



Emergency Plan



Address: 12 Bedford Place, London
WC1B 5JA

Client: Bedford Estates Bloomsbury Ltd.

Visit Date: 19th July 2021

Author: Spencer Alden-Smith MSc
BSc(Hons) MIFireE

Review Date: 13th August 2025

CONTENTS

1.1	GENERAL INFORMATION.....	1
1.2	FIRE	3
1.3	GENERAL ACCIDENTS AND INCIDENTS	7
1.4	ELECTRICAL FAILURE	7
1.5	FLOOD AND WATER LEAKS.....	8
1.6	ENVIRONMENTAL INCIDENTS	8
1.7	GLASS BREAKAGE/BUILDING DAMAGE	8
1.8	SPECIFIC RESPONSIBILITIES	9
1.9	APPENDIX A – FIRE SERVICE INFORMATION.....	10
1.10	APPENDIX B – FIRE SAFETY MAINTENANCE CHECKLIST	10
1.11	APPENDIX C – SIMPLE SITE PLAN DRAWING.....	ERROR! BOOKMARK NOT DEFINED.

Last Reviewed	Person Reviewing	Significant Changes
12/8/24	Elliot Valentine	N/a
13/8/25	Stuart Marks	N/a

1.1 General Information

1.1.1 Introduction

This emergency procedure document is designed to provide information so that everyone in or around 12 Bedford Place knows what to do and how to evacuate safely in an emergency.

In the event of an emergency arising from fire, explosion, a leak of gas or toxic substance, a flood, a terrorist act or threat, or any other cause, tenants are responsible for the safe evacuation of people from their part of the premises.

The Facilities Manager must be notified immediately of any emergency situation and, where on-site staff are employed, they will assume responsibility for any subsequent evacuation from the common parts of the premises.

If dangerous substances are located on site, the emergency services must be informed of their presence, type and location so that they can draw up their own safety procedures for dealing with fires involving these materials.

The procedures covered in this document are:

- Fire evacuation
- Gas leaks
- General accidents, incidents and illness
- Power failure
- Flood and water leaks
- Environmental incidents
- Glass breakage/building damage

The frequency recommended for a routine review of these procedures is annual, but is subject always to the need to review more regularly whenever there is a material change in the site that could affect the relevance of these procedures.

Tenants will be informed of any change to these procedures by the Facilities Manager, and will be re-issued with an up to date copy as required.

1.1.2 Property Details

Full site address	12 Bedford Place, London WC1B 5JA
Landlord	The Bedford Estate
Site contact name	Ediz Giritli – Property Manager
Day time contact number	0207 636 2885
Emergency out of hours contact number	PACE (UK) Ltd 07831 327372 07887 848636
Number of floors	5
Brief Details of Residential Accommodation	Residential block of flats in multi-occupation. Single staircase, no lift.
Evacuation Strategy	Simultaneous Evacuation
Assembly Points	Corner of Bedford Place
Occupancy details	4 flats, approximately 10 occupants

1.1.3 Emergency Services Information

Fire	Emergency: 999 or 112
Police	Emergency: 999 or 112
Ambulance	Emergency: 999 or 112
Gas Emergency	Gas Leak Emergency Tel: 0800 111 999 Location of Isolation Valve: Basement
Electricity	Electric Company/Supplier: UK Power Networks Electric Company Emergency No: 0800 31 63 105 or 105 from a landline or a mobile. Electrical Isolation Point: Basement
Water	Water Company/Supplier: Thames Water Emergency No. 0843 636 6972 Water Supply Isolation Point: Basement
Health & Safety	Health & Safety Executive: www.hse.gov.uk Local Authority Environmental Health Office: London Borough of Camden Environmental Services 020 3567 8105
Environment	Incident Contact Centre: 0800 807 0600 Local Environment Agency Office: 0370 850 6506

