Fire Policy

&

Emergency Plan

THOMAS PAUL PROPERTY SERVICES

The block is a low rise building (therefore the High Rise Only sections do not apply)

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Policy Preparation & Introduction

This document has been produced by Thomas Paul Property Services Ltd with the aid of fire safety experts to assist managers, tenants, residents and others responsible for fire safety in creating a comprehensive Fire Safety Policy. The policy is designed to ensure compliance with relevant legislation and to promote a safe environment for all occupants.

Policy Statement

Thomas Paul Property Services Ltd recognize the critical importance of fire prevention and control, especially in residential buildings where people are sleeping. We are committed to complying with the Regulatory Reform (Fire Safety) Order 2005, Fire Safety Act 2021, Fire Safety (England) Regulations 2022, Building Safety Act 2022, and other relevant legislation to ensure the safety of all persons on the premises.

Objectives

The objectives of this policy are:

• To safeguard all persons on the premises from death or injury in the event of a fire.

• To minimize the risk of fires starting.

• To limit the spread of fire.

• To minimize the potential for fire to disrupt lives, damage buildings and equipment and harm the environment.

Application

This policy applies to all persons on the premises and in particular to relevant persons who have a duty placed upon them to actively monitor the implementation of this policy during the course of undertaking their various responsibilities.

Policy

Thomas Paul Property Services Ltd will comply with the Regulatory Reform [Fire Safety] Order 2005 and all other current fire safety legislation, Guidance and standards. The fire precaution standards and arrangements will be, as far as is practicable, at least as good as those required by statute. Thomas Paul Property Services Ltd will ensure:

• That adequate means of escape in case of fire exist for all persons on the premises.

• That all means of escape are correctly maintained, kept free from obstruction and available for safe and effective use at all times.

• That the means of escape have adequate emergency lighting (in case of fire) which will be maintained in efficient working order.

• That adequate means of giving warning in case of fire exist where required and are maintained in efficient working order.

• That adequate means for fighting fire, where required, are present and are maintained in efficient working order.

• That appropriate instruction will be given to all persons on the premises on fire safety procedures.

• That effective management procedure is in place to respond to and deal with the aftermath of a fire.

• That appropriate fire training is given to designated staff, which has an active role in the implementation of fire precautions.

• That all elements of the premises provided for the purpose of fire safety are well maintained and fully functional including but not limited to:

o Fire Detection and Warning Systems and associated interfaces

o Smoke Ventilation Systems

o Emergency Lighting

o Signs and notices

o Means of escape

o Compartmentation

o Fire resisting doors including residents front doors

o Firefighting equipment (fixed and portable) and fire service access.

• That all premises managed by Thomas Paul Property Services Ltd are subjected to a fire risk assessment and that where risks are identified action is taken to implement proportionate and appropriate control measures.

Signed on behalf of the company:



Print Name: THOMAS TEECE
Job Title: Managing Director

Relevant Legislation

• Regulatory Reform (Fire Safety) Order 2005

• Fire Safety Act 2021 (and addendum)

• Fire Safety (England) Regulations 2022

• Building Safety Act 2022

• The Housing Act 2004

• Occupiers Liability Act 1957 and 1984

Responsibilities

The Principal Accountable Person (High Rise Only) Each building must have one clearly identifiable accountable person, known as the Principal Accountable Person (PAP). The PAP is usually an organisation, like a Freeholder, Residential Management Company, Right to Manage Company, Commonhold Association, Local Authority or social housing provider. In some circumstances, an individual can be the principal accountable person. For example, the individual is:

• The owner of the building.

• Named on the leasehold as responsible for the maintenance of common parts. The Accountable Person (High Rise Only) An accountable person is an organisation or individual who owns or has a legal obligation to repair any common parts of the building. Common parts are used by residents, such as:

• The structure and exterior of the building

• Corridors

• Lobbies

• Staircases

Examples of an accountable person are a:

• Freeholder or estate owner

• Landlord

• Management company

• Resident management company

• Right to manage company

• Commonhold Association

The Responsible Person

The Responsible Person is an organization or individual who owns or has a legal obligation to repair any common parts of the building, usually the landlord or freeholder but in some circumstances can be a management company, resident management company, right to manage company or commonhold association. The responsible person retains overall responsibility for policy and management of fire safety and under the Regulatory Reform (Fire Safety) Order 2005 designated as the “Responsible Person”. The Responsible Person for the building is Thomas Paul Property Services. The Responsible Person has delegated the following roles and responsibilities (see table below):

