



## Emergency Plan



Address: 51 Gower Street, London  
WC1E 6HJ

Client: Bedford Estates Bloomsbury Ltd.

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## CONTENTS

1.1	GENERAL INFORMATION.....	1
1.2	FIRE .....	3
1.3	GENERAL ACCIDENTS AND INCIDENTS .....	7
1.4	ELECTRICAL FAILURE .....	8
1.5	FLOOD AND WATER LEAKS.....	9
1.6	ENVIRONMENTAL INCIDENTS .....	9
1.7	GLASS BREAKAGE/BUILDING DAMAGE .....	9
1.8	SPECIFIC RESPONSIBILITIES.....	9
1.9	APPENDIX A – FIRE SERVICE INFORMATION.....	10
1.10	APPENDIX B – FIRE SAFETY MAINTENANCE CHECKLIST .....	11
1.11	APPENDIX C – SIMPLE SITE PLAN DRAWING.....	12

## **1.1 General Information**

### **1.1.1 Introduction**

This emergency procedure document is designed to provide information so that everyone in or around 1 Bloomsbury 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	51 Gower Street, London WC1E 6HJ
Landlord	The Bedford Estates
Site contact name	Elliot Valentine – Facilities Manager
Day time contact number	020 7636 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 on 1 <sup>st</sup> & 2 <sup>nd</sup> floors. Offices to basement and ground floors. Single staircase, no lift.
Evacuation Strategy	Simultaneous Evacuation
Assembly Points	Corner of Chenies Street
Occupancy details	2 flats, approximately 6 occupants. Offices approximately 5 occupants.


### 1.1.3 Emergency Services Information

Fire	Emergency: 999 Non- Emergency No. 020 8555 1200
Police	Emergency: 999 Non- Emergency No. 030 0123 1212
Ambulance	Emergency: 999 A&E Dept. No. 0203 4567890 A&E Dept. Address: UCL, 235 Euston Road, London NW1 2BU
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 316 3105 Electrical Isolation Point: Basement
Water	Water Company/Supplier: Thames Water Emergency No. 0800 316 9800 Water Supply Isolation Point: Basement
Health & Safety	Health & Safety Executive: <a href="http://www.hse.gov.uk">www.hse.gov.uk</a> Local HSE Office: 0300 0031677 Local Authority Environmental Health Office: London Borough of Camden Environmental Services 020 3567 8105
Environment	Incident Contact Centre: Tel: 0800 80 7060 Local Environment Agency Office: 0370 850 6506

## 1.2 Fire

### 1.2.1 Fire Safety Controls

<b>Management Control</b>	<p>There is no permanent Landlord presence on the site.</p> <p>Tenants are responsible for making adequate arrangements for their own evacuations in the event of an emergency.</p> <p>Tenants are responsible for notifying Bedford Estates Bloomsbury Ltd of any site hazards that they become aware of.</p>
<b>Fire Risk Assessment</b>	<p>Annual fire risk assessment of the building are completed by a competent consultant nominated by Bedford Estates Bloomsbury Ltd. The fire risk assessment covering the common areas of the building is available on request from Bedford Estates Bloomsbury Ltd.</p> <p>The commercial tenant is responsible for ensuring that they have had a fire risk assessment completed of their demised areas, by a competent person.</p> <p>Fire risk assessments should be reviewed regularly, at least annually. A copy of the Fire Risk Assessment should be held on site/readily available.</p>
<b>Fire Detection and Alarm System</b>	<p>There is an integrated fire detection and alarm system with detectors located throughout the building, and call points provided on the emergency escape route.</p> <p>When a detector is activated or a break glass unit operated the evacuation alarm sounds continuously throughout the building.</p> <p>Upon activation of the alarm the person discovering a fire must call the Fire Service.</p> <p>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.</p> <p>The fire detection and alarm system is serviced regularly by a competent contractor; this will be arranged by the Landlord.</p>
<b>Emergency Exits</b>	<p>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.</p>
<b>Emergency Lighting / Emergency Escape Lighting</b>	<p>There is suitable emergency and escape lighting provided within the common escape areas, including staircases and landings.</p> <p>Emergency escape lighting is checked regularly and subject to a full discharge test annually by a competent contractor.</p>
<b>Fire Fighting Equipment</b>	<p>Fire extinguishers are not provided in the common areas of the building.</p>
<b>Fire Log Book</b>	<p>The fire log book for the building is located in the front foyer.</p>

<b>Assembly Point</b>	<p>The assembly point is at the corner of Chenies Street.</p> <p>It is the responsibility of all occupiers to ensure that their staff and visitors are aware of the location.</p> <p>In the event of an evacuation all occupants and visitors should proceed to the assembly point.</p> 
<b>Visitors Procedures</b>	<p>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.</p>
<b>Disabled Access</b>	<p>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 <a href="http://www.firesafetyguides.communities.gov.uk">www.firesafetyguides.communities.gov.uk</a></p>

