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 who 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

ASSEMBLY AREA

23