

The Fire Detection System at Carlton Hill

Carlton Hill is protected by a full fire alarm system. Each flat is designed to contain any fire for at least two hours and there are detectors throughout the building to provide early warning of any fire.

All doors marked 'Fire Door' should be kept shut at all times as they form an important part of the system. Propping these doors open may endanger yourself and other tenants. You, or your guests, should never tamper with the detectors (cover them, remove them etc) or the self-closing devices on fire doors (detach them, hang anything from them etc).

If you suspect a fault, damage, or are unsure about any aspect of these instructions, then contact your Housing Management Officer for assistance.

Below are specific instructions depending on the situation you are in.

There are three alarm scenarios:



If the alarms sound within your flat:

- Check for a fire within the flat.
- Do not open a door if you suspect there may be a fire behind it. Touch it to check if it feels warm.
- If you discover a fire, leave the flat and call the fire service on 999. Exit the building.
- If you are sure the alarm has occurred due to a false activation (e.g. burnt toast), refer to '*false activations*' below, to clear the false alarm.



If the alarm sounds only outside your flat:

- Stay in your flat unless directed to by a member of Unipol staff or the Fire Service. You are safe within your flat.



If the alarms sound continuously when you are in a communal area:

- Evacuate the building by the staircase.
- Do not try to use the lifts. If you are in the lift when the alarm sounds, it will be returned safely to the ground floor where you can exit.
- Some flats have interlinking doors with a neighbouring flat, these are to reduce your exit distance. These doors will automatically open in the event of a fire alarm evacuation.



False activations: If you are sure the activation is false.

1. If an alarm sounds, immediately ventilate the room to clear smoke.
2. Once you have ventilated the room and cleared the cause of the false alarm, the system will return to normal after three minutes and the alarms will not resound.
3. The system will not re-set if there is still smoke present
4. After three minutes if the smoke has cleared but the alarm will still not silence go the panel located at the block entrance and press SILENCE and RE-SET.



In the event of a fire:

1. If there is a fire and the alarm is sounding within your flat, **VACATE THE BUILDING AND CALL THE FIRE SERVICE ON 999.** The building address is **Carlton Hill, City Centre, LS7 1JD**
2. Leave the building using the **nearest escape route**.
3. Use the staircase and exit the site in the direction of Carlton Hill barracks. Evacuations notices display a map on final exit. Wait opposite the site carpark on Lofthouse Terrace, away from the building
4. Wait at assembly point for instruction from Unipol staff or fire and rescue service.

**IF YOU ARE UNCERTAIN WHETHER THERE IS A FIRE, DON'T TAKE ANY RISKS.
CALL 999 FOR THE FIRE SERVICE IMMEDIATELY.**