

# The Fire Detection System at Garden House

This building has an interlinked fire system which means that if one detector is activated every sounder in the building will sound after three minutes. If you cause a false alarm you therefore have three minutes to reset the system before disturbing other tenants.

There are smoke detectors in corridor areas which are very sensitive so it is important to keep all fire doors closed to avoid false alarms. The kitchens and bedrooms have heat detectors which will only detect a fire, not smoke produced by cooking or smoking.

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 simultaneous evacuation, below are specific instructions depending on the situation you are in.

## There are three alarm scenarios:



### Checking Where the System Was Activated:

- Go to the alarm panel in the entrance lobby and check which zone number is indicated on the screen. Go to the flat indicated on the zone list posted below the alarm panel and follow the steps outlined below.



### Checking for a false alarm:

- Go to the flat where the activation was located to check if this is a false alarm (a tenant having burnt food, a break glass point having been broken etc.).
- If there is a fire or no response from the flat which has caused the alarm activation VACATE THE BUILDING IMMEDIATELY, LEAVE THE ALARM SOUNDING TO ALERT OTHER RESIDENTS, AND CALL THE FIRE SERVICE on 999. The address is Garden House, Kirkstall Lane, Leeds, LS5 3RN.
- Please note the fire alarms are tested every Wednesday by Unipol, so you will hear the alarms sound briefly each Wednesday during testing.



### To Silence the Alarms and Reset the System:

1. Press the Black button to silence the panel and afterwards press the red button, followed by 'F4' to silence the alarms in all flats.
2. Next press the Green button to reset the panel. The panel should now be reset. (Please note: If the green button is not pressed within 2 minutes of the alarms being silence you will need to press 'F4' afterwards to reset the panel).
3. If the alarms sound again it is likely that the smoke has not cleared from the area which caused the activation. Clear the smoke by opening the windows and using extractor fans if necessary, then repeat steps 1 to 3 to silence the alarms again. If the alarm will still not silence contact Unipol on 0113 243 0169 or 0113 244 3799 (out of hours 5pm – 9am)



### Fire Assembly Point:

Exit the building, walk through the car park area and assemble at a safe distance from the property. Evacuations 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.**