

# Fire Emergency

## Evacuation Procedure

### If you discover a fire

Leave by the nearest exit, following green fire exit signs

**Do not** stop to collect personal belongings

Sound the fire alarm on route (by breaking glass in call point)

Close all doors on the way

Call Fire Brigade (**Tel 999**)

Call Security Control Room (internal extension **3200** or externally **342086**)

**Assemble in an adjacent car park**

**Do not** re-enter the building until instructed to do so

### If you hear the fire alarm

Leave by the nearest exit, following green fire exit signs

**Do not** stop to collect personal belongings

Close all doors on the way

Assemble in an adjacent car park

**Do not** re-enter the building until instructed to do so

**Do not attempt to fight a fire unless your escape is blocked**



### Never use a lift in a fire evacuation

If you have a mobility problem you should attempt to leave the building. However, provided you can reach a protected enclosure, such as a stairwell or linked building, you will be safe for at least 30 minutes. Tell someone that you are remaining behind and that the Fire Brigade, Security or Health and Safety must be told. You may ask a friend to stay with you. Once informed, the Fire Brigade can then effect a rescue.