



EVACUATION POLICY

One Mill Street, LS9 8NA

unipol

Registered Office
155-157, Woodhouse Lane, Woodhouse, Leeds LS2 3ED

Legal Compliance and Regulatory Alignment

To ensure full compliance with current legislation and best practice, this evacuation policy is aligned with:

- **The Building Safety Act 2022**, including:
 - Section 73–74: Duties of the Principal Accountable Person (PAP)
 - Section 75–76: Safety case report and risk management
 - Section 77–78: Resident engagement and information sharing
 - Section 79–80: Mandatory Occurrence Reporting (MOR)
- **Fire Safety (England) Regulations 2022**, including:
 - Regulation 7: Routine fire door inspections
 - Regulation 8: Installation and maintenance of wayfinding signage
 - Regulation 9: Provision and upkeep of Premises Information Boxes
 - Regulation 10: Resident fire safety information
 - Regulation 11: Information sharing with Fire and Rescue Services
- **Government guidance** from *Fire Safety in Purpose-Built Blocks of Flats*, including:
 - Principles of compartmentation and Stay Put strategy
 - Fire risk assessment methodology (PAS 79)
 - Management of vulnerable persons and inclusive evacuation planning
 - Maintenance of fire safety systems and escape routes

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1. Evacuation Strategy

1.1 Stay Put vs. Simultaneous Evacuation

The primary evacuation strategy for One Mill Street is a Stay Put (Defend in Place) approach. This strategy is based on the building's design, fire safety features, and the resident profile, which consists primarily of students in self-contained cluster flats. The building benefits from robust compartmentation, with each flat constructed to provide 60 minutes of fire resistance and fitted with FD30S fire doors. Communal areas are protected by FD60S doors and 120-minute fire-resistant structures. The fire alarm system is a fully addressable Category L2 system in communal areas and a Grade D LD3 system in individual flats, designed to alert only the flat of origin during an incident. This strategy ensures that residents not directly affected by a fire remain safely in their flats unless instructed otherwise by the Fire and Rescue Service. However, the Fire Risk Assessment has identified deficiencies in fire door integrity and compartmentation, which may compromise the effectiveness of the Stay Put strategy. As such, consideration is being given to transitioning to a Simultaneous Evacuation strategy if remedial actions are not completed promptly.

1.2 Phased Evacuation

A phased evacuation strategy is not currently in place at One Mill Street due to the Stay Put policy. However, should a transition to simultaneous evacuation be required, a phased approach may be considered to manage the safe and orderly evacuation of residents. In such a scenario, evacuation would begin with the flat or compartment of fire origin, followed by adjacent flats on the same floor, and then progressively to other floors if necessary. Triggers for each phase would include fire alarm activation in communal areas, visible smoke or fire spread, or direct instruction from emergency services. The building's two core stairwells are designed to accommodate full evacuation, with sufficient width and flow rates to support phased movement if required.

1.3 Evacuation Alert Systems

The building is equipped with a comprehensive fire alarm and evacuation alert system designed to support the Stay Put strategy. The system includes a main control panel located in the ground floor reception, repeater panels at stair cores, and detectors throughout communal and residential areas. Manual call points are installed at final exits and stairwell entrances. Sounders and beacon bases provide audible and visual alerts, and vibrating pillows are available for residents with hearing impairments. The system is maintained in accordance with BS 5839-1 and tested weekly by on-site staff, with bi-annual servicing by a competent contractor. While the system does not initiate a full building evacuation upon activation, it provides clear and targeted alerts to the flat of origin and building management, allowing for appropriate response and escalation.

1.4 Refuges

Protected refuges are provided at each floor level within the firefighter lift lobbies of Towers A and B. These areas are designed to accommodate wheelchair users and residents with mobility impairments, offering a minimum space of 900mm x 1400mm without obstructing escape routes. Each refuge is equipped with a two-way Emergency Voice Communication (EVC) system compliant with BS 5839-9, allowing residents to communicate with building management or emergency services. The master station is located adjacent to the fire alarm panel in the ground floor reception. Personal Emergency Evacuation Plans (PEEPs) are required for residents and visitors who may need assistance during an

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evacuation. These plans are tailored to individual needs and must be maintained and reviewed regularly to ensure effective support during emergencies.

