



Do You Need Help to Evacuate the Building?

In an emergency the lifts won't be in use. If you need help to evacuate via the stairs, assistance is available. Please advise either, the Building Attendant, Security/Central Services, or the person that you are visiting that you will need help and where you are likely to be.

If the fire alarm is activated in an emergency:-

- Make your way to the nearest fire exit stairway.
- Tell the Fire Warden or other building users that you need help so that they can pass this information to those managing the evacuation.
- If there is a telephone at your refuge area, use this, otherwise use your mobile phone, to inform Central Services of your location.
- Stay in the stairway refuge area until the evacuation team arrive.

Contact Central Services on: 0141 330 4444