Item	Task	Position or Name
1	Ensuring all exits are available and useable during time people are in the premises. No build-up of combustible items. (recommended daily).	Horizon Block Management Ltd.
2	Fire exit doors are not obstructed or blocked	Horizon Block Management Ltd
3	Fire fighting equipment is in place and undamaged (check monthly).	Horizon Block Management Ltd.
4	The routine test of the fire alarm.	Horizon Block Management Ltd.
5	The monthly test of the emergency lighting.	Horizon Block Management Ltd.
6	Ensuring that the Fire Risk Assessment is completed by a competent person and kept under review.	Horizon Block Management Ltd.
7	Ensuring the fire alarm, emergency lighting, fire fighting equipment, smoke control equipment and any other fire safety measures as applicable are serviced by competent persons at the frequencies and standards published in prevailing guidance.	Horizon Block Management Ltd.
8	Ensuring fixed electrics are inspected at least once every five years (EICRs).	Horizon Block Management Ltd.
9	Ensuring dry risers are tested twice per annum (where applicable).	Horizon Block Management Ltd.
10	Ensuring sprinkler systems are tested and maintained (where applicable).	Horizon Block Management Ltd.
11	Ensuring lifts comply with LOLER and are suitable for firefighting purposes (where applicable).	Horizon Block Management Ltd.
12	Fire resisting and Fire exit doors are regularly checked and maintained	Horizon Block Management Ltd.
13	Any occupants within the premises who may have any form of disability and require assistance to make a speedy evacuation, have a specific evacuation plan in place.	Horizon Block Management Ltd.

All Tenants & Residents

All Tenants & Residents has a responsibility for their own and others fire safety. They should report any potential fire hazards to Horizon Block Management Ltd. Tenants must not engage in activities that could compromise fire safety.

Item	Task	Position or Name
1	Fire escape routes are not blocked	Tenant / Resident
2	Fire exit doors are not obstructed or blocked.	Tenant / Resident
3	That smoke/heat detection within their flat is regularly tested and maintained.	Tenant / Resident
4	They notify the Responsible Person if they are aware of any damage or failures of the Fire safety equipment or Fire doors.	Tenant / Resident
5	Cooperate with all occupants and Responsible Persons to maintain fire safety and not endanger others	Tenant / Resident
6	No combustible items are left in the means of escape/communal areas	Tenant / Resident

Fire Strategy

The fire strategy is to ensure there is a suitable means of alerting all persons who have a legitimate right to be in the premises to a fire in the early stages and provide sufficient number of exits to allow the safe evacuation to a place of ultimate safety. The evacuation procedure is for all persons to evacuate immediately.

The type, number and level of fire safety measures will be decided by the Fire Risk Assessment carried out by a competent person.

Whilst management accepts there is a legal duty to ensure there is some persons trained in the use of firefighting equipment, they do not encourage the fighting of fires by Tenants or Residents and actively discourages the fighting of fires by any guests unless they have received training.

Any on site staff will receive fire safety training including the use of fire extinguishers but their overriding responsibility is to sound an alarm and initiate an evacuation of the immediate area. The building's fire strategy concentrates on life safety and not property protection.

Fire Risk Assessment (FRA)

Management will employ a competent person to assist them with their duties under Article 18 of the Regulatory Reform (Fire Safety) Order 2005 in accordance with the Regulatory Reform (Fire Safety) Order 2005.

A fire risk assessment will be completed for each work area. The FRA will be reviewed annually or when there is a major change in circumstance to the premises.

The fire risk assessment is a comprehensive assessment of the building, the processes taking place and the people expected to use it to ensure all relevant people are not at an unacceptable risk from fire or its effects. The assessment considers life safety and not property protection.

The assessment will provide a list of Significant Findings, these are items that are likely to present an unacceptable risk to people and will specify: what the problem is, what existing control measures are in place and what additional measures should be instigated.

Any Significant Finding will be prioritized as High, Medium, and Low or as a Note. High, Medium and Low are an identification of the risk the hazard presents to relevant people. The Company will use this system as a way of prioritizing the work to complete it. Where a Significant Finding is stated as a Note, there is unlikely to be any additional control measure. The Note is a way of informing the reader that an issue has been identified but due to the existing control measures requires no further attention.

