



Fire Evacuation Plan Trent View

In the event of discovering a fire:-

Remain calm.

1. If the fire is in your flat then leave as soon as possible, closing all doors behind you. Do not take any possessions with you.
2. Activate the nearest call point; these are in communal lobby on the wall next to the exit door.
3. Call 999 and evacuate the building.

On hearing the fire alarm & Evacuating the building-

4. It is your responsibility to leave the building by the safest route.
5. Do not use the lifts.
6. Close all doors behind you.
7. Report to the Assembly point - **Across Car Park at Bungalow Wall** .

Keeping our records up to date-

Please ensure you have completed the emergency register, as this information will be vital for the emergency services and your safety.

If your circumstances change and you can no longer use the stairs please let us know immediately. Please report by:

Phone 01724 29900 ask for Tenancy Enquires

Or

E Mail tenancy.enquires@ongo.co.uk