1.2 Fire

1.2.1 Fire Safety Controls

Management Control	There is no permanent Landlord presence on the site. Tenants are responsible for making adequate arrangements for their own evacuations in the event of an emergency. Tenants are responsible for notifying the Bedford Estates Bloomsbury Ltd of any site hazards that they become aware of.
Fire Risk Assessment	Biennial fire risk assessments of the building are completed by a competent consultant nominated by The Bedford Estates. Fire risk assessments should be reviewed regularly, at least annually. The fire risk assessment is available on request from The Bedford Estate Representative.
Fire Detection and Alarm System	There is an integrated fire detection and alarm system with detectors and sounders located within the flats and common parts staircases. Call points are provided on the emergency escape route. When a detector is activated or a break glass unit operated the evacuation alarm sounds continuously throughout the building. Upon activation of the alarm the person discovering a fire must call the Fire Service. The fire alarm is tested weekly by Bedford Estates Bloomsbury Ltd; if the alarm cannot be clearly heard or is not working correctly occupiers should report the problem to the Facilities Manager. All tests records are held by the Bedford Estates. The fire detection and alarm system is serviced regularly by a competent contractor; this will be arranged by the Landlord.
Emergency Exits	The main staircase is the emergency exit route and leads directly to the emergency exit door to the front of the building at ground level. Flat A at the basement level has an alternate emergency exit into the basement lightwell, using the external steps to get to street level.
Emergency Lighting / Emergency Escape Lighting	There is suitable emergency and escape lighting provided within the common escape areas, including staircases and landings. Emergency escape lighting is checked regularly and subject to a full discharge test annually by a competent contractor.
Smoke Controls	There is smoke vent at the head of the communal staircase. The panel is next to the fire alarm panel, and it is activated with a break glass button in the centre. This is tested weekly alongside the weekly fire alarm test and serviced every 6 months by a competent engineer.

Fire Fighting Equipment	Fire extinguishers are not provided in the common areas of the building.
Fire Marshals	As this is a residential building fire marshals are not required.
Assembly Point	The assembly point is at the corner of Bedford Place.  It is the responsibility of all occupiers to ensure that they are aware of the location. In the event of an evacuation all occupants and visitors should proceed to the assembly point.
Visitors Procedures	It is the responsibility of hosts to ensure that all visitors (including contractors) are provided with relevant information contained within this Emergency Plan including instructions for action in the event of fire.
Disabled Access	Tenants are responsible for developing Personal Emergency Evacuation Plans (PEEPs) for visitors as appropriate. For more information, refer to Fire Safety Risk Assessment Supplementary Guide, Means of Escape for Disabled People available from www.firesafetyguides.communities.gov.uk

1.2.2 Fire Emergency Plan

In the event of a: FIRE	ACTION
How people will be warned if there is a fire:	The fire alarm will sound
If you find a fire:	If a fire is discovered the immediate action should be to : Activate the nearest Fire Call Point Warn all persons within your flat and leave together. Where possible turn off your cooker, oven, or gas fire if it is on. Ensure you close all doors and, if it is safe to do so, windows on the way out. Ensure you close the front door. Do not lock doors where there is a possibility people could remain trapped inside. Leave the building by the nearest available exit and move away to a safe distance. Call the fire service immediately.
Tackling a fire:	If a cooking pot or chip pan is involved, turn off the cooker and cover with a fire blanket if you have one, otherwise saucepan lid, tray or damp cloth. DO NOT USE WATER. Then follow instructions above. If there is any doubt evacuate immediately.
Hearing the alarm:	On hearing the evacuation fire alarm sound: Evacuate the building by the nearest available escape route. If you have visitors, instruct them to follow you. Where possible always close doors behind you. Do not put yourself at risk or cause delay. Give assistance to anyone in difficulty provided it does not put you at risk. If you need help do not hesitate to ask for it.
How the fire and rescue service and any other services will be called and who will be responsible for doing this:	The person discovering the fire will dial 999 and ask for the fire service.
Assembly point is located at:	Corner of Bedford Place.

In the event of a: FIRE	ACTION
Procedures for re-entering the building	Do not re-enter the building for any reason, until you have been instructed to do so by the Fire Service after all 'clear instruction' is given.

1.2.3 Emergency Procedure for suspected gas leaks

If you smell gas or think you have a gas emergency call the free Gas Emergency Services line immediately on **0800 111 999**.

DO NOT	- X Operate any electrical switches or devices (on or off) - X Smoke or use a naked flame
DO	✓ Open doors and/or windows to ventilate the area ✓ Check your gas appliances and turn them off ✓ Turn the gas supply off at the main meter
The gas isolation valve is located at:	The basement

Notify the Facilities Manager

If there is a fire on the premises, follow fire procedures.

