



Emergency Plan



Site: 23 Montague Street
Address: 23 Montague Street,
London, WC1B 5BH
Client: The Bedford Estates
Visit Date: 21/10/2020
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CONTENTS

1.1	GENERAL INFORMATION	1
1.2	FIRE	3
1.3	GENERAL ACCIDENTS AND INCIDENTS	6
1.4	ELECTRICAL FAILURE	6
1.5	FLOOD AND WATER LEAKS	7
1.6	ENVIRONMENTAL INCIDENTS	7
1.7	DAMAGE TO SUSPECTED ASBESTOS CONTAINING MATERIALS (REMOVE IF NO ACM)	8
1.8	GLASS BREAKAGE/BUILDING DAMAGE	8
1.9	SPECIFIC RESPONSIBILITIES	8
1.10	APPENDIX A – FIRE SERVICE INFORMATION	9
1.11	APPENDIX B – SCHEDULE OF DUTY HOLDERS	10
1.12	APPENDIX C – FIRE SAFETY MAINTENANCE CHECKLIST	10
1.13	APPENDIX D – SIMPLE SITE PLAN DRAWING	11

Last Reviewed	Person Reviewing	Significant Changes
10/10/25	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 23 Montague Street, London, WC1B 5BH 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
- Bomb threat
- Power failure
- Flood and water leaks
- Environmental incidents
- Lift failure
- Damage to suspected asbestos containing materials
- 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 reissued with an up to date copy as required.

1.1.2 Property Details

Full site address	23 Montague Street, London, WC1B 5BH
Landlord	The Bedford Estates
Site contact name	Sheila Odwyer
Day time contact number	020 636 2885
Emergency out of hours contact number	PACE – 07831 327372 / 07887 848636
Number of floors	5 including basement level
Brief Details of Residential Accommodation	Multi occupation residential property, formerly part of a hotel, now converted into residential flats. There are no lifts in the property. There is one main access hallway and staircase, this is the single fire escape route. The main staircase provides access to all flats and two separate utility rooms.
Evacuation Strategy	Simultaneous Evacuation.
Assembly Points	The corner of Montague Street and Russell Square.
Occupancy details	Building comprises of three flats, basement and ground floor are taken up by a 3 bed duplex flat, the first floor is taken up by a one bedroom flat and the second and third floors make up a 3 bed duplex flat.

1.1.3 Emergency Services Information

Fire	Emergency: 999 or 112
	Nearest fire station – Islington 020 8555 1200
Police	Emergency: 999 or 112
	Nearest police station – Charing Cross 0800 789321
Ambulance	Emergency: 999 or 112
	A&E Dept. No. University College Hospital
	A&E Dept. Address: 235 Euston Road, NW1 2BU
Gas Emergency	Gas Leak Emergency Tel: 0800 111 999
	Location of Isolation Valve: Main isolation valve in the plant room at the front of the building at basement level. Individual isolation valves for each flat in the service cupboard in the basement area and in a cupboard in each utility room.
Electricity	Electric Company/Supplier: EDF Energy supply both gas and electric
	Electric Company Emergency No: 0800 028 0247
	Electrical Isolation Point: Main isolator switch located in the plant room at the front of the building at basement level. Individual isolator switches in electric cupboard in utility areas.
Water	Water Company/Supplier: Thames Water
	Emergency No. 0800 316 9800
	Water Supply Isolation Point: Water supply isolated in the utility rooms also immediately after the potable water tank in the plant room.

Health & Safety	Local HSE Office: 0345 300 9923
	Local Authority Environmental Health Office: Camden Council 020 7974 4444
Environment	Incident Contact Centre: 0800 80 70 60
	Local Environment Agency Office: 03708 506 506

