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**Fire and Emergency Procedure**

**Keyholders**

| **Name/Address** | **Contact numbers** |
| --- | --- |
| Lorraine Stokes  11 Churchlands Way  Worcester Park  Surrey  KT4 8RE | 07789556801  07970596423 |
| Vishal Katakwar  12 Churchlands Way  Worcester Park  Surrey  KT4 8RE | 07766 475269 |

The key is also stored in a keysafe on the side of the house by the front door. Codes available from people above.

| **Emergency** | **Name/Location** | **Contact no’s** |
| --- | --- | --- |
| Fire | London Fire Brigade | 999 |
| Police | Metropolitan Police Service | 999 or 101 |
| Vet | Maven Vets | 02083372214 |
| Emergency Accommodation | Vishal Katakwar  12 Churchlands Way  Worcester Park  Surrey, KT4 8RE | 07766 475269 |

In the event of a fire all residents will vacate the property. There will be sufficient leads on the premises to secure every dog.

**Evacuation Procedure**

Those present and dogs in the house may use any of the doors depending on where they are at the time. Keys are kept in the locks at all times.

Anyone on the first floor can reach the front door by descending the stairs if possible.

If it is not possible to use the stairs, a fire door can be closed between the bedroom and the landing to await help. The windows to the first storey bedrooms are reachable by a ladder stored in the garden shed and the windows open wide enough for an adult/dog to get through.

Dogs will be kept on the ground floor during the day and will be evacuated either by the front or back door depending on where the fire is.

**Fire Assembly Points**

There are two Fire Assembly Points.

**The primary option is the front drive.**

Exiting the house via the front door, if it is safe we will evacuate all dogs and persons out to the front of the premises. Dogs will be walked on leads that will be available in the house to the top of Churchlands Way where the dogs will wait until such time as the fire brigade arrive.

**Secondary Option (if unable to get the front garden) use the rear garden.**

Dogs will be taken on leads to the very back of the garden until the fire brigade arrives to attend the fire.