The Responsible Person is responsible for ensuring the Significant Findings detailed in the FRA receive appropriate attention.

Testing and Maintenance

Fire Alarm and Detection The level of coverage will be set by the FRA and serviced in accordance with the relevant British Standard (BS5839 Pt 1: 2013) by a competent person.

The alarm will be inspected weekly by contractors and/or staff to ensure it is showing a healthy supply (green light on panel).

The call points will be tested weekly by using a test key to operate a different call point each week on a rolling program.

Records of the tests will be maintained on site for inspection by company personnel, fire risk assessors and enforcement officers.

Emergency Lighting

The level of emergency lighting will be dictated by the FRA. The installed system will be tested monthly by approved contractors by using a suitable test key or by isolating (using the local light circuit breaker) the lights.

The system will be serviced annually by a competent firm of engineers in accordance with BS 5266 Pt 1: 2005.

Records of the tests will be maintained on site for inspection by fire risk assessors and enforcement officers.

Portable Electrical Equipment

The portable electrical equipment within the building work areas will be tested annually to ensure it is fit for purpose and in a safe condition. The company will have equipment tested in accordance with HSE guidance.

Records of tests will be held to be able to show due diligence.

Portable Fire Fighting Equipment (where applicable)

The portable firefighting equipment will be inspected to ensure the equipment appears in good condition, all extinguishers have a safety pin and plastic tag fitted and all equipment is in its appropriate position. The equipment will be serviced annually by a firm of competent engineers in accordance with the manufacturer's instructions and the BS 5306 Pt 3.

Means of Escape

The designated on-site staff will check daily that all corridors and stairs are kept clear of obstructions and combustible material.

Lift Compliance with LOLER (where applicable)

Ensure lifts comply with the Lifting Operations and Lifting Equipment Regulations (LOLER) and are suitable for firefighting purposes, if applicable.

Regular inspections and servicing by competent engineers are required.

Dry Risers (where applicable)

Regular testing and maintenance of dry risers to ensure they are in good working condition.

Sprinkler Systems (where applicable)

Regular testing and maintenance of sprinkler systems as per relevant standards and manufacturer's instructions.

Records of Testing & Maintenance

Management to ensure accurate and true records associated with testing and maintenance of fire safety measures as well as staff training and evacuation drills. Records must be kept on site and except for staff training in a single file with the following information:

- Date of test
- Item tested
- Result of test
- Action taken
- Person completing test

In the case of staff training records they should be retained on site for the period the employee is working on site. The records should be kept confidential but may be shown to enforcing authorities for the purpose of showing due diligence to legislation.

Policy on Fire Fighting

Occupants and visitors are actively discouraged from fighting fire unless they have received specific training. Any such firefighting is carried out at their own risk. Sufficient firefighting equipment will be provided in the premises for the purpose of immediate first aid firefighting. The level of equipment provided will be decided by the fire risk assessment or other competent persons.

Personal Emergency Evacuation Plans (PEEP's)

For residential buildings, it is important to consider the needs of individuals with disabilities in ensuring their safety during a fire emergency. A Personal Emergency Evacuation Plan (PEEP) is designed to provide tailored guidance to help individuals with disabilities or health conditions, safely evacuate the building in the event of a fire.

Purpose of a PEEP The PEEP aims to:

• Ensure the individual is alerted to a fire emergency in an appropriate and effective manner.

• Identify a safe and practical means of escape that accounts for their specific needs.

The PEEP is intended to enhance safety without causing undue disadvantage or restriction. However, if no reasonable solution can be identified to ensure the person's safety, it may be necessary to consider reasonable adjustments to their location within the building.

Completing a PEEP

When developing a PEEP for a resident or on-site staff member, the Responsible Person or Manager should engage directly with the individual to understand their needs. Key considerations include:

• Fire safety challenges: What specific issues related to their disability or condition may hinder their evacuation?

• Severity of the issues: How significant are these challenges in the context of a fire emergency?

• Potential solutions: What measures can be implemented to overcome these challenges?

The process should be collaborative, with the safety and well-being of the individual as the central focus.