1.5 Risk Assessments

A comprehensive fire risk assessment was conducted at One Mill Street, Leeds, by Lighthouse Risk Services LLP on 25th November 2024, in accordance with the Regulatory Reform (Fire Safety) Order 2005 and PAS 79 standards. The assessment identified several key fire safety risks, notably deficiencies in fire door integrity, inadequate compartmentation due to gaps sealed with non-compliant materials, and the absence of evacuation aids and disabled refuges. The building currently operates under a "stay put" evacuation strategy; however, due to the compromised fire door performance, consideration is being given to transitioning to a full simultaneous evacuation approach. To mitigate identified risks, a detailed action plan has been implemented, including the repair and rehang of fire doors, enhancement of compartmentation using fire-retardant mastic, confirmation and certification of lift types for firefighting use, and improvements to emergency lighting and signage. Regular maintenance schedules, staff training, and fire drills are in place to ensure ongoing compliance with fire safety regulations and best practices. The assessment also recommends the installation of a Premises Information Box and the development of Personal Emergency Evacuation Plans (PEEPs) for vulnerable occupants. These measures collectively aim to enhance life safety and ensure a robust fire safety management system within the building.

1.6 Mandatory Occurrence Reporting

Under the Building Safety Act 2022, Mandatory Occurrence Reporting (MOR) is a legal requirement for High-Risk Buildings (HRBs). These are defined as buildings that are at least 18 metres in height or have seven or more storeys and contain two or more residential units. Unipol Student Homes, acting as the Principal Accountable Person (PAP), has implemented a MOR system to ensure that any safety occurrences—defined as incidents or risks that could cause serious harm—are promptly identified, assessed, and reported to the Building Safety Regulator (BSR).

A safety occurrence must be reported if it has caused, or is likely to cause, the death or serious injury of a significant number of people, structural failure of the building, or the spread of fire or smoke within the building. Examples of reportable occurrences include total or partial building collapse, failure of critical fire safety systems such as fire doors or smoke extraction, use of non-compliant or defective construction materials, fire safety issues likely to result in fire spread, and faults in the design or installation of safety systems. A comprehensive list of examples is provided in Appendix 2 of the MOR Guidance Document.

To facilitate reporting, all residents, employees, contractors, and building users can raise safety concerns via email at buildingsafety@unipol.org.uk, by phone at 0113 205 3436, or through the online form available on the Unipol Building Safety webpage. Posters and leaflets are displayed throughout HRBs to raise awareness of the MOR process and encourage participation.

Once a report is received, the Compliance and Facilities Team will investigate the occurrence within three days, aiming to notify the BSR within 24 hours if the criteria for reporting are clearly met. A full report must be submitted to the BSR within ten days. All safety occurrences are logged, even if they do not meet the threshold for formal notification.

During refurbishment works in HRBs, the Principal Designer (PD) and/or Principal Contractor (PC) are required to maintain a MOR system throughout the project. This system must be submitted as part of the building application process and be available for inspection by the BSR at any time.

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The MOR system is reviewed annually or sooner if triggered by an incident or changes in legislation. Training is provided to staff and contractors to ensure they understand the reporting process and their responsibilities. If there is any uncertainty about whether an issue qualifies as a safety occurrence, individuals are encouraged to contact the Compliance and Facilities Team for guidance and support.

