

EMERGENCY PROCEDURES

IF FIRE BREAKS OUT IN YOUR APARTMENT

Inform any other apartment occupants that a fire has broken out, if possible close all doors and windows that may contain the fire and everyone exit the apartment.

DO NOT attempt to try and put out the fire.

All occupants of the apartment where the fire started should make their way out of the building in an orderly fashion, via the nearest emergency escape route and assemble on the opposite side of the road from the building. Occupants of the apartment should then carry out a form of "roll call" to ensure that everybody is accounted for.

Where disabled or elderly persons are in the apartment, they may need help to escape.

DO NOT use any lifts.

DO NOT use a balcony, unless it is a designated escape route from the building.

Call the Fire Services.

Dial **999** and ask for the Fire Service.

Give the operator the telephone number you are calling from.

State clearly that a fire exists at Kingscourt Plaza & Arena View.

DO NOT replace the receiver until the address has been repeated by the Fire Service.

Once safely out **DO NOT** re-enter the property.

IF YOU ARE CUT OFF BY FIRE

Try to remain calm.

Close the door nearest to the fire and use towel sheets or other suitable materials to block any gaps around the door. This will help stop smoke from entering the room. If possible, go to the window, open it and shout for help. If the room becomes smoke filled, duck go down to floor level. It will be easier to breathe there as the smoke will rise upwards.

If you are in immediate danger from fire and are not higher than the first floor of a building, it may be possible to drop to the ground without injury providing you can get out of the window feet first and lower yourself to the full extent of your arms before dropping. Soft furnishings or a mattress dropped first from the window will break your fall and limit the danger of injury.

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IF FIRE BREAKS OUT IN THE COMMUNAL AREAS

Any Person Discovering a Fire or Hearing the Fire Alarm

Make your way out of the building via the nearest emergency escape route and assemble on the opposite side of the road from the building. Only return to or stay in your apartment if your access to a building exit is impeded due to smoke or fire, or if the Fire Services have instructed you to do so.

If possible, close any doors and windows that may limit the spread of fire while exiting the building.

DO NOT use any lifts.

DO NOT attempt to try and put out the fire.

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