Resources and Legal Considerations For guidance on creating a PEEP, a generic template is available at this website link:

https://www.firesafesolutions.co.uk/uploads/pdfs/PEEP_V4_-_July_2023.pdf

Where it is recognized, a resident has a disability that may affect their escape from the building the Responsible Person should consider discussing with them how they can be assisted however as these are private dwellings there is no legal requirement to formally provide outside assistance.

Premises Information Boxes (PIBs) (High Rise Only)

High rise buildings will be equipped with Premises Information Boxes (PIBs) that contain essential information for the fire and rescue services. These boxes should be maintained and kept up-to-date with details such as building layout, fire safety systems, evacuation plans, and PEEPs.

Contractors on Site

Any contractors invited to site to carry out authorized repairs must provide onsite management with a method statement stating how the work is to be safely completed. This must include a section on fire safety. Any contractor invited on site to complete “hot work” (work that could use open flame or heat producing equipment high enough to cause ignition to flammable material) must produce a risk assessment stating how the equipment is to be used and what precautions will be put into place to reduce the risk and deal with a fire.

All such contractors must bring their own firefighting equipment onsite suitable for the hazard they are introducing as specified in their risk assessment. All such firefighting equipment must be in service (within one year). When the contractors have set up to work, onsite management must carry out an inspection and satisfy themselves they are working safely and to their risk assessment/method statement. Onsite management has the right to stop any contractor from working in or on the premises where they feel there is an unacceptable risk to the contractors, staff and/or visitors.

Emergency Plan for Residential Buildings

1. Purpose and Scope

   This emergency plan is designed to provide clear guidance on the actions to be taken by residents, staff, and visitors in the event of an emergency in a residential building. The plan covers various types of emergencies, including fire, gas leaks, floods, and other critical incidents. It is intended to ensure the safety and wellbeing of all occupants by outlining evacuation procedures, communication protocols, and emergency contacts.

2. Emergency Contact Information -
Fire Brigade: 999
Police: 999
Ambulance: 999
Gas Emergency: 0800 111 999
Electrical Emergency: 105
Building Manager: tom@thomaspaul.co.uk
Health & Safety Officer: tom@thomaspaul.co.uk
Emergency Response Team -
Building Management: tom@thomaspaul.co.uk

Risk Assessment -
A thorough risk assessment should be conducted periodically or when significant changes occur in the building. The assessment should identify potential hazards, evaluate the risks, and implement mitigation measures to prevent emergencies.

Evacuation Procedures

Fire Emergency
Immediate Actions:
• If you are not in an area directly affected by fire, you should remain in your apartment, close doors and windows and await further instructions from the emergency services.
By dialing 999

What to do if there is a fire in YOUR property

• DO NOT stay to fight the fire.

• If there are others in the property alert them and make your way out of the building.

• If it is safe to do so, close windows and internal doors, switch off your cooker or oven if it is on.

• Always close the front door of your property behind you, leaving it unlocked where possible.

• Call the Fire and Rescue Service by dialing 999 and providing your full address and apartment number.

• Wait outside, in a safe location away from the building, until instructed to return by the Fire and Rescue Service.

• Do not put yourself at risk or cause unnecessary delay.

What to do if you see or hear of a fire in ANOTHER part of the building

• DO NOT LEAVE YOUR APARTMENT.
• Call the fire service by dialing 999.

• The building is designed to contain a fire in the apartment where it starts This means it will typically be safe for you to stay in your own apartment if the fire is elsewhere in the building.

• You must leave IMMEDIATELY if smoke or heat affects your home, or if you are told to do so by the fire service. • If you are in any doubt, get out. If you are NOT in your property and become aware of a fire within another part of the building

• Dial 999 immediately while making your way to safety using your nearest escape route.

• DO NOT use a lift.

• DO NOT stop to collect belongings or return to your property.

• DO NOT enter the building until the emergency services advise it is safe to do so.

Evacuation Routes:

• Your building has a Stay Put Policy.

• What This Means: – A 'Stay Put' evacuation strategy means you can remain in your property when there is a fire in another area of your building. This is because your apartment is designed with barriers such as compartmentation, fire walls and fire doors to prevent the fire from spreading across your development

Unless the fire started in your apartment, it should remain unaffected for at least 60 minutes. During this time, the Fire and Rescue Service should be able to prevent further spread or help you safely out of the building should it be required.

• Do I have to 'Stay Put'? - If you don't feel safe and wish to leave your property, no one can prevent you from doing this. But you must be aware that a fire in another part of the building may affect your normal escape route. The Fire and Rescue Service will require clear access to the fire as quickly as possible and additional people leaving the building may slow their response.

