



# Fire Safety & Evacuation

## **If you discover a fire:**

1. Activate the alarm at any fire alarm call point by breaking the glass
2. Evacuate the building by the most direct route
3. Report to the assembly area

## **If you hear the alarm:**

1. Switch off any electrical equipment that you have been using, if safe to do so
2. Close the door to the room when leaving
3. Evacuate the building by the most direct route
4. Report to the assembly area