

Emergency Fire Evacuation Procedure

1. On discovering a Fire

If a fire starts within your apartment you should only tackle the fire if it is safe to do so using a fire blanket. Never attempt to smother a fire if you are not sure how to use the fire blanket, or if the fire has become too large — in these instances, you should

- raise the alarm
- evacuate safely
- alert the local fire and rescue services.

If you have discovered a small fire and been able to extinguish it using a fire blanket, please alert a member of the HYELM management team immediately, so that safety checks can be carried out.

Fire evacuation procedure;

If you discover a fire in your apartment or communal area;

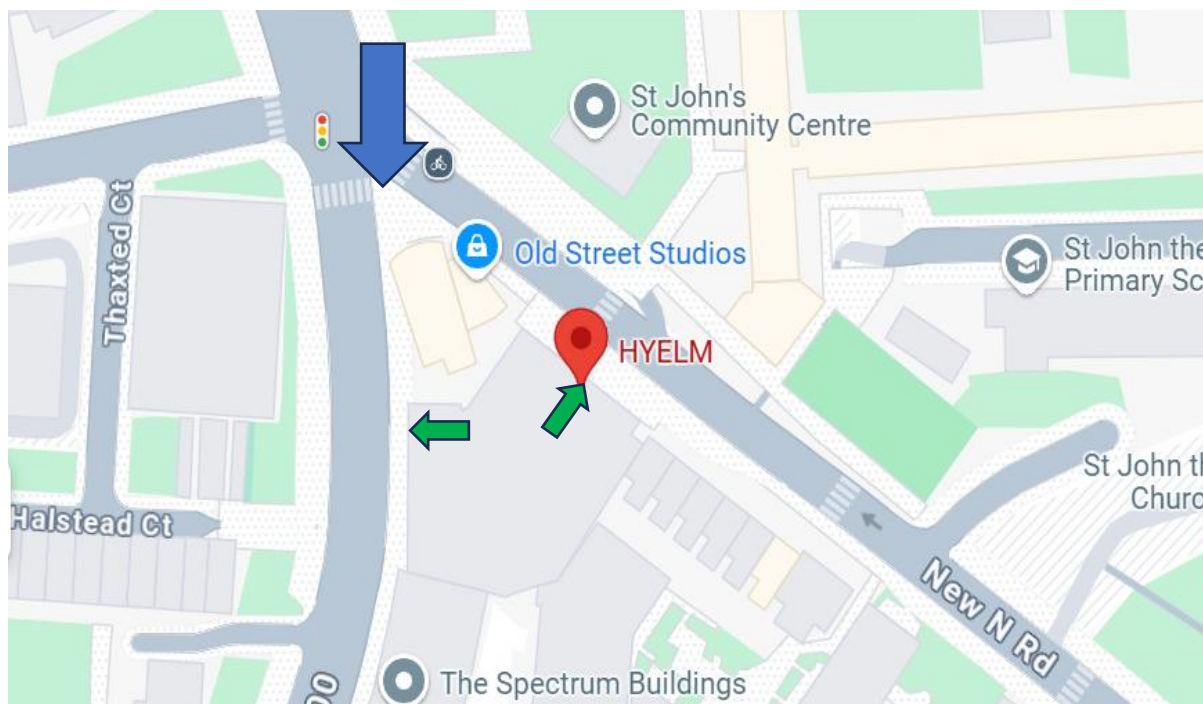
- You should then proceed immediately to the building evacuation point using the nearest available fire exit.
- If possible, close doors and windows behind you to help stop the spread of fire.
- Operate the nearest emergency call point.
- Do not use the lift.
- Proceed to the Fire evacuation point await the arrival of the fire brigade.

Telephone the fire brigade on 999 or 112.

The emergency services will ask you for details of the incident and the address and apartment in which you live or work. The full postal address is:

HYELM – Old Street 43 New North Road, London N1 6JB.

**Make your way to the Fire evacuation point at the corner of New North Road and East Road
Indicated by the blue arrow on map below.**



- Keep off the road to allow free access to the fire brigade and passing traffic.
- If the area becomes crowded please move further along East Road.
- Do not re-enter the building until told to do so by the fire brigade.
- Under no circumstances must you place yourself in any personal danger.
- Do not return to collect any belongings.

2. On hearing the Fire Alarm

- On hearing the fire alarm you should proceed immediately to the building evacuation point using the nearest available fire exit.
- If possible, close doors and windows behind you to help stop the spread of fire.
- Do not use the lift.
- Proceed to the Fire evacuation point await the arrival of the fire brigade.

- Keep off the road to allow free access to the fire brigade and passing traffic.
- Do not re-enter the building until told to do so by the fire brigade.
- Under no circumstances must you place yourself in any personal danger.
- Do not return to collect any belongings.

3. Fire Escape Routes

As a priority, familiarise yourself with all the fire escape routes around the building. If you are unsure ask a member of the HYELM management team.
Depending on the location of a fire you may need to take an alternative escape route.

There are two fire exits from the building, indicated by green arrows on the map above.

- Through main lobby doors onto New North Road
- Via the gate to the Bin area and then Left into Bike store area onto East Road

4. Fire Fighting Equipment

It is illegal to tamper with firefighting and detection equipment.

Any person found doing so, or setting off the fire alarms falsely, will be prosecuted and measures will be taken to terminate their Tenancy Agreement.

If you see someone tampering with any piece of equipment, or suspect a fault, please inform the management team immediately.

5. Guests

Residents and tenants are responsible for their permitted occupants and guests at all times.

On evacuating the building, you must ensure that your permitted occupants and guests are shown to the building evacuation point.

You have a responsibility to make sure that your permitted occupants and guests' activities are conducted in a safe and responsible manner and that they do not endanger the safety and welfare of themselves, other permitted occupants, guests, residents or staff.

6. Approval

Version Number:	V3
Approval Date:	November 2025
Approved By:	Board
Review Due:	November 2026
Responsibility:	Chief Executive

Version Control

Date	Amendment	Version
May 2020	Made clear that this policy is non-contractual.	1
November 2024	Fire evacuation muster point changed (to reduce risk).	2
November 2025	No changes	3