Gas Leaks

Immediate Actions:

• Do not operate electrical switches or appliances.

• Open windows and doors to ventilate the area.

• Evacuate the building immediately, using the designated evacuation routes.

• Call the emergency services once you are safely outside.

Assembly Points:

• Follow the clearly marked evacuation routes displayed on fire action notices throughout the building.

• Gather with other residents a safe distance outside the block.

Flood

Immediate Actions:

• If safe to do so, shut off the water supply to prevent further flooding.

• Avoid using electrical appliances near the flooded area.

• Evacuate to higher ground or floors within the building if immediate evacuation is not possible.

Communication:

• Notify the building manager or emergency services immediately.

Other Emergencies (e.g., Terrorist Threat, Structural Damage)

Immediate Actions:

• Open windows and doors to ventilate the area.

• Follow instructions from emergency services or building management.

• Evacuate if directed, using the designated evacuation routes. 5.4.2 Assembly Points:

• Gather with other residents a safe distance outside the block.

Communication Protocols

Emergency Alerts:

• In the event of a prolonged emergency, updates will be communicated via text message, email, or a dedicated telephone number.

Maintenance of Safety Equipment

Fire Alarms and Extinguishers:

• Fire alarms and extinguishers will be tested frequently by a qualified professional.

• A full service of all fire safety equipment will be conducted annually.

Emergency Lighting:

• Emergency lighting will be tested monthly to ensure it is functioning correctly.

Fire Doors:

• All fire doors will be inspected quarterly to ensure they are in good condition and close properly.

Fire Door Checks Your Front Door: Your entrance door is a self-closing fire door that should prevent smoke and fire entering and leaving your property in an emergency. It is important that you DO NOT make any alterations to the door, such as removing the self-closing device, as this will compromise the fire safety of your development.

If you wish to replace the door you must instruct a competent contractor to replace the door with one of an equivalent fire rating, and you must keep hold of the certificate to verify this.

You may need consent from the freeholder and local building control approval.

Contact your Block Manager for further information. The new regulations, which apply to buildings over 11 metres in height (England only), require us to check your flat front door at least once per year.

Flat Front Door – Five Point Safety Checks

For your safety we ask that you take time to check your fire doors using the five steps below

• Door and frame – The door and frame should be checked to ensure that both are undamaged e.g., no open holes or breaks exist in surfaces of either the door or frame.

• Door seals – Are there smoke and/or intumescent seals in place around the door or frame? Are these intact with no sign of damage?

• Hinges, handles and latches – Are hinges, handles and latches fixed firmly to the door and frame? Are these operating correctly, not lose or broken? Are there minimum of 3 hinges on each door and no missing screws?

• Door closing correctly in frame – Check the door closer for obvious signs of damage or missing parts. Check the door closes properly into the frame by opening the door halfway and letting it close. Does it close flush into the frame without sticking on the floor, frame or latch?

• Gaps – When the door is closed in the frame, are the gaps less than 4mm between the door and frame on the top and sides of the door? (A £1 coin is about 3mm thick so use that as a gauge.) Are the gaps on the bottom of the door (threshold) less than 10mm between the bottom of the door and the floor?

As a rule of thumb, if you can see light under the door, the gap is likely to be too big. If during these checks you identify issues with the door, it is your responsibility to seek advice from a competent contractor to provide advice or undertake a repair.

Communal fire doors

There are communal fire doors throughout your development, and we inspect them to make sure they're in working order. Fire doors are designed to stop the passage of smoke and fire when closed. They are often in place to protect escape routes so people can safely evacuate.

You may find them across corridors, on stairwells, and on electrical cupboards. It's important that fire doors, which are labelled with a blue sign, are NEVER wedged or propped open.

Addition Safety Features

To protect you and your neighbours and enable the Fire and Rescue Services to safely tackle a fire, additional fire safety features may be installed in and around your property.

These could include:

Fire signage

Fire signage will be located throughout the building. This may include:

• Fire exit signs indicate where the door to the final exit is.

• Directional fire signage is there for you to follow to reach your emergency exit.

• Fire action notices advise you what to do in the event of a fire.

• Wayfinding signage advises the Fire and Rescue Service which floor they are on.

