

FIRE SAFETY POLICY

Poppy Close — House in Multiple Occupation Evacuation Strategy

Fire Evacuation Strategy

This property operates a full evacuation strategy. In the event of a fire or upon hearing the fire alarm, you must evacuate the building immediately.

- Leave the building immediately using the nearest available exit. Do not stop to collect personal belongings.
- Ensure all persons within your room evacuate. Close all doors behind you as you leave.
- Proceed to the designated assembly point outside the building.
- Call 999 and give your room number and the full street address.
- Do not re-enter the building under any circumstances. Wait for the fire service and follow their instructions.
- Allow clear access for the fire service upon their arrival.

Never attempt to tackle a fire unless you are trained to do so. Do not use fire extinguishers unless you have received training in their use.

Fire Detection Devices

Each room and common area is fitted with interlinked heat and smoke detectors, and carbon monoxide detectors where required. Both the heat and smoke detectors will activate in the event of a fire. Under no circumstances should you remove, cover, obstruct, or tamper with these devices. Report any visible defects, warning signals, or faults immediately.

Fire Doors

All fire doors within the building must remain closed at all times. Never prop open a fire door or tamper with, disable, or obstruct self-closing devices. Report any faults, damage, or ill-fitting fire doors immediately. Fire doors to bedrooms are essential for providing protection while you sleep.

E-Bikes, E-Scooters & Lithium-Ion Batteries

E-bikes, e-scooters, and any devices containing lithium-ion batteries must not be stored or charged inside the Property or in any internal communal area unless the Landlord has given prior written consent. Lithium-ion batteries present a significant fire risk — they can overheat, ignite, and produce toxic gases with little or no warning. Where external storage is provided, these items must be stored and charged in designated areas only.

Portable Heaters & Naked Flames

Portable heaters of any type (including electric, gas, oil-filled, or fan heaters) are not permitted anywhere in the Property or communal areas. Candles, incense burners, oil burners, and any other items involving a naked flame are strictly prohibited inside the Property and all internal communal areas.

Smoking

Smoking, vaping, and similar activities are prohibited inside the Property and all internal communal areas. Smoking is only permitted in designated external areas where provided. Please dispose of cigarettes responsibly.

Hazardous Materials

You must not keep any dangerous, flammable, or combustible goods, materials, or substances in the Property or communal areas, other than those required for ordinary household use.

Fire Blanket

A fire blanket is located in the kitchen area. In the event of a cooking or pan fire: turn off the heat source; pull down the tabs to release the blanket; holding the straps, wrap the corners around both hands; approach the pan slowly at arm's length and place the blanket gently over the pan — do not throw it. Leave the blanket in

place for at least 30 minutes. Check the heat source is off. Report the use of the fire blanket so a replacement can be issued.

Cooking Safety

Never leave cooking unattended. When using oil or fat, moderate the temperature — overheated oil will ignite. Never throw water onto a hot oil fire. Use the fire blanket as described above. Clean cooking surfaces and the extractor fan regularly to prevent grease build-up.

Electrical Safety

Ensure all purchased electrical items carry the appropriate UK safety markings. Do not overload electrical circuits or use damaged extension cables. Turn off and unplug chargers, laptops, gaming equipment, and similar devices when not in use. Report any damage to electrical sockets or wiring immediately.

Gas Safety

The Property is fitted with a gas boiler and a gas isolation valve. If you smell gas or your carbon monoxide alarm activates: turn off the gas isolation valve; open windows; do not use naked flames or switch on electrical sockets or switches. Report any smell of gas immediately.

Housekeeping & Escape Routes

Remove all refuse and rubbish to the designated refuse areas regularly. Do not allow rubbish to accumulate in your room, behind doors, or in communal areas. Keep all escape routes, corridors, stairways, and communal areas clear of obstructions at all times. Items stored in these areas create a fire hazard and impede evacuation. Do not store items in the communal areas.

Assembly Point

Upon evacuating the building, proceed to the designated assembly point: the pavement area on Poppy Close, away from the building entrance. Do not stand directly outside the building entrance, as this may obstruct the fire service. Do not re-enter the building until the fire service confirms it is safe to do so.

If You Are Trapped by Fire

If fire, heat, or smoke prevents you from leaving the building safely, do not attempt to pass through the affected area. Instead:

- Go to the room furthest from the fire and close the door.
- Seal gaps around the door using wet towels, sheets, or similar materials to slow the entry of smoke.
- Go to the window and attract attention. If safe, open the window for fresh air.
- Call 999 and tell the fire service your exact location — room number, floor, and which part of the building you are in.
- Stay low if there is smoke in the room — air is clearer near the floor.

Testing Smoke & Heat Alarms

Test your smoke, heat, and carbon monoxide alarms at least once a month by pressing and holding the test button until the alarm sounds. If an alarm fails to sound, or if you notice any fault or damage, report it immediately. Do not remove batteries or disconnect any alarm.

Gas Emergency

If you smell gas or suspect a gas leak, in addition to following the steps above (isolate gas, ventilate, do not use electrical switches or naked flames), you should also call the National Gas Emergency Service on 0800 111 999. This line is available 24 hours a day, 7 days a week. Do not wait until the management office is open — report gas emergencies to this number immediately at any time of day or night.

Personal Emergency Evacuation Plans (PEEPs)

If you have a physical mobility issue, a disability such as a sight or hearing impairment, or a cognitive condition that may make it difficult to evacuate the building unaided in the event of a fire, please notify the Landlord as soon as possible. The Landlord will work with you to prepare a Personal Emergency Evacuation Plan.

Contact

Report all fire safety concerns, defects, or incidents to:

Email: office@braydenkane.com

Phone: 0116 497 2096

In an emergency, always call 999.