

## FIRST FLOOR

### FIRE & EMERGENCY INSTRUCTION NOTICE ON DISCOVERING A FIRE

- Raise the alarm by using the nearest fire alarm call point.
- Inform staff of the location of the fire.
- Leave by the nearest fire exit.
- Proceed to your closest assembly point.
- **DO NOT** use the lift.
- **DO NOT** rush.
- **DO NOT** stop to collect personal belongings.
- **DO NOT** re-enter the premises.
- **OBEY** the instructions of the staff.

### ON HEARING THE ALARM

- Leave by the nearest fire exit.
- Proceed to your closest assembly point.
- **DO NOT** use the lift.
- **DO NOT** rush.
- **DO NOT** stop to collect personal belongings.
- **DO NOT** re-enter the premises.
- **OBEY** the instructions of the staff.

