

Emergency Evacuation Plan

2026

Emergency Evacuation Procedure

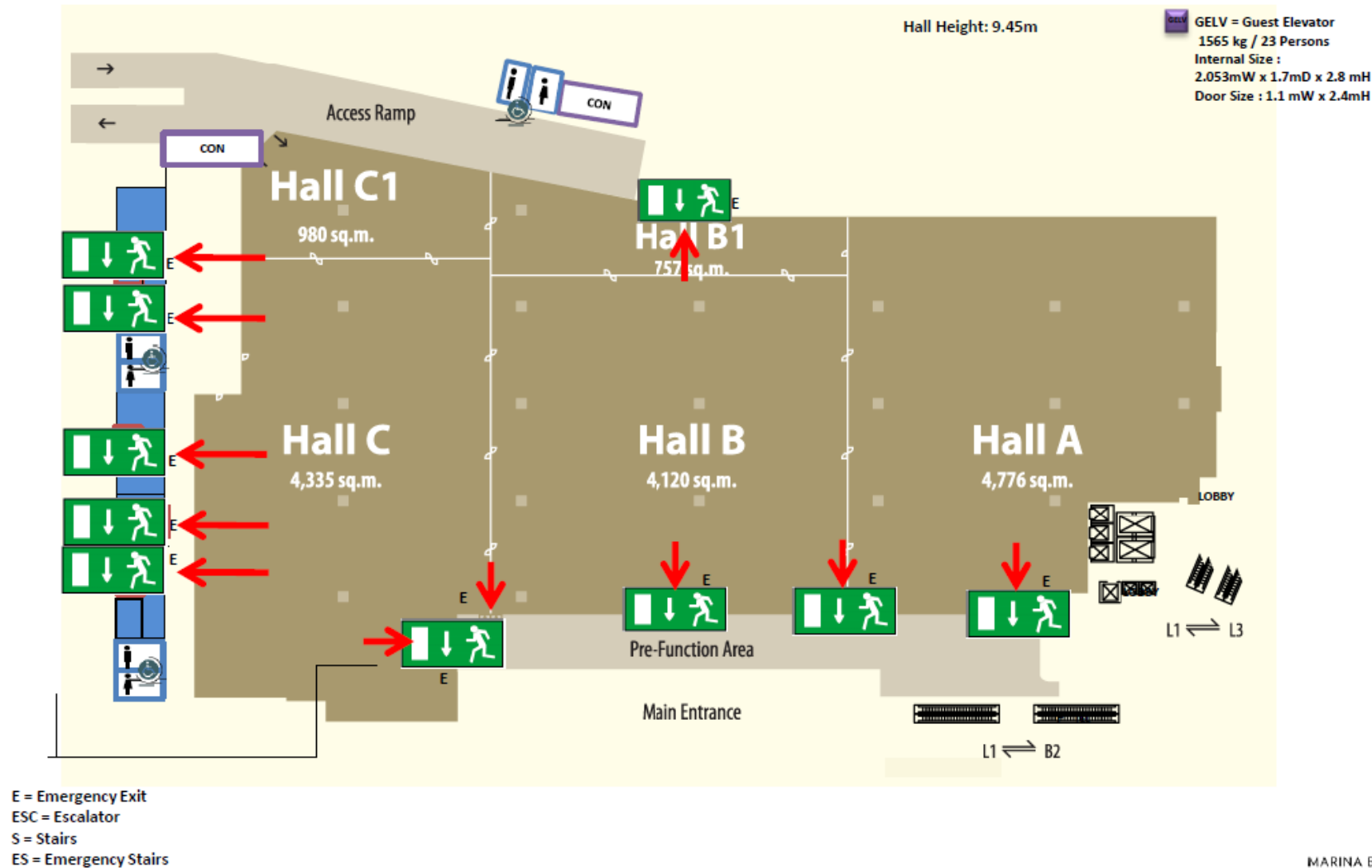
- Stay Calm and Alert nearby Personnel
- Raise the Fire Alarm by activating the nearest Manual Call Point or call the Fire Command Centre at :**66881404** .
- Stay Calm and Alert nearby Personnel
- Attempt to extinguish the fire with the available fire fighting equipment and without personal risk.
- Should the fire get out of control, close all doors behind you and evacuate immediately.



On hearing the Fire Alarm Bell Ring

- Listen to the announcement and Stand by
- PA announce for Evacuation
- Evacuate in an orderly manner via the nearest emergency exit door and staircase
- Do not use the lift
- Exit the building, proceed to designated Emergency Assembly Area

Level 1 Emergency Route



Evacuation Assembly Area



Emergency Phone Number

Ambulance/Fire
Police

995
999

Incidents

- Report all incidents to the Emergency Champions
- DO NOT disrupt the scene of the incident
- Control hazards when reasonably practicable to reduce potential risk
- DO NOT move injured people – *unless in immediate danger*



Communications

Please refrain from making any comment or posting pictures on social media or to your social groups about any emergency occurrence.
Avoid speculation and misinformation



Thank you

