

GUEST FIRE SAFETY CHECKLIST

Your safety is important to us. Please take a moment on arrival to familiarise yourself with the property and the following fire safety information.

ON ARRIVAL

- Familiarise yourself with the **Fire Escape Plan** displayed in the property.
- Locate the **nearest exit** and make sure everyone in your group knows how to leave safely.
- Check the location of the designated **Fire Assembly Point**.
- Keep escape routes, hallways, stairs and exits **clear at all times**.
- Make sure everyone in your group, including children, understands what to do in an emergency.

DURING YOUR STAY

- Do not cover, remove or tamper with smoke or heat alarms.
- Never leave candles, cooking or other naked flames unattended.
- Do not leave cooking unattended, particularly when using the hob or grill.
- Keep flammable items away from cooking appliances and heat sources.
- Do not overload electrical sockets or use damaged electrical equipment.
- Switch off electrical appliances when they are no longer required, where appropriate.
- **Smoking and vaping are not permitted inside the property.**
- Keep all designated fire exits and escape routes unobstructed.

IF YOU DISCOVER A FIRE

- **Raise the alarm immediately** and alert everyone in the property.
- **Leave the property immediately** using the nearest safe exit.
- Do not stop to collect personal belongings.
- Close doors behind you where safe to do so.
- Do not attempt to fight the fire unless it is safe and you are competent to do so.
- Go directly to the designated **Fire Assembly Point**.
- **Call 999 and ask for the Fire and Rescue Service.**
- Do not re-enter the property until the Fire and Rescue Service confirms it is safe.

IMPORTANT: Please report any damaged, missing or sounding smoke alarms or other fire-safety concerns to Beech Brook Retreats immediately.

IN THE EVENT OF A FIRE: GET OUT - STAY OUT - CALL 999

Thank you for helping us keep everyone at Beech Brook Retreats safe.