

## SAFETY NOTICE AND EMERGENCY PROCEDURE ALL AREAS

### **FIRE**

#### **IF YOU DISCOVER A FIRE**

- Operate the nearest fire alarm
  - Tackle the fire **only** if it is safe to do so.
  - Go to the assemble point at the **car park**
- Do not** re-enter the building until told by a senior officer that it is safe to do so.

#### **ON HEARING THE FIRE ALARM**

Leave the building by the **nearest** fire exit.  
Report to the assembly point at the **car park**.

### **BOMB**

#### **IF YOU RECEIVE SUSPECT MAIL OR PACKAGE:-**

- **Do not** handle it.
- Inform a senior officer who will issue instruction.

#### **IF YOU RECEIVE A TELEPHONE WARNING**

##### **Stay calm**

Get as much information as possible.  
Write the information down.  
Inform a senior officer who will issue instruction.

### **Fire Officers**



Lyne Graham



Kirsty Cooper



Karl Hanna



Bev Lowe



Colette Heavey



Corran Meldrum