2. Evacuation Procedures

2.1 General Evacuation Instructions

In the event of a fire at One Mill Street, residents must follow clear and decisive steps to ensure their safety. If the fire alarm sounds inside your flat, immediately check for signs of fire without opening doors that may be hot or compromised. If a fire is confirmed, evacuate the flat promptly, closing all doors behind you to contain the fire and smoke. Proceed to the nearest escape stairwell, avoiding the use of lifts under all circumstances, as these are not fire-fighter lifts and may become inoperative or unsafe during a fire. If the alarm sounds outside your flat only, remain inside unless instructed otherwise by Unipol staff or emergency services, as the building's design supports a Stay Put strategy. However, if alarms sound both inside and outside your flat, this indicates a wider evacuation is necessary. Leave the building via the designated staircases and follow evacuation signage to the assembly point at The Avenue, off Flax Place, LS9 8HE. Residents must follow instructions from fire wardens or emergency services, who will coordinate the evacuation and ensure all areas are checked. Fire wardens will sweep common areas, assist individuals with mobility impairments where safe to do so, and report to the Building Manager at the assembly point. Evacuation may be required under various scenarios, such as a fire originating in a flat due to cooking, in communal areas, or in plant rooms, and may occur at any time of day. Regardless of the time or location, residents must not stop to collect personal belongings, must not re-enter the building until declared safe by the Fire Service, and must call 999 immediately if a fire is suspected. For residents with disabilities or additional needs, Personal Emergency Evacuation Plans (PEEPs) are in place and stored centrally to ensure tailored support during emergencies.

2.2 Building Management

In the event of an evacuation, the Building Manager holds primary responsibility for coordinating the safe and effective evacuation of all occupants. At One Mill Street, this role is fulfilled by Judith Duce, who is trained as a Fire Warden and is present on-site during core hours. The Building Manager must ensure that evacuation procedures are followed, liaise directly with emergency services, and confirm when it is safe to re-enter the building. They are also responsible for maintaining fire safety systems, ensuring escape routes are clear, and supporting residents at the designated assembly point. In addition, the Building Safety Manager plays a vital role in overseeing compliance with fire safety legislation, conducting risk assessments, and ensuring that all fire safety equipment and systems are maintained and operational. Residents are encouraged to report any fire safety concerns directly to the Building Manager via 07593 451602 or to the Facilities Team at facilities@unipol.org.uk. For concerns relating to personal evacuation plans or wellbeing, residents may also contact the Tenancy Support and Wellbeing Coordinator. All concerns will be addressed promptly, and residents will be kept informed of any updates or changes to evacuation procedures.

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2.3 Where Residents Require Additional Support

Unipol is committed to ensuring that all residents, including those with disabilities, mobility impairments, sensory needs, or language barriers, are provided with tailored evacuation support. During the application process, tenants are invited to disclose any medical conditions or disabilities, which triggers a proactive outreach from the Tenancy Support and Wellbeing Coordinator. For students allocated via partner universities, relevant medical information is shared with consent, allowing Unipol to identify those who may require additional assistance.

Personal Emergency Evacuation Plans (PEEPs) are developed for residents who need bespoke evacuation procedures. These are based on individual assessments conducted in-person, using the Tenant Fire Risk Assessment form. Once completed and consent is given, PEEPs are shared with Building Managers, stored digitally and physically, and reviewed with the tenant to ensure accuracy and comfort. Staff on-site, including Building Managers and Customer Service Assistants, are trained in First Aid, Mental Health First Aid, and Safeguarding, enabling them to identify and support vulnerable residents effectively.

For residents whose first language is not English, Unipol relies on the language proficiency standards set by partner universities, which require a high level of English for admission. However, during critical incidents, staff are instructed to use plain language, visual aids, and translation tools where necessary. Digital signage campaigns, such as #happyliving, also encourage residents to self-identify if they require additional support, ensuring inclusivity and accessibility in all safety communications.

2.4 Risk Assessments

A comprehensive fire risk assessment was conducted at One Mill Street by Lighthouse Risk Services LLP, identifying key fire safety risks and recommending mitigation measures. The building, a 12-storey purpose-built student accommodation, was assessed as presenting a "Normal" level of fire risk. However, several issues were highlighted, including inadequate fire door protection, gaps in compartmentation, and the need for confirmation of lift classification as firefighting lifts. These findings prompted a shift from a "stay put" strategy to consideration of a full simultaneous evacuation policy.

