

CROMWELL TOWER RESIDENTS EMERGENCY ACTION PROCEDURE

REPORTING AN INCIDENT/EMERGENCY

1. Ring the Emergency Services – **999**
2. Inform the Lobby Porter of any Incidents. (Who, What, Where, When & How)
Intercom or **0207 029 3924** (Cromwell Tower Reception)

FIRE:

The advice from the Fire Brigade is as follows:

The Barbican has been built to protect residents in the event of a fire. So do not automatically assume you must leave your flat. The emergency services will decide if the building needs to be evacuated. If it does, use your front door and stairs unless the fire/smoke prevents this. Then use your balcony.

- Familiarise yourself with the escape route from your flat before an emergency. For most the flats this is using a staircase (NEVER A LIFT) or your balcony. Ask the Estate Office if you are unsure.
- Keep all emergency access routes clear including both balconies and lift lobbies. Your life or those of your family or neighbours could be endangered if you do not.
- If heat/flames mean you cannot safely stay in your flat, leave by the nearest exit. Close all doors behind you.
- If the fire is in your flat, unless you can extinguish the fire immediately, do not stay to fight it. Evacuate everyone in the flat. Close all the doors behind you. Call the fire brigade first and the lobby Porter or car park attendant afterwards.
- If you detect a fire in another part of your building stay in your home unless evacuated by emergency services. Call the fire brigade, so not tackle it yourself. Close all the doors and window to restrict the spread of smoke. If you become affected by the heat or the smoke, leave your flat as described above.
- There have been very few fires in the Barbican. Those that have occurred mostly started in kitchens so you may wish to keep a fire extinguisher or fire blanket nearby. You should also note that the last serious Barbican fire was started by an old and obsolete piece of electrical equipment so please ensure equipment is used properly and regularly serviced.

IN THE EVENT OF A TERRORIST INCIDENT AFFECTING THE TOWER:

The advice from the Corporation of London Principle Security and Contingency Planning Advisor is to the remain in the your flat. It is much safer to stay within your home than out on the street. Should it be necessary to take refuge in an emergency, it would be advisable to take a radio or mobile phone with you to listen for updates.

ON HEARING THE ALARM (A Continual Claxon Sound)

To avoid the possible injury from glass, please go to your bathroom straight away and stay there until the alarm is turned off, you may leave your bathroom but please stay in your flat until further instruction has been given. Please remain calm & alert.

IN THE EVENT OF AN EVACUATION

The Emergency Services will inform you that they want to evacuate the building. In this event please remain calm and make your way down the Fire Escape Stairwell. Do not collect any personal belongings and do not run.

The Emergency Services will direct you to a location that they feel is safe for you to go to.

Bell testing will be carried out annually. Residents will be informed of this in advance.