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 Facilities Manager 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 located in the kitchen, main living space and utility rooms for each flat. There are detector/sounders in the corridors and entrance halls of each property. There are also detectors in the main entrance hall, corridor and staircase. Call points are situated by the door to each flat and opposite the main alarm panel in the entrance hall. There are 3 AOV (automatic opening vent) systems at this property. These will be triggered when the fire alarm is activated. This will automatically open windows in each utility room and on the main stairwell. Detectors in the kitchens and living spaces are not linked into the main alarm system, when these are activated the alarm will only sound in that flat. When other detectors are activated, or a break glass unit operated the evacuation alarm sounds continuously throughout the building. The fire alarm is tested weekly by Bedford Estates; if the alarm cannot be clearly heard or is not working correctly occupiers should report the problem to the Property and Facilities Manager. All tests are recorded in the fire logbook. 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 main doors to the front of the building at ground level. The ground/basement flat has alternative means of escape via rear doors from a bedroom and the utility area these lead out to the rear patio. All flats have large opening windows capable of supporting fire service ladder access, these are predominantly sash and casement / side hung windows.
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.
Fire Log Book	Bedford Estates do not keep hard copy fire logbooks, all relevant information will be uploaded to Vantify.
Fire Marshals	There will be no fire marshals on site.
Assembly Point & Roll Call	The assembly point is at the corner of Montague Street and Russell Square. It is the responsibility of all occupiers to ensure that their staff and visitors 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 staff and 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 (Residential – Simultaneous Evacuation only)

In the event of a: FIRE	ACTION
How people will be warned if there is a fire:	The fire alarm will sound on activation of the alarm system via a detector head or a break glass call point.
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.

In the event of a: FIRE	ACTION
	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, the assembly point at the corner of Montague Street and Russell Square. 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. Residents should only tackle a fire when it is in its very early stages. Give consideration to your own safety and the safety of other people and make sure you can escape from the fire if you need to. Never let a fire block your exit. Think about the position of yourself, the fire and the escape route. 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:	On exiting the front door of 23 Montague Street, turn right and proceed to the corner of Montague Street and Russell Square.
Procedures for reentering the building	Do not re-enter the building for any reason, until you have been instructed to do so by the Fire Service or after a responsible person gives an 'all clear instruction'.

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	☐ Operate any electrical switches or devices (on or off) ☐ Smoke or use a naked flame ☐ Stay in or return to your property
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:	Main gas isolation valve for the property is in the plant room at the front of the building at basement level. There are individual isolation valves for each flat in the service cupboard in the basement area and in a cupboard in each utility room.

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.

1.3.1 First Aid

First Aid provision is the responsibility of the tenant

For Government advice on actions during the Covid-19 pandemic, refer to Appendix E.

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 Facilities Manager 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.

Tenants 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 Damage to suspected asbestos containing materials (remove if no ACM)

If the person is an outside contractor, tenant or a member of the public, the discovery of a suspect asbestos containing material must be notified to the Facilities Manager. In any event they shall:

- Note the location and cease to work in this area; the area containing the material should be closed off immediately, with a notice fixed to each entrance and locked shut;
- Inform his/her immediate supervisor
- The supervisor shall inform the Facilities Manager
- The Facilities Manager shall inform the Bedford Estate asbestos consultant, who will attend site as soon as possible.

If the suspect material is, in the view of the Asbestos Consultant in very poor condition (extremely damaged) and is giving rise to airborne dust, then the area containing the material shall remain closed off by:

- Ensuring that all the doors and windows in the immediate vicinity remain shut;
- Advising people not to enter the area;
- A notice is to be fixed to each entrance to the area being the legend "NO ENTRY - CONTACT (NAME AND TELEPHONE NUMBER)" in red on a white background and of prominent size and location;
- If external, cordon off the area with barrier tape.

No person other than the Asbestos Consultant or approved and licensed asbestos removal contractor shall interfere with any suspect material and shall not do so without prior consultation with the same.

1.8 Glass breakage/building damage

In the event of glass breakage or building damaged the tenants' representative must contact the Facilities Manager as soon as possible.

The Facilities Manager 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.

1.9 Specific Responsibilities

1.9.1 Bedford Estates

1. To have ownership of this Emergency Plan.
2. Circulate this Emergency Plan to tenants' representatives.
3. Ensure the Emergency Plan is kept up to date and reviewed at least annually.
4. 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.

1.10 Appendix A Fire Service Information

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

ITEM	LOCATION
Building layout & flat numbering (<i>residential only</i>)	The property has two duplex flats, one covering the ground floor and basement with bedrooms at basement level. The other duplex flat covers the second and third floors with bedrooms on the third floor
Tenants who may have difficulty leaving the building	None known
Gas intake	Main gas intake for the property is situated in the plant room outside the front of the property at basement level.
Boiler room	As above, there is an individual gas boiler for each property, one situated in the basement flat utility cupboard, the other two are in the half landing utility rooms.
Electrical intake	Situated in the plant room outside the front of the building at basement level. There is an individual isolator for each flat in the utility cupboard / rooms.
Fire alarm indicator panel	In the main entrance hall.
Lift motor room	N/A
Riser inlets	N/A
Sprinkler stop valves	N/A
Where to access a flooded basement	External access at the front of the house, internal access through the ground floor flat.
Fire lobbies	N/A
Refuges	N/A
Private hydrants	N/A
Private water supplies	N/A
Hazardous substances	N/A
Key risk rooms such as storage of flammables, gas cylinders	N/A

Hazardous machinery	N/A
Other	

1.11 Appendix B Schedule of Duty Holders

The Facilities Manager will be represented on the list as responsible person for the common areas. Each tenant needs to have an appointed person to be contactable in an emergency, therefore it is recommended there are two named persons listed per tenant. The first named person will be considered the lead, and in the event they are not reachable, the second named person for the tenant will be contacted.

The prime duty holders* for each tenant are as follows:

TITLE	TENANT	NAME	PHONE NUMBER
23 Montague Street			
Property Manager	Landlord Common Areas	Sheila O'Dwyer	Tel: 0207 636 2885

* Please confirm that the Bedford Estates have permission to share dutyholders details.

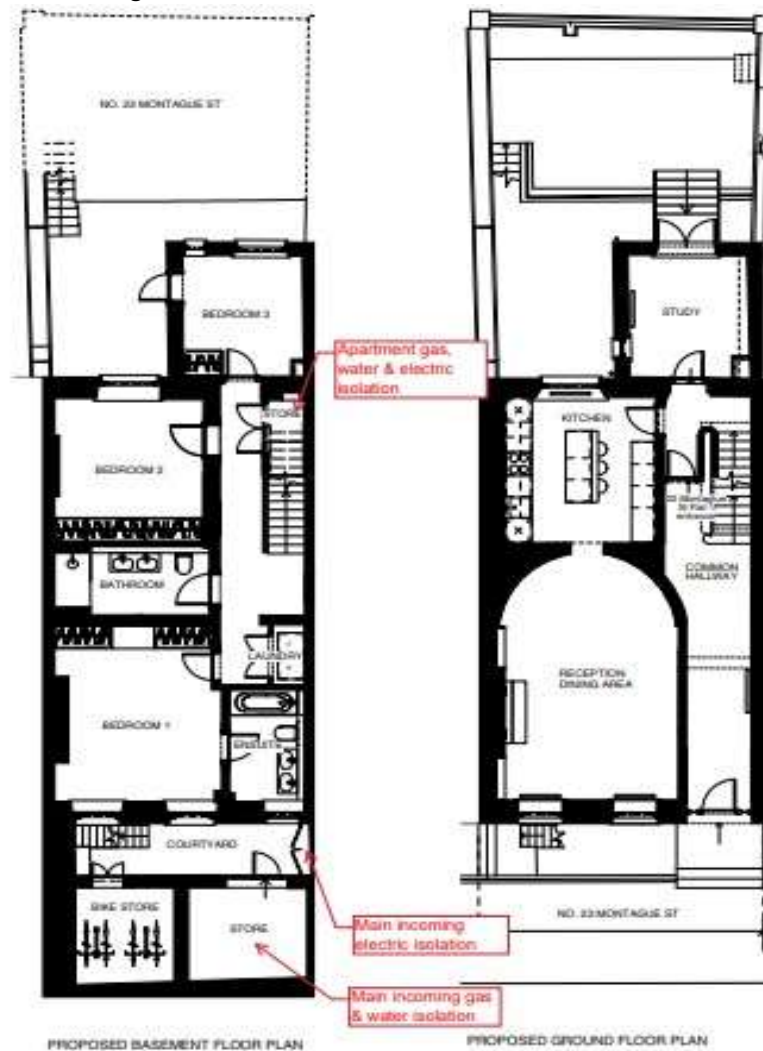
Tenant Dutyholders to be contacted according to internal agreements upon an emergency situation detailed within this document.

1.12 Appendix C – Fire Safety Maintenance Checklist

Weekly:	- Test the fire alarms by activating different call points in rotation – tests recorded in Fire Log. - Check operations of the smoke vent systems
Monthly:	Function tests the emergency lighting
Quarterly:	- Servicing and maintenance of fire detection and alarm systems by a competent engineer. - Carry out fire door inspections for common parts doors
Six Monthly:	Servicing of the smoke vent systems 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

1.13 Appendix D Simple Site Plan Drawing

Flat 1, 23 Montague Street



Flat 2, 23 Montague Street



Flat 3, 23 Montague Street

