



WHAT TO DO IN AN EMERGENCY

IF YOU DISCOVER A FIRE OR SOMEONE REPORTS A FIRE TO YOU IMMEDIATELY RAISE THE ALARM. THIS MAY BE DONE IN SEVERAL WAYS.

PICK UP ANY INTERNAL EMERGENCY RED TELEPHONES AND THIS WILL CONNECT YOU WITH CONTROL. TELL THE DUTY OPERATIVE WHERE THE FIRE IS AND YOUR LOCATION.

OPERATE THE NEAREST FIRE ALARM CALL POINT BY BREAKING THE GLASS. IF YOU DO THIS (AND IT IS SAFE TO DO SO) PLEASE STAY NEAR THE FIRE POINT TO DIRECT THE ATTENDING SECURITY OFFICER TO THE FIRE.

IN THE EVENT THAT YOU NOTICE A SUSPICIOUS PACKAGE OR ITEM, OR SOMEONE REPORTS IT TO YOU, DO NOT ATTEMPT TO OPEN IT, MOVE IT OR TOUCH IT. PICK UP ANY INTERNAL EMERGENCY RED TELEPHONE, WHICH WILL CONNECT YOU TO CONTROL AND INFORM SECURITY OF THE LOCATION OF THE ITEM OR PACKAGE.

IF IT IS DECIDED TO EVACUATE THE BUILDING YOU WILL HEAR THE FIRE ALARM BELLS AND TANNOY MESSAGES INFORMING YOU TO LEAVE THE BUILDING. PLEASE LEAVE BY THE NEAREST FIRE EXIT OR AS INSTRUCTED BY MEMBERS OF THE SECURITY STAFF. PLEASE FAMILIARIZE YOURSELF WITH THE NEAREST FIRE EXITS TO YOUR OFFICE, SHOWROOM OR EXHIBITION STAND.

DO NOT STAY IN THE BUILDING ONCE YOU HAVE BEEN INSTRUCTED TO LEAVE. DO NOT STAY TO COLLECT HANDBAGS, VALUABLES ETC.

LEAVE IMMEDIATELY

FIRE ASSEMBLY POINTS ARE AS FOLLOWS.

- **SIDE OF THE BUILDING IN BERNERS ROAD OR AS ADVISED BY SECURITY.**
- **REAR OF THE BUILDING: PAVEMENT AREA OUTSIDE OF THE OLD ROYAL FREE HOSPITAL IN LIVERPOOL ROAD**

PLEASE REMEMBER

DO NOT DO ANYTHING TO ENDANGER YOUR LIFE. RESTRICT YOUR ACTIONS TO TRYING TO PREVENT THE FIRE FROM SPREADING BY CLOSING DOORS/WINDOWS ETC AND RAISING THE ALARM. TRY TO PREVENT PEOPLE FROM GOING NEAR THE FIRE UNTIL HELP ARRIVES.

PLEASE TRY TO STAY CALM AND ENCOURAGE OTHERS TO DO THE SAME. PLEASE HELP THOSE THAT APPEAR TO BE EXPERIENCING DIFFICULTIES.