

The Fire Detection System at Oak House

Oak House 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.

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:

- The detector that activated will sound for 6 minutes. This allows time to confirm the source of the activation. 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 the information below to mute and 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 in your flat / in the lobby outside:

- Evacuate the building by the escape 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, you have 6 minutes to ventilate the room to clear smoke, hairspray etc.
2. MUTE the alarm using the MUTE button located in the kitchen.
3. Once you have ventilated the room and cleared the cause of the false alarm, the system will return to normal and the alarms will not resound.

If the alarm will still not silence contact Unipol on 0113 243 0169 or 0113 244 3799 (out of hours 5pm – 9am)



In the event of a fire:

- If there is a fire and the alarm is sounding, VACATE THE BUILDING AND CALL THE FIRE SERVICE ON 999, the building address is 94 Park Lane, Leeds, LS3 1FJ.
- Leave the building using the **nearest escape route**. Use the stairs and exit onto Park Lane or at the rear of the building onto Hanover Avenue. Make your way to Hanover Square and do not re-enter the building until you are advised that it is safe to do so. Evacuations notices display a map on final exit.

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