

Fire Safety & Evacuation Policy at CODE

Your safety is really important to us here at CODE Student Accommodation, and we have a duty to ensure that all tenants are aware and understand the fire & emergency evacuation policy for their buildings.

Your evacuation policy is displayed in your flat and communal areas please read these notices and make sure you understand the evacuation policy for your building, so that you know what to do in the event of fire and in the event of the fire alarm sounding.

If the fire alarm is activated in any of the CODE buildings, you need to call 999 and ask for the Fire Brigade. There is no automatic dialling to a control centre.

Below is a quick reference for what action you should take if you hear the fire alarm

Block B, Block C, Block D, Block F Western Road

If the fire alarm is activated, please call the Fire Brigade on 999 and notify the CODE office immediately. If the office is closed, please contact the on-site Security Team. The alarm will only sound in the area that is affected. If you can hear the alarm, then you need to evacuate the building. Do not use the lifts.

Occupants of the rest of the building are deemed safe* and should remain in their flats until arrival of the fire service who would then carry out a phased evacuation if necessary.

Access for fire crews could be hampered by large numbers of occupants leaving the building and obstructing the fire-fighters entering the area concerned.

ASSEMBLY POINTS – If you are evacuated then please go to a safe area **CLEAR** and **AWAY** from the building, please refer to the notice in your flat for the precise location of the assembly point. **PLEASE** do not block doors or access roads.

** The buildings are fitted with modern fire alarm systems and a fire will be detected at a very early stage thereby allowing an evacuation plan to be implemented before the fire develops. These buildings are also designed with structural fire separation which means an outbreak of fire will be contained within its fire compartment for 2 hrs. Combined with other measures such as smoke ventilation of the protected escape routes this all contributes to a stay put / phased evacuation policy.*

Block A, Block E & Block G Western Road, & all CODE Classics Properties

If the fire alarm is activated, the alarm will sound throughout the whole building and every occupant must evacuate the building. Please call the Fire Brigade on 999 and notify CODE office or out of hours contacts immediately.

ASSEMBLY POINTS –if you are evacuated then please go to a safe area **CLEAR** and **AWAY** from the building, please refer to the notice in your flat for the precise location of the assembly point. **PLEASE** do not block doors or access roads.

Weekly Fire Alarm Testing

Please be aware that the fire alarms are tested at all of the CODE blocks every Wednesday between 10am – 3pm. There is no need to evacuate the building during the test, however, should the alarm continue to sound for more than 2 minutes please assume that a real fire alarm is in progress and evacuate accordingly.

Please note that if any safety or fire equipment is found to be tampered with, a charge of £75 will be payable.

Windows

In accordance with UK laws, all windows are fitted with a window restrictor. For your safety, this is not to be tampered with or removed. All window restrictors are checked at the start of your tenancy and if windows are found to be fully open or restrictors removed or tampered with, an instant charge of £50 will be payable.

If you believe that your window restrictor is not fitted securely please contact the CODE office immediately and we will happily double check this for you.

Building

CODE does not have any Aluminium Composite Cladding on any of its buildings and we have been fully compliant with Building Control, Leicester City Council and no enhanced safety risks have been identified.