

TAVISTOCK COURT

EMERGENCY PLAN



Tavistock Court, Tavistock Square, London, WC1H 9HE
Yardowl Ltd.

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EMERGENCY PLAN

1.0 Introduction

Tavistock Court is a purpose-built block of 73 flats built in 1937 and is of solid masonry construction and is safe.

The Plan sets out the emergency procedures to be adopted in the event of an emergency including a fire emergency.

Emergency response plans document the actions to take during an emergency. The aim is to ensure the safety of residents and visitors, and that damage and long-term deterioration of the building and its contents are minimised.

This emergency response plan is specific to Tavistock Court and its requirements. In preparing the plan we have sought to keep it easy to understand and accessible to any person who needs to use it.

A copy of the plan should be kept in a secure location and will be displayed on site.

2.0 Fire Emergencies



**FIRE
ACTION**

The advice for Tavistock Court is to stay put:

- If there is a fire elsewhere in the building, purpose-built blocks of flats and maisonettes are built to give you some protection from fire. Walls, floors and doors will hold back flames and smoke for a minimum of 30 to 60 minutes.
- If it is safe to leave and you are able to then by all means do so. Make your way to the Assembly Point. Otherwise close your windows and doors and stay in your flat.
- Call 999. Explain where you are in the building and the best way to reach you.
- London Fire Brigade control officers will provide you with guidance until firefighters arrive at the scene.
- Once firefighters arrive be prepared to follow their instructions.
- If you are being directly affected by fire, smoke or heat, alert everyone, leave the building and follow the advice below to evacuate.

Note: The Fire Action Notice is issued to all flats within the block and fixed on each landing in the block. It describes the 'Stay Put' policy.

See also: Home-fire-safety-guide-for-purpose-built-flats-ans-maisonettes-f6200b from London Fire Brigade <https://www.london-fire.gov.uk/media/45ncf3c5/home-fire-safety-guide-for-purpose-built-flats-ans-maisonettes-f6200b.pdf>

3.0 Personal Emergency Evacuation Plans (PEEPs)



This is a bespoke plan for anyone who may need assistance to evacuate a building or place of safety.

It can include a person with physical disabilities, hearing and sight loss or limited mobility and those with a temporary condition e.g. heavily pregnant or someone with an injury.

Talk to the building management if you need help with this.

4.0 Specific Escape Instructions / Routes



4.01 Escape from Floor Levels 1-8

- (a) The means of escape from each flat on Floors 1-8 is into the communal area and onto the main communal staircase, terminating at the fire exit at the ground floor front door.
- (b) The alternative means of escape from each flat on Floors 1-8 is via the alternative fire-escape stairway, terminating at the fire exit on the first floor which gives egress via the courtyard and 'moat' area.

4.02 Escape from Ground Floor

- (a) The means of escape from ground floor flats is via the main front entrance door.
- (b) Alternative means of escape from the ground floor flats is down to the lower ground floor then via the fire escape door in the basement which gives egress into the 'moat'.

4.03 Escape from the Lower Ground Floor

- (a) The means of escape from the lower ground floor flats is via the fire escape door at the end of the corridor which gives egress into the 'moat' then up onto the road.
- (b) The alternative means of escape is via the stairs up onto the ground floor and out through the main front door entrance.

4.04 No roof escape route

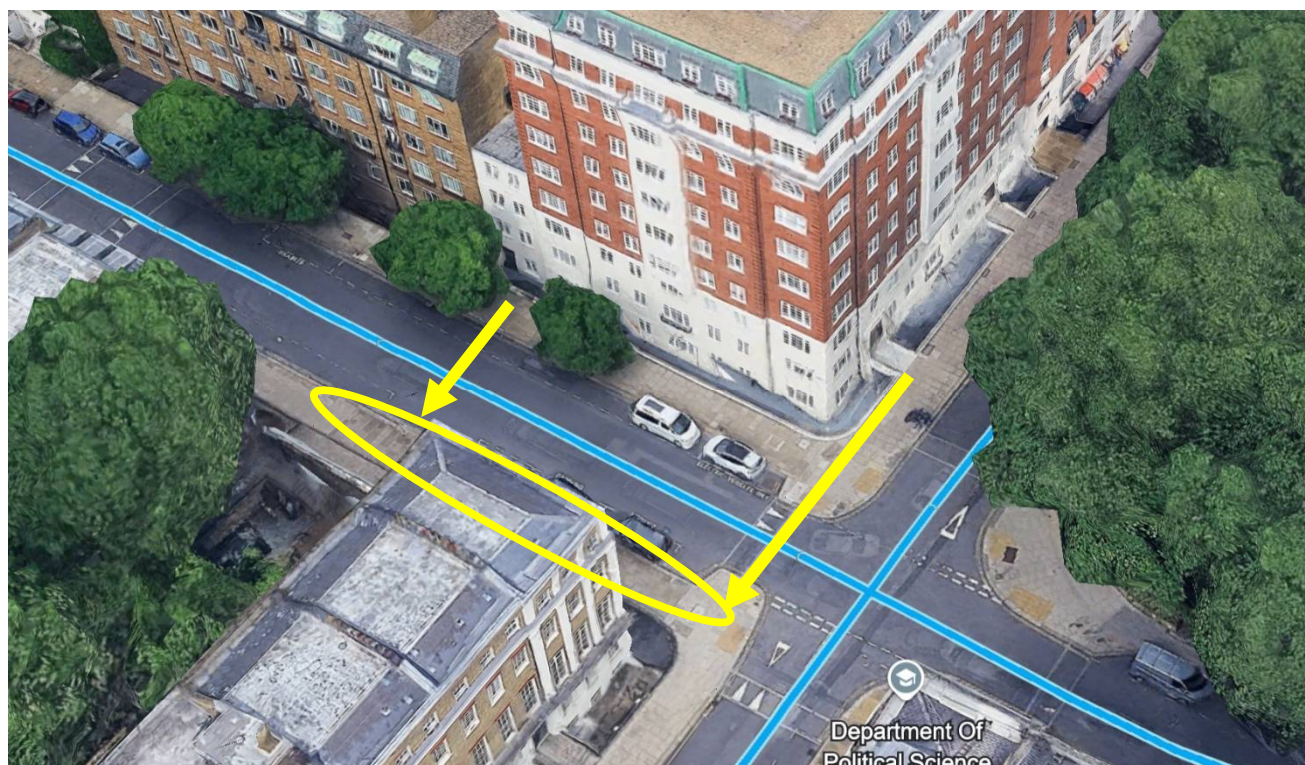
There is no access to, or escape via, the roof.

