EMERGENCY PROCEDURES

If you discover a fire:

- **Operate the nearest call point**

- **Alert others in the vicinity by shouting 'fire!'**

- *If trained, and the fire is small enough, try to extinguish the fire using the nearest suitable extinguisher.*

DO NOT PUT YOURSELF IN DANGER

- **Leave the building immediately via the nearest fire exit**

- **Close any doors behind you**

- **Proceed to the external assembly point**

- **Inform Security and/or call the Emergency Services by dialling 999**

On hearing the fire alarm:

- **Leave the building immediately via the nearest fire exit**

- **Encourage others to evacuate as you leave**

- **Close any doors behind you**

- **Proceed to the external assembly point and await further instructions**

- **FOLLOW INSTRUCTIONS FROM FIRE WARDENS/ SECURITY**

- **DO NOT STOP TO COLLECT PERSONAL BELONGINGS**

- **DO NOT RE-ENTER THE BUILDING UNTIL TOLD SAFE TO DO SO**