

# Emergency Evacuation Procedure

## IF YOU DISCOVER A FIRE OR EMERGENCY



**ACTIVATE**  
the nearest  
fire alarm call  
point



**ALERT**  
the front desk  
or reception,  
if possible



**EVACUATE**  
the building  
following  
directional  
signage

**DO NOT RE-ENTER**  
the building until  
officially declared safe

## IF YOU HEAR THE EVACUATION ALARM



Evacuate  
**IMMEDIATELY** -  
do not wait for instruction



If safe and feasible,  
**SHUT DOWN**  
electricity and gas, **CLOSE**  
doors and windows.



Exit via the  
**NEAREST**  
**EMERGENCY EXIT**



Do **NOT USE** lifts



Form **SINGLE FILE** on  
stairs and corridors,  
keep centre clear



If exit is blocked,  
use an **ALTERNATIVE**  
route

Report to the **DESIGNATED**  
**ASSEMBLY POINT**