To manage these risks, Unipol has implemented a robust action plan, including fire door repairs, enhanced emergency lighting, and quarterly fire door checks in compliance with regulations for high-rise buildings. Evacuation aids and disabled refuges are currently not installed, but ongoing assessments via PEEPs ensure that residents requiring assistance are identified and supported. The fire alarm system, emergency lighting, and smoke extraction systems are maintained regularly, and staff receive fire safety training to ensure readiness.

In the event of an evacuation, vulnerable residents are supported through pre-arranged PEEPs, which detail specific routes, assistance requirements, and communication protocols. Staff are trained to coordinate with emergency services and provide reassurance and practical support during incidents. The Critical Incident Response Plan outlines procedures for post-incident debriefs, welfare checks, and emotional support for both tenants and staff, ensuring a holistic approach to fire safety and evacuation preparedness.

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2.5 Fire Warden Role and Responsibilities

At One Mill Street, designated Fire Wardens play a critical role in ensuring the safe and orderly evacuation of the building during a fire emergency. Trained personnel include the Building Manager and Customer Service Assistants, who are responsible for sweeping common areas such as corridors, kitchens, meeting rooms, and toilets to ensure all occupants have evacuated. Fire Wardens wear high-visibility vests or armbands where available and are instructed not to re-enter the building under any circumstances until declared safe by the Fire Service.

In residential settings, individual flats are not practicably checked during evacuation. However, Fire Wardens are expected to assist residents with mobility impairments, including wheelchair users, if it is safe to do so. They may nominate additional staff or residents to support these evacuations. Once their sweep is complete, Fire Wardens report to the Building Manager at the designated assembly point, confirming the status of their area, including whether any individuals require assistance or remain trapped.

2.6 Emergency Services Liaison

During an evacuation, the Building Manager acts as the primary liaison with emergency services. Their responsibilities include providing the Fire and Rescue Service with accurate information about the nature and location of the fire, the building layout, and any known hazards or persons requiring assistance. The Building Manager ensures that emergency responders receive the fire register, floor plans, and any relevant updates from Fire Wardens.

The Critical Incident Management Team (CIMT), led by the Operations Director, may also be activated in severe incidents to support coordination with emergency services. This team ensures that communication is clear, timely, and consistent, and that all relevant documentation—such as Personal Emergency Evacuation Plans (PEEPs), structural information, and incident logs—is readily available. Staff are trained to avoid speculation and to follow established protocols when sharing information externally.

2.7 Information for Emergency Services

In line with Regulation 11 of the Fire Safety (England) Regulations, One Mill Street provides:

- Real-time access to PIB contents
- Briefings from the Fire Evacuation Coordinator
- Updates on vulnerable residents and PEEPs
- Structural and layout information relevant to firefighting

Staff are trained to liaise with emergency services and provide access control override, CCTV footage, and site security support

To support the Fire and Rescue Service in planning and responding to emergencies, One Mill Street maintains a Premises Information Box containing essential documentation. This includes up-to-date floor plans, fire safety system specifications, and PEEPs for residents requiring assistance. The building is a 12-storey purpose-built student accommodation with two towers, four escape points, and a stay-put evacuation strategy unless otherwise directed by emergency services.

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The fire alarm system includes a BS 5839-compliant L2 MX Pro5 panel in communal areas and Grade D LD2 panels in cluster flats. Smoke detectors are installed in bedrooms and lift lobbies, with heat detectors in kitchens. Automatic Opening Vents (AOVs), lift recall systems, and fail-safe door access mechanisms are integrated into the fire safety infrastructure. Emergency lighting and wayfinding signage are installed throughout escape routes to aid visibility and navigation.

Emergency services are provided with direct contact details for the Building Manager, Operations Manager, and Operations Director, ensuring rapid access to decision-makers and site-specific intelligence during an incident.

One Mill Street complies with Regulation 11 of the Fire Safety (England) Regulations 2022 by ensuring the Fire and Rescue Service receives:

- Real-time access to PIB contents
- Briefings from the Fire Evacuation Coordinator during incidents
- Updates on vulnerable residents and PEEPs
- Structural and layout information relevant to firefighting operations

Staff are trained to liaise with emergency services and provide CCTV footage, access control override, and site security support.

