been contacted

#### **Assembly point**

The assembly point is located on Palmer Street away from the building.

#### **Arrival of the Fire Service**

Resident's report to the Senior Fire Officer and hand over the following information:

- ❖ Confirmation or not of a known fire and its location
- ❖ Confirmation or not of any known missing persons and their last known position
- ❖ Any known injured persons
- ❖ Access points to the fire area and any known hazards

**Correspondence and Registered Office Address:**

Glendevon House, Hawthorn Park, Leeds, LS14 1PQ