## **EMERGENCY EVACUATION PROCEDURES**



# THE RIVERSIDE BUILDING

### ACTION TO BE TAKEN BY A PERSON DISCOVERING A FIRE

- Activate/ sound the alarm by using the nearest fire alarm call point
- Dial 9999 to call the Scottish Fire and Rescue Service
- If possible tackle the fire using the appliances provided (DO NOT endanger yourself or others in doing so)

#### ACTION TO BE TAKEN ON HEARING THE FIRE ALARM

- Leave the building by the nearest, safest available exit/route (closing all doors and windows behind you, whenever
  possible to do so safely)
- Follow the signs
- · Report to responsible person in charge of the appropriate assembly point
- DO NOT take risks

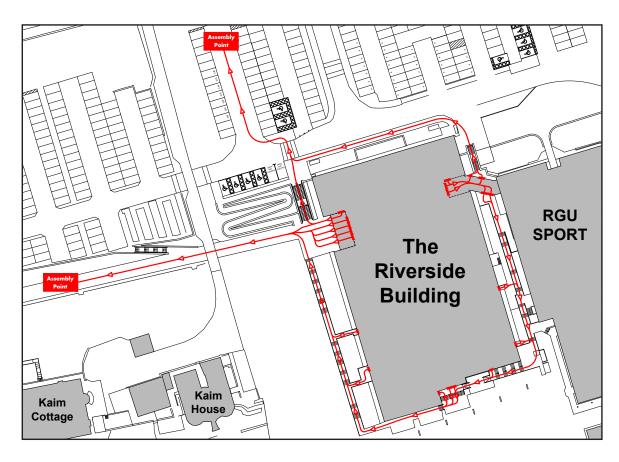
#### FIRE EXITS

#### **SWIPE CARD DOORS**

Swipe card doors will be deactivated during a fire alarm activation, consequently, they can be used as an exit.

#### **EXITS AND EXIT ROUTES**

There are a number of exits from the building, the principal exit routes are detailed below, please ensure that all persons utilise the nearest safest exit.



**EMERGENCY EVACUATION INFORMATION**