2.7.1 Premises Information Box (PIB)

Carlton Hill maintains a Premises Information Box in Block B reception, compliant with Regulation 9. The PIB contains:

- Floor plans showing flat locations, escape routes, and fire safety systems
- Fire alarm zone charts and cause/effect matrix
- Personal Emergency Evacuation Plans (PEEPs)
- Contact details for the Building Manager and Fire Safety Team
- Records of fire door inspections and maintenance logs
- Details of firefighting equipment and dry riser locations

The PIB is reviewed quarterly and updated following any changes to building layout, occupancy, or fire safety systems.

2.7.2 Wayfinding Signage

Carlton Hill complies with Regulation 8 of the Fire Safety (England) Regulations 2022 by maintaining BS 5499- and BS 5839-compliant wayfinding signage in all stairwells and escape routes. Signage includes:

- Block and floor identification
- Flat number ranges
- Directional arrows to exits and assembly points

Signage is inspected quarterly and updated following any layout changes. Visual clarity and accessibility are prioritised, including high-contrast formats and tactile elements where appropriate.

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2.8 Information for Residents

Residents are provided with comprehensive fire safety information upon moving into their accommodation, including fire notices displayed in bedrooms, kitchens, and communal areas. These notices outline the evacuation strategy, fire alarm scenarios, and the location of assembly points. Tenants are encouraged to familiarise themselves with this guidance and the fire safety systems in place, which include smoke detectors, fire blankets, and emergency lighting.

Fire doors play a critical role in preventing the spread of fire and smoke. All fire doors, including flat entrance doors and those in communal areas, are designed to resist fire for a minimum of 30 minutes and must remain closed at all times. These doors are fitted with self-closing devices, intumescent seals, and smoke seals to ensure they function effectively during a fire. Residents must not tamper with or wedge open fire doors, as doing so compromises the safety of the entire building. Any faults or damage to fire doors should be reported immediately to the Building or Property Manager via the tenant portal or email.

Unipol also provides tenants with guidance on preventing false alarms, such as using extractor fans when cooking or showering, avoiding the use of candles, and keeping smoke detectors unobstructed. Tampering with fire safety equipment—including detectors, extinguishers, and signage—is strictly prohibited and may result in legal consequences.

2.8.1 Regulation overview

In compliance with Regulation 10 of the Fire Safety (England) Regulations, residents receive fire safety information:

- At move-in (printed and digital formats)
- Via fire notices in bedrooms, kitchens, and communal areas
- Through the Unipol tenant portal and website

Information includes:

- Evacuation strategy (Stay Put or Simultaneous)
- Assembly point location
- Fire door usage and maintenance
- False alarm prevention tips
- Emergency contact details

Materials are provided in plain English, with translation tools and visual aids to support accessibility.

2.9 Fire Safety Equipment

Unipol properties are equipped with a range of fire safety equipment designed to support safe evacuation and early fire detection. In larger developments, wayfinding signage is installed throughout stairwells and communal areas to guide residents to the nearest fire exits and assembly points. These signs are compliant with relevant safety standards and are maintained regularly to ensure visibility and clarity during emergencies.

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Emergency lighting systems are installed along all escape routes and exits, providing illumination in the event of a power outage or fire. These systems are tested and serviced in accordance with BS 5266-1:2016 to ensure they remain operational and effective. Smoke control systems, including Automatic Opening Vents (AOVs), are fitted in stairwells and corridors to release smoke and heat, improving visibility and facilitating safe evacuation. These systems activate automatically when the fire alarm is triggered.

All fire safety systems are subject to regular inspection and maintenance, and tenants are encouraged to report any faults immediately.

2.10 Fire Doors

Fire doors are a vital component of Unipols fire safety strategy. These doors are installed throughout all shared properties and larger developments to contain fire and protect escape routes. Flat entrance doors are fire-rated and include features such as self-closers, fire-resistant glazing, intumescent and smoke seals, and fire-resistant hardware.

