FIRE EVACUATION

SHOUT OUT! - GET OUT! - STAY OUT!

BE PREPARED

Know Your Exit:
Familiarise yourself with the nearest EMERGENCY exit on your way on and out
Look for the fire notices in your building (this identifies alarm types / assembly points)

IN CASE OF FIRE

Shout Out:

- Raise the alarm verbally & evacuate
- Break the glass on a red call point on your way out.

Get Out:

- Evacuate the area immediately you hear the alarm.
- Do not delay - 'If in doubt get out'
- Follow the green running man and arrow signs to the nearest emergency exit
- Do not run - it can cause panic and injury.
- Close doors behind you as you leave.
- Proceed to designated Assembly Points.

Stay Out:

- Wait at the assembly point.
- Keep away from the exterior doors
- Do not enter a building when the alarm stops until instructed to do so

DON'T PANIC

- If you cannot escape the area do not panic.
- Get as far away from the fire as you can, preferably on a lower floor.
- Contact security/patrol staff using the **emergency number (69966)**.