

Emergency Action Plan

Medical Emergency

- Call 999
- If you know CPR, start chest compressions.
- If you do not know CPR, retrieve the AED from the hall.
- If an AED is available, open its case and follow the step-by-step audio instructions.
- Stay with the person until help arrives.

Fire or Explosion

- Activate the fire alarm and evacuate the building.
- If smoke is encountered while evacuating, stay close to the floor where air is coolest and smoke free.
- Feel the door with the back of your hand before opening it. If the door is cool, open it slowly. If the door is hot, or if smoke is detected on the other side, do not open it. Seek another way out.
- If you cannot exit, shelter in a safe place, dial 999.
- Attempt to make yourself visible to responding authorities.

Active Shooter

- **GET OUT** immediately and run away from the gunman or from sounds of gunfire.
- **HIDE** in an area out of the shooter’s view. Close, lock and block entry to your hiding place, turn off lights and silence your mobile phone or any other devices.

Hazardous Materials

- Evacuate the area and activate the building fire alarm.
- Call 999

Building Evacuation

- If an alarm sounds, evacuate immediately — but don’t run.
- Move away from the building and to a designated meeting area.
- While exiting, move far away from the building’s exterior to assure your safety and to provide ample room for firefighters and emergency equipment.
- Do not reenter an evacuated building until it has been determined safe to do so.

Shelter in Place

- Certain incidents like severe weather or hazardous spills may require sheltering in place.
- Take shelter in a windowless interior room or hallway.
- Lock doors and windows.
- If outside, enter the nearest building.
- Stay indoors until instructed otherwise.

Flooding

- Move to a safe location.
- Call 999.
- Do not walk through floodwater — it may be contaminated or contain a live electrical current.
- Do not drive a vehicle through floodwater.