

The Fire Detection System at Mill Street

Mill Street 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 an early warning of a 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 at Unipol for assistance.

The evacuation strategy is **Stay Put**, below are specific instructions depending on the situation you are in.

There are three alarm scenarios:



If the alarms sound within your flat only:

- The red 'Fire' light on the panel will be lit. Check for a fire within the flat.
- Do not open a door if you suspect there may be a fire behind it. Touch the door to see if it is warm, but leave the door closed.
- If you discover a fire leave the flat, call the fire service on 999 and state the address as One Mill Street, LS9 8NA. Make your way down the escape stairwell to the assembly point (details of where to assemble are on the fire escape door).
- If you are sure the alarm has occurred due to a false alarm (e.g. burnt toast), refer to the information at the bottom of this notice to reset the system.



If the alarms sound outside your flat only:

- Do not leave the flat unless directed to be a member of Unipol Staff or the Fire Services. You are safe within your flat.



If the alarms sound inside your flat and outside on the lobby:

- Evacuate the building by the escape staircase and make your way to the assembly point.
- 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.



Re-setting after a false alarm:

1. Using the number pad enter the code '1 2 3'.
2. Press the 'System Reset' button. The alarms should stop sounding and the 'Fire' light will go out. The orange 'Access/Function' light will go out after 1 minute.
3. If the system won't reset, ensure the alarms are not also sounding outside your flat. If they are please evacuate the building, if they are not please report this as a fault as to Unipol.



Fire Assembly Point:

Use the escape stairwell and leave the building using the closest door. Leave the site using the nearest available gate and follow the evacuation signage to the fire assembly point. Evacuation notices display a map on final exit. Do not re-enter the building until you are advised that it is safe to do so.

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