Note: Residents should always try to use the escape closest to them.











5.00 Fire and Emergency Assembly Point



Residents should make their way out of the building and across the road to Endsleigh Street pavement. Keep away from the immediate front of Tavistock Court.



6. Fire and Emergency Information

ITEMS	INFORMATION AND ARRANGEMENTS	
	Action on Discovering a Fire	Follow the instructions in the Fire Action Notice (see page 8).
	Calling the Fire Brigade	Dial 999 or 112 and ask for the fire brigade, make sure you give them your exact location including the post code where possible, and do not end the call until the address has been repeated back to you.
	On Hearing the Fire Alarm	On hearing the smoke / fire alarm, within your flat you should leave immediately, closing doors behind you, and make your way to the fire assembly point.
	Evacuation Procedure	Stay Put if the fire is not in your flat. Otherwise leave the building and proceed to the Fire Assembly Point.
	Plan of the Emergency Routes	These are displayed on each Floor.
	Emergency & Escape Lighting	Emergency lighting is installed throughout to assist in the event of an evacuation.
	Fire Fighting Equipment	<p>Lessees should ensure they have fire blankets at the entrance to each kitchen.</p> <p><i>Note: Fire blankets may be used to put out any small fire within a flat not just chip pan fires.</i></p>
	Hazardous Substances	There are no hazardous substances, i.e. compressed gas cylinders, within the communal areas.
	Meeting the Fire Brigade & Hazard Information	The resident building manager will meet the fire brigade and ensure the Emergency Response pack is available for their reference and use.
	Disabled Evacuation	Personal Emergency Evacuation Plan (PEEP) may be prepared for any disabled persons and should ideally not rely on the fire and rescue service. Notify the building manager if you have mobility issues that might make escape difficult.

7.00 – DISABILITY PROVISIONS RELATING TO EMERGENCY EVACUATION

Currently there are no disabled facilities provided within Tavistock Court.

6.1 Premises Information Box

The Premises Information Box contains a list of flats where residents are reported to require assistance from the Fire Brigade in the event of evacuation. The box code and this information are also supplied direct to the London Fire Brigade.



6.2 PEEPs (Personal Emergency Evacuation Plans)

See section 3 above for details. PEEPS may cover specific supporting provisions such as:

Disabled signage including Braille; such as tactile signage, colour coding or other facilities provided as part of the fire evacuation strategy for the building.




Deaf Alarm Alerting within flats this includes the provision of vibrating pagers connected to the flat internal fire /smoke alarms.



Disabled Refuge could be provided on the back stairway (alternative means of escape) on the upper floors at Tavistock Court. Communications systems are not currently in place however a mobile phone would be a minimum provision.



8.00 – Other provisions

	Fire Evacuation Drills	Not required for a residential block.
	Induction (Staff, Visitors, Contractors)	Not required for a residential block. A Fire Action Notice is displayed at the front communal entrance of the block.
	Training	Not required for a residential block.
	Disabled Evacuation	<p>The Premises Information Box contains a list of flats where residents are reported to require assistance from the Fire Brigade in the event of evacuation.</p> <p>The box code and this information are also supplied direct to the Fire Brigade.</p>

PART TWO – FIRE ACTION NOTICE

Action on Discovering a Fire

If a fire breaks out in your flat:

1. Immediately leave the room where the fire is and close the door.
2. Tell everyone in the flat and tell them to leave. Close the front door of your flat behind you.
3. **DO NOT STAY BEHIND TO PUT THE FIRE OUT.**
4. Call the Fire Service.
5. Make your way out of the building. Give help to those who might need it: people with disabilities, those who are very young or elderly.
6. **DO NOT RE-ENTER THE BUILDING.** Wait at the assembly point on the opposite pavement of Endsleigh Street, until the emergency services issue instructions.

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

1. The building is designed to contain a fire in the flat where it starts. It means it will usually be safe to stay in your flat.
2. Stay in your flat if the fire is elsewhere; keep the front door of your flat closed.
3. You should leave immediately if smoke or heat starts to affect your flat, or if you are told to by the fire service.
4. If you are in any doubt, get out.

To call the Fire Service:

1. Dial 999 or 112 and ask for FIRE.
2. When the Fire Service reply, give the full address: Tavistock Court, Tavistock Square, London WC1H 9HE.
3. Do not end the call until the Fire Service has repeated the address correctly.

**DO NOT TAKE RISKS
DO NOT COLLECT PERSONAL BELONGINGS
DO NOT ATTEMPT TO TACKLE THE FIRE
DO NOT USE THE LIFTS**

TAVISTOCK COURT, TAVISTOCK SQUARE, LONDON WC1H 9HE | YARDOWL LTD, HEAD LEASEHOLDER

PART THREE – EMERGENCY MUSTER POINT

The Fire Assembly Point is located: On the opposite pavement of Endsleigh Street, immediately to the west. Stay clear of the building and out of the road.