1.3 General accidents and incidents

Where accidents occur in a common/landlord area of the property, the Facilities Manager **MUST** be informed as it may be their legal duty to report the accident or dangerous occurrence to the relevant enforcing authority.

Emergency contact numbers and details of local hospitals etc. can be found in section 1.1.3 of this document.

1.4 Electrical failure

A major power interruption can be described as a loss of electrical power to an area of the property resulting from failure of high voltage switchgear or transmission lines.

This may result in a requirement to evacuate buildings and there may also be problems with power sensitive equipment and disruption to business. In the event of mains power interruption, the fire alarm systems will remain operational on battery back-up for 24 hours and the emergency lighting system for 3 hours.

In the event of a power failure or an electrical emergency, contact Bedford Estates Bloomsbury Ltd to request contact with the electricity provider, see section 1.1.3 for contact details. Switch off sensitive electrical appliances / services for which you are responsible where they could be adversely affected by the restoration of power, e.g. servers.

Meet the electricity emergency services (if they attend) and brief them on the events and any hazards that could affect their health and safety.

An evacuation will need to be co-ordinated if required.

1.5 Flood and water leaks

If you think you may be at risk of flooding due to extreme weather, you can find out more via the Environment Agency's website www.environment-agency.gov.uk/floodline or by calling their Floodline number on Tel: 0845 988 1188.

If there is an imminent risk apparent to the building fabric, persons or equipment, the following procedure should be followed;

- Relocate vehicles to higher ground. Move stock, fittings and high value equipment to above flood level;
- Turn off source of water leak if possible;
- Switch off electricity and gas source in area of water ingress (provided there is no risk to personal safety);
- Contain water wherever possible until assistance arrives by putting sandbags, airbrick covers or flood boards in place;
- Notify other occupants of building, co-operate with emergency services and local authorities and prepare to be evacuated.

In the event of a major flood or leak, electrical installations and equipment in the area should be turned off and should remain isolated until mopping up operations have been completed and the electrical systems checked by a qualified electrical contractor.

1.6 Environmental Incidents

To protect against potential liability under the Environmental Protection Act tenants should identify all potential contaminating substances and/or materials that they use or create.

Tenant companies should ensure that they have suitable controls in place to manage and dispose of such substances or material safely so as to prevent harm to people and/or the environment.

1.7 Glass breakage/building damage

In the event of glass breakage or building damaged the tenants' representative must contact Bedford Estates Bloomsbury Ltd as soon as possible.

Bedford Estates Bloomsbury Ltd will assess the situation and call an appropriate competent contractor to assist with dealing with the situation.

The priority will be to ensure that the area is immediately made safe, for example by cordoning off the area and restricting access.

1.8 Specific Responsibilities

1.8.1 Facilities Manager Bedford Estates Bloomsbury Ltd

- To have ownership of this Emergency Plan.
- Circulate this Emergency Plan to residents.
- Ensure the Emergency Plan is kept up to date and reviewed at least annually.
- Ensure that adequate maintenance of fire safety systems and provisions in the building is carried out by competent organisations and that proper records of such maintenance are kept.
- Assist tenants in establishing Personal Emergency Evacuation Plans (PEEPS) as required for disabled occupiers.

1.9 Appendix A – Fire Service Information

(Information to be made available to the Fire Officer attending any incident)

ITEM	LOCATION
Building layout & flat numbering	4 Flats – A,B,C,D – Flat A is ground and basement, one flat on each subsequent floor.
Gas intake	Basement
Boiler room	Basement
Electrical intake	Basement
Fire alarm indicator panel	Front foyer
Other	As required

1.10 Appendix B – Fire Safety Maintenance Checklist

Weekly:	• Test the fire alarms by activating different call points in rotation • Test the smoke vent • Check operation of all automatic release devices fitted to doors etc.
Monthly:	• Function tests the emergency lighting
Quarterly:	• Servicing and maintenance of fire detection system by a competent engineer.
6 Monthly	• Check all half landing cupboards are empty and locked • Service and maintenance of smoke vent system by a competent engineer
Annually:	• Emergency evacuation plans reviewed by Property Manager. • Fire risk assessments reviewed by competent consultant. • Emergency lighting full annual discharge test by competent engineer. • Carry out fire door inspections for flat entrance doors