Dry/Wet risers

A dry/wet riser is used by the Fire and Rescue Service to get water to all floors of the building. There will be a fire service connection point on the ground floor and outlets on all the floors above. Access to the dry/wet riser outlet must not be blocked.

Emergency lighting

These lights are provided on the escape route so in the event of an electrical failure, they will remain lit up and guide you to the staircase or exit

Smoke ventilation

Smoke ventilation may be installed. This is commonly known as Automatic Opening Vents (AOVs). These vents open when smoke is detected nearby. The AOV is designed to open and clear smoke to allow for you to escape and for firefighters to safely fight a fire.

Safety Advice Smoke alarms

• Smoke alarms save lives – remember to install smoke detection devices in your home if you don't already have them.

• Smoke alarms are available from DIY stores, electrical shops, and most high street supermarkets.

• While it can be more expensive, ten-year sealed battery smoke alarms are recommended and can save on the cost of replacing batteries over time.

• It's also recommended to install a carbon monoxide alarm in any room used as living accommodation which contains a fixed combustion appliance (this excludes gas cookers).

Test the smoke alarms in your property monthly.

In some developments your smoke detector may be linked to the communal alarm system. If you think your fire alarm could be linked to the communal system, please check with your property/development manager before you test.

In our retirement schemes for example testing your alarm may cause false alarms.

If any of your smoke alarms have a one-year battery, make sure it is changed every year. Only take the battery out when you need to replace it.

Never disconnect or take the batteries out of your alarm if it goes off by mistake.

Mains-powered alarms are powered by your home power supply and have a back-up battery in case of a power cut. They need to be installed by a qualified electrician and, like battery alarms, they do require testing.

In the kitchen

Cook safely - Take extra care if you need to leave the kitchen whilst cooking, take pans off the heat or turn them down to avoid risk.

Avoid cooking when under the influence of alcohol.

Avoid leaving children in the kitchen alone when cooking on the hob.

Keep matches and saucepan handles out of their reach to keep them safe.

Keep tea towels and cloths away from the cooker and hob.

Double check the cooker is off when you've finished cooking.

Deep Fat Frying

Take care when cooking with hot oil – it sets alight easily.

Make sure food is dry before putting it in hot oil so it doesn't splash.

If the oil starts to smoke – it's too hot. Turn off the heat and leave it to cool. Use a thermostat-controlled electric deep fat fryer. This means it can't overheat.

Electrics How to avoid electrical fires:

Try and keep to one plug adaptor per socket.

Keep your eyes peeled for signs of dangerous or loose wiring such as scorch marks, hot plugs and sockets, fuses that blow or circuit-breakers that trip for no obvious reasons, or flickering lights.

Unplug appliances when you're not using them, they are fully charged, or when you go to bed.

Keep electrical appliances clean and in good working order to prevent them triggering a fire.

An extension lead or adaptor will have a limit to how many amps it can take.

Be careful not to overload your plugs to reduce the risk of a fire. Appliances use different amounts of power – a television may use a 3amp plug and a vacuum cleaner a 5amp plug, for example. It's important to know the limit.

Cigarettes

Stub cigarettes out properly and dispose of them carefully. Put them out and make sure they are out!

Don't leave a lit cigarette, cigar or pipe lying around. They can easily start a fire.

Unplug e-cigarettes when fully charged and ensure you are using the correct charger type.

Candles

Make sure candles are secured in a proper holder and away from materials that may catch fire – like curtains or tissues.

Put out candles when you leave the room, and make sure they're out completely at night.

Consider using LED or battery-operated candles.

Keep pets away from a lit candle.

Barbeques

Barbeques are NOT permitted to be used Waking watch Ensuring the health and safety of all residents is an essential part of our role as a property manager. This can sometimes include the implementation of a waking watch, which Thomas Paul Property Services may be required to put in place as a temporary fire safety measure. A waking watch is a fire safety system where trained people patrol a building to detect and respond to fire

Documentation and Record-Keeping

A logbook will be maintained to record all fire drills, equipment maintenance, false alarms, and fire safety checks.

All documentation related to fire risk assessments, emergency plans, and training will be kept up to date and available for inspection by relevant authorities.

Review & Update of the Emergency Plan

The emergency plan will be reviewed annually or after any significant incident to ensure it remains effective and up to date. Any changes to the building structure, occupancy, or identified risks will trigger an immediate review of the plan.