Fire doors in communal areas are inspected quarterly, in line with legal requirements for buildings over 11 metres in height. Flat entrance doors are inspected annually as part of the Standard Inspection process. The frequency of these inspections is in accordance with Regulation 7 of the Fire Safety (England) Regulations 2022. These inspections ensure that doors close properly, seals are intact, and no damage or tampering has occurred. Any issues identified during inspections are addressed promptly to maintain compliance and resident safety.

All inspections and outcomes are logged in the Vantify Risk Manager system. Remediation is being undertaken in line with Unipols Passive Fire Protection Policy.

Residents are informed of inspection schedules and are reminded not to tamper with fire doors or their self-closing mechanisms. If faults are observed, they should be reported immediately to the Building or Property Manager. Maintaining the integrity of fire doors is essential to preventing the spread of fire and ensuring safe evacuation routes remain protected.

2.11 Post Evacuation

Following an evacuation, the Building Manager conducts a roll call at the designated assembly point using the fire register and sign-in sheets. Fire Wardens report the status of their areas, including confirmation of evacuation, any missing persons, and any individuals requiring assistance. The Building Manager remains in contact with the Fire and Rescue Service to determine when it is safe to re-enter the building.

If the fire results in damage or disruption, the Critical Incident Management Team coordinates post-incident actions, including welfare checks, temporary accommodation arrangements, and communication with affected residents. A formal debrief is conducted within 72 hours, and all actions are documented for review. The Fire Service is the only authority permitted to declare the building safe for reoccupation, and no unauthorised persons may interfere with the site until their investigation is complete.

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3. Evacuation Plans and Drills

3.1 Evacuation Plans

Evacuation plans for One Mill Street are developed and maintained to ensure all residents and staff are aware of safe escape routes, assembly points, and the roles of fire marshals during an emergency. The building is a 12-storey purpose-built student accommodation with two towers (A and B), each served by a dedicated stairwell. There are four designated escape points: Tower A lower ground exit, Tower A main front sliding doors, Tower B lower ground exit, and Tower B rear car park sliding door.

Up-to-date floor plans are maintained and stored in the Premises Information Box located at reception. These include clearly marked escape routes, fire exits, refuge areas, and fire marshal locations. The plans are reviewed annually or following any significant building changes. Escape routes are signposted with compliant wayfinding signage and supported by emergency lighting to ensure visibility in low-light or smoke-filled conditions.

The designated assembly point for One Mill Street is located at The Avenue, off Flax Place, LS9 8HE. This location is communicated to residents through fire notices displayed in flats and communal areas, as well as during induction and fire drills.

Fire marshals, including the Building Manager and Customer Service Assistants, are assigned specific zones within the building to sweep during evacuations. Their locations and responsibilities are outlined in the evacuation plan and communicated during training and drills. Fire marshals are equipped with high-visibility vests and are trained to assist residents, report to emergency services, and confirm area clearance.

All evacuation plans are integrated into staff training, resident communications, and fire drills. They are reviewed and updated regularly to reflect changes in occupancy, building layout, or fire safety systems, ensuring they remain accurate and effective in supporting a safe evacuation.

3.2 Evacuation Drills

Evacuation drills are a vital part of Unipols fire safety programme, ensuring that residents and staff are familiar with emergency procedures and can respond effectively in the event of a fire. At PBSA sites such as One Mill Street, fire drills are conducted twice a year—typically in October and April—under the supervision of the Building Manager, with support from the Operations and Facilities Management Teams.

Prior to each drill, the Building Manager schedules the date and time, notifies relevant third parties including West Yorkshire Fire and Rescue Service, and assigns staff roles such as sounding the alarm, directing residents to assembly points, and conducting door knocks. Residents are encouraged to participate fully by evacuating promptly when the alarm sounds, using the nearest safe exit, and proceeding calmly to the designated assembly point. They should avoid using lifts, bring any mobility aids if needed, and follow instructions from staff wearing high-visibility jackets.

