



# FIRE SAFETY NOTICE

*Please read carefully and retain for reference.*

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## FIRE DOORS & ESCAPE ROUTES

The stairways and corridors in this building are protected to provide a clear route to safety in the event of fire. Fire-resisting self-closing doors are fitted throughout. These doors prevent the spread of smoke and fire and **MUST** be kept closed at all times.

### As a tenant, you must **NOT**:

- Remove, tamper with, or wedge open any fire door or self-closing device
  - Block or obstruct any door, stairway, corridor or escape route with belongings or furniture
  - Store anything in escape routes that could cause or support a fire
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## FIRE PREVENTION — YOUR RESPONSIBILITIES

You must take reasonable steps to prevent fire in your room and in shared areas. In particular:

- Never smoke inside the building — this includes bedrooms, communal areas and stairways
  - Never leave cooking unattended — especially chip pans or deep fat frying
  - Never use candles, incense sticks or open-flame items in the property
  - Never use portable radiant heaters or appliances fuelled by paraffin or LPG
  - Do not overload electrical sockets or use trailing extension cables unnecessarily
  - Ensure any upholstered furniture you bring into the property carries a fire-resistance label
  - Do not cover, remove batteries from, or interfere with smoke detectors in any way
  - Do not remove, damage or discharge fire extinguishers or fire blankets except in a genuine emergency
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## IF THE FIRE ALARM SOUNDS

Treat every alarm as a real fire until confirmed otherwise. Do not ignore it.

- Leave the building immediately by the nearest safe exit — do not use the lift
  - Close all doors behind you as you leave (do not lock them)
  - Do not stop to collect belongings
  - Proceed to the designated assembly point away from the building
  - Do not re-enter the building until the fire service has confirmed it is safe to do so
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## ON DISCOVERING A FIRE

- Alert all other occupants immediately if it is safe to do so
  - Only attempt to tackle the fire yourself if it is very small and you can do so safely — use the fire extinguisher provided
  - Close the door of the room on fire and the front door as you vacate
  - Call the Fire Service immediately: dial 999 or 112
  - Do not re-enter the building for any reason
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## REPORTING DEFECTS

If you notice any damage to or malfunction of any fire safety equipment — including smoke detectors, door self-closers, door smoke seals, fire extinguishers or fire blankets — report it to 3 Win Property immediately:

**Tel: 07968 100 191**

**Email: [info@3win.co.uk](mailto:info@3win.co.uk)**

Do not wait — defective fire safety equipment puts everyone in the building at risk.

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