



## **Emergency Plan/Evacuation Procedures**

### **Purpose:**

The purpose of this emergency plan is to establish a clear and concise set of guidelines for residents, staff, and emergency services to follow in the event of an emergency in the property.

### **Types of Emergencies:**

- Fire
- Flood
- Gas leak
- Power outage
- Medical emergency
- Suspicious activity

### **Responsibilities:**

- McComb Students is responsible for ensuring that all residents are aware of this emergency plan and that all emergency equipment, such as fire extinguishers, are readily available and maintained.
- All residents are responsible for knowing the location of emergency exits and the assembly point, as well as reporting any suspicious activity to McComb Students or emergency services.
- Emergency services, including the police and fire department, are responsible for responding to emergencies in a timely and efficient manner.

### **Emergency Procedures:**

#### **Fire:**

1. Evacuate the building immediately using the designated fire exits and stairwells.
2. Do not use lifts during a fire.
3. Assemble at the designated assembly point outside the building and wait for further instructions.
4. Call 999 and provide the address and details of the fire to emergency services.
5. Notify McComb Students of the fire and the evacuation.

#### **Flood:**

1. Turn off the main water supply to the building, if possible.
2. Notify McComb Students of the flood and the location of the flooding.
3. Evacuate the affected area and avoid electrical outlets and appliances.
4. Assemble at the designated assembly point outside the building and wait for further instructions.
5. Call 999 and provide the address and details of the flood to emergency services unless the flooding is related to sewers or burst water mains then please call United Utilities on 03456723723.

**Gas leak:**

1. If you smell gas, evacuate the building immediately.
2. Do not use electrical switches, appliances, or cell phones in the building or near the gas leak.
3. Call 0800111999 and provide the address and details of the gas leak.
4. Notify McComb Students of the gas leak and the evacuation.

**Power outage:**

1. Check if the power outage is affecting only your apartment or the entire building.
2. Use a torch or other portable light source.
3. Avoid using candles or other open flames.
4. Call the utility company to report the power outage.
5. Notify McComb Students of the power outage.

**Medical emergency:**

1. Call 999 and provide the address and details of the medical emergency to emergency services.
2. Notify McComb Students of the medical emergency.
3. Follow any instructions given by emergency services.

**Suspicious activity:**

1. Call 999 and report any suspicious activity to emergency services.
2. Notify McComb Students of the suspicious activity.

**Assembly Point:**

All residents should gather at the assembly point and wait for further instructions from McComb Property Company or emergency services.

**Conclusion:** This emergency plan is designed to ensure the safety and well-being of all residents in the event of an emergency within our properties. It is essential that all residents are aware of this plan and that it is regularly reviewed and updated by McComb Students. We urge all residents to take emergency situations seriously and to work together to maintain a safe living environment.