

# GENERAL INSTRUCTIONS

## In the event of a fire



Call 118 immediately.



Tackle the fire only if it is safe to do so, using appropriate extinguishing equipment.



Exit the building, alerting others as you go.



Close all windows and doors.



Gather at the assembly point outside.



Wait for the emergency services; brief and assist them.

## If you are unable to exit



Never enter smoke-filled areas.



Report your position to 118.



Seal the door with water and a damp towel.



Make your presence known at the window.

## In all cases



Keep escape routes clear (doorways, corridors, stairs, etc.).



Stay low to the floor if the room is filled with smoke.



Never use the lift in the event of a fire.