


### 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 FIRE EXIT

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.