To support resident engagement, Unipol provides advance notice of drills where appropriate, especially for those with additional needs. Residents are advised to treat every drill as a real emergency, familiarise themselves with escape routes and fire safety signage, and report any issues with fire doors or alarms. After the drill, residents are thanked for their cooperation and reminded that these exercises are conducted for their safety.

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Post-drill, staff convene to review performance, raise concerns, and complete equipment checks. The Building Manager uploads a formal evaluation to Vantify Risk Manager and sends follow-up communications to residents, highlighting successes and areas for improvement. This feedback loop helps reinforce awareness and ensures continuous improvement in fire safety readiness.

3.3 Training and Communication

Unipol Student Homes is committed to ensuring that all residents and staff at One Mill Street are fully informed and trained on the building's evacuation policy and procedures. Staff members, including the Building Manager and Customer Service Assistants, receive regular fire safety training, which includes evacuation protocols, fire marshal responsibilities, and support for vulnerable residents. Evacuation drills are conducted biannually, typically in October and April, to familiarise residents with escape routes, assembly points, and emergency procedures. These drills are coordinated by the Building Manager and supported by the Operations and Facilities Management Teams, with advance notice provided to residents, particularly those with additional needs. Communication regarding evacuation procedures is delivered through multiple channels, including fire notices in flats and communal areas, digital signage campaigns, and induction materials. To ensure accessibility, evacuation information is presented in plain language and supplemented with visual aids and translation tools where necessary. Residents with disabilities, sensory impairments, or language barriers are identified during the application process or via partner university referrals and are supported through tailored Personal Emergency Evacuation Plans (PEEPs). These plans are developed collaboratively, stored securely, and reviewed regularly to ensure they remain accurate and effective. All updates to evacuation procedures are communicated promptly to residents through email, posters, and staff briefings, ensuring ongoing awareness and preparedness across the community.

4. Review and Continuous Improvement

4.1 Regular Reviews and Updates

To maintain compliance and best practice:

- The evacuation policy is reviewed annually and after any significant incident or regulatory change
- Fire risk assessments follow PAS 79 methodology and are reviewed every 12 months or sooner if required
- Lessons learned from incidents are documented and used to update procedures
- Resident feedback is collected via surveys and informal channels to improve communication and inclusivity

The evacuation policy for One Mill Street is subject to regular review to ensure it remains current, effective, and compliant with all relevant fire safety legislation. Reviews are conducted annually as part of Unipols broader fire safety management programme, with additional reviews triggered by significant changes to the building structure, occupancy profile, or updates to fire safety regulations. Any alterations to evacuation strategies—such as a shift from a Stay Put to a Simultaneous Evacuation approach—prompt an immediate reassessment of the policy and associated procedures. The Building Manager, in collaboration with the Compliance and Facilities Team, is responsible for initiating and documenting these reviews. Updates are communicated to residents and staff through formal notices,

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digital signage, and email correspondence, ensuring that all stakeholders are informed of any changes that may affect their safety during an emergency.

4.2 Record Keeping

Unipol maintains comprehensive records related to fire safety and evacuation procedures at One Mill Street, ensuring transparency, accountability, and continuous improvement. Documentation includes logs of evacuation drills, staff training sessions, fire door inspections, and any incidents or near-misses. These records are stored securely within the Vantify Risk Manager system and are accessible to relevant personnel for audit and review purposes. Following each evacuation drill, a formal evaluation is completed by the Building Manager and uploaded to the system, detailing resident participation, staff performance, and any identified areas for improvement. Incident reports, including those related to fire alarm activations or safety occurrences, are logged and investigated promptly, with outcomes shared with the Building Safety Regulator where applicable. Personal Emergency Evacuation Plans (PEEPs) are also maintained for residents requiring additional support, with copies stored both digitally and in physical format within the Premises Information Box. This robust record-keeping framework supports regulatory compliance and ensures that fire safety practices are continually refined to meet the needs of all building occupants.

4.3 Revision History

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