



Emergency Plan

Site: 61 Gower Street
Address: London, WC1E 6HJ
Client: Bedford Estates
Bloomsbury Ltd
Visit Date: 10th December 2021
Author: Adam Lockwood
Review Date: 10th October 2025

CONTENTS

1.1	GENERAL INFORMATION.....	1
1.2	FIRE	3
1.3	ELECTRICAL FAILURE	5
1.4	FLOOD AND WATER LEAKS.....	6
1.5	ENVIRONMENTAL INCIDENTS	6
1.6	APPENDIX A – FIRE SERVICE INFORMATION.....	7
1.7	APPENDIX B – SCHEDULE OF DUTY HOLDERS.....	8
1.8	APPENDIX C – FIRE SAFETY MAINTENANCE CHECKLIST	8

Last Reviewed	Person Reviewing	Significant Changes
10/10/25	Stuart Marks	Removed COVID 19 guidance

1.1 General Information

1.1.1 Introduction

This emergency procedure document is designed to provide information so that everyone in or around 61 Gower Street 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
- Power failure
- Flood and water leaks
- Environmental incidents

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	61 Gower Street, London WC1E 6HJ
Landlord	Bedford Estates Bloomsbury Ltd
Site contact name	Sheila Odwyer
Day time contact number	020 636 2885
Emergency out of hours contact number	Stuart Marks – 07935504465 Pace – 07831327372 / 07887848636
Number of floors	Five (Basement, Ground, 1-3)
Brief Details of Residential Accommodation	Residential block of converted flats to be in multi-occupation. Premises consisting of four flats, served by a single staircase, with accommodation over all five floors.
Evacuation Strategy	Full evacuation
Assembly Points	Corner of Chenies Street & Ridgmount Gardens
Occupancy details	Four flats, with an anticipated occupancy of c10 persons.

1.1.3 Emergency Services Information

Fire	Emergency: 999 or 112
	Non Emergency No. 020 8555 1200
Police	Emergency: 999 or 112
	Non Emergency No. 0207 240 1212
Ambulance	Emergency: 999 or 112
	A&E Dept. No. 020 3456 7890
	A&E Dept. Address: University College Hospital 235 Euston Road London NW1 2BU
Gas Emergency	Gas Leak Emergency Tel: 0800 111 999
	Location of Isolation Valve: Vault under pavement
	Electric Company/Supplier: EDF
Electricity	Electric Company Emergency No: 105
	Electrical Isolation Point: Service cupboard at basement level below the entrance steps of the respective building
	Water Company/Supplier: Thames Water
Water	Emergency No. 0800 980 8800
	Water Supply Isolation Point: Vault under pavement
	Location of Isolation Valve: Vault under pavement

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 throughout and call points on the escape stair. 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 are recorded in the fire log book. 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. Flats B and C have alternative exits via the half landing bathrooms directly onto the main stair.
Emergency Lighting / Emergency Escape Lighting	There is suitable emergency and escape lighting provided within the common escape areas. Emergency escape lighting is checked regularly and subject to a full discharge test annually by a competent contractor.
Fire Log Book	The fire log book for the building is kept online
Assembly Point & Roll Call	The assembly point is at the Corner of Chenies Street & Ridgmount Gardens. 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

In the event of a: FIRE	ACTION
How people will be warned if there is a fire:	The fire alarm will sound throughout the premises.
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 apartment 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.

In the event of a: FIRE	ACTION
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. Additional calls to the fire service should be made if it is not clear that they have been called.
Assembly point is located at:	Corner of Chenies Street & Ridgmount Gardens
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 gas meter cupboard (under the pavement).

Notify the Facilities Manager

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

1.3 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.

1.4 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.

1.5 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.

1.6 Appendix A – Fire Service Information

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

ITEM	LOCATION
Building layout & flat numbering	The ground floor flat (61A) occupies the ground floor and the basement. The first floor flat (61B) has a bathroom on the ground to first floor half landing and occupies the remainder of the first floor. The second floor flat (61C) has a bathroom on the first to second floor half landing and occupies the remainder of the second floor. The third floor (61D) flat occupies the third floor only.
Tenants who may have difficulty leaving the building	None known.
Gas intake	Below pavement in the vault.
Boiler room	Individual boilers located in flats.
Electrical intake	Basement level, accessed from pavement.
Fire alarm indicator panel	Inside the main entrance door.
Water tank room	Below pavement, in the vault.

1.7 Appendix B – Schedule of Duty Holders

The Client 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
61 Gower Street			
<i>Facilities Manager</i>	<i>Landlord Common Areas</i>	<i>Sheila Odwyer</i>	Tel: 020 636 2885

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

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

1.8 Appendix C – Fire Safety Maintenance Checklist

Weekly:	- Test the fire alarms by activating different call points in rotation – tests recorded in Fire Log. - Check operation of all automatic release devices fitted to doors etc.
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
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

