# