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