### 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 :

In the event of a: FIRE	ACTION
	<p>Activate the nearest Fire Call Point or Verbally raise the alarm by shouting 'FIRE'.(if there is no fire alarm installed)</p> <p>Warn all persons within your flat or workplace and leave together.</p> <p>Where possible turn off your cooker, oven, or gas fire if it is on.</p> <p>Ensure you close all doors and, if it is safe to do so, windows on the way out. Ensure you close the front door.</p> <p>Do not lock doors where there is a possibility people could remain trapped inside.</p> <p>Leave the building by the nearest available exit and move away to a safe distance.</p> <p>Call the fire service immediately.</p>
Tackling a fire:	<p>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.</p> <p>Then follow instructions above.</p> <p>If there is any doubt evacuate immediately.</p>
Hearing the alarm:	<p>On hearing the evacuation fire alarm sound:</p> <p>Evacuate the building by the nearest available escape route.</p> <p>If you have visitors, instruct them to follow you.</p> <p>Where possible always close doors behind you.</p> <p>Do not put yourself at risk or cause delay.</p> <p>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.</p>
How the fire and rescue service and any other services will be called and who will be responsible for doing this:	<p>The person discovering the fire will dial 999 and ask for the fire service.</p>
Assembly point is located at:	<p>Corner of Chenies Street.</p>

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**.

<b>DO NOT</b>	X Operate any electrical switches or devices (on or off) X Smoke or use a naked flame
<b>DO</b>	✓ 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
<b>The gas isolation valve is located at:</b>	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.

As an employer, it is the responsibility of the commercial tenant to respond to, report and investigate accidents and dangerous occurrences within their workplace.

- Respond to any accidents within the workplace and provide first aid treatment as required.
- Report certain accidents and dangerous occurrences to the relevant enforcing authority e.g. the Local Authority or Health and Safety Executive. For details on what and how to report see <http://www.hse.gov.uk/riddor/index.htm>.
- Investigate accidents and dangerous occurrences to determine root causes and prevent recurrence.
- Co-operate with the enforcing authorities should they decide to investigate the incident further.

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. It is important that tenant employers have made arrangements to ensure their employees receive immediate attention if they are injured or taken ill at work. You must therefore make an assessment of the hazards and risks in your workplace and establish an appropriate level of first aid provision. The assessment should consider first aiders' leave, working patterns & potential absence when reviewing resourcing levels. For further details on what is required, see <http://www.hse.gov.uk/firstaid>.

#### 1.3.2 If people become ill at work

The employer should have trained personnel to assist an individual who becomes ill at work and arrange for medical assistance if required.

If symptoms indicate that the individual may have an infectious illness, the employer should have measures in place to reduce the risk of any infection passing to others in the property. This may include keeping the individual away from others while arrangements are made to send them home or transport them to a medical provider. The individual should avoid touching anything, cough or sneeze into a tissue and put it in the bin, or if they do not have tissues, cough and sneeze into the crook of their elbow and use a separate bathroom from others, if possible.

A tracking process should be undertaken to trace areas of the building the individual visited and others who they came in contact with. Those who were in contact should be informed and should follow Government advice. Potentially affected areas should be cleaned in accordance with Government advice.

#### **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](http://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	Plans in front foyer information box
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

<b>Daily:</b>	<ul style="list-style-type: none"> <li>Daily fire checks carried out by nominated person.</li> </ul>
<b>Weekly:</b>	<ul style="list-style-type: none"> <li>Test the fire alarms by activating different call points in rotation – tests recorded in Fire Log.</li> <li>Actuation of the Smoke Control System</li> </ul>
<b>Monthly:</b>	<ul style="list-style-type: none"> <li>Function tests the emergency lighting.</li> </ul>
<b>Six monthly:</b>	<ul style="list-style-type: none"> <li>Servicing and maintenance of fire detection and alarm systems by competent engineer.</li> <li>Fire door inspection</li> <li>Fire drill organised by the commercial tenant.</li> </ul>
<b>Annually:</b>	<ul style="list-style-type: none"> <li>Emergency evacuation plans reviewed by Property Manager.</li> <li>Fire risk assessments reviewed by competent consultant.</li> <li>Emergency lighting full annual discharge test by competent engineer.</li> <li>Smoke and Heat Exhaust Ventilation Systems tested and maintained by competent engineer.</li> <li>Firefighting equipment checked and serviced by a competent engineer.</li> </ul>

## **1.11 Appendix C – Simple Site Plan Drawing**

xx