EMERGENCY PROCEDURES

FOR FIRE
- Activate a Red manual break glass alarm

FOR ALL EMERGENCIES
- Call Security on ext 333
- Or call 99053333
- Or use a Red emergency telephone
- Assist anyone that needs help if it is safe to do so

EVACUATION
Be ready to leave the building:
- If danger threatens
- If instructed by staff, wardens or emergency services
- On hearing the alarms

When evacuating the building:
- Walk. Do not run. Do not use a lift
- Evacuate to the assembly area & stay there until the all clear is given by the authorised person

ALARMS
- Beep-Beep Prepare to evacuate, turn off equipment & listen for announcements over the PA system
- Whoop - Whoop Evacuate to assembly area

SYMBOL LEGEND
- Main exit pathway
- Manual call point
- Fire hydrant
- Fire hose reel
- Fire blanket
- Emergency call point
- Emergency phone
- Water Extinguisher
- AED/Defibrillator
- Fire indicator panel
- Emergency warning & intercom system

ASSEMBLY AREA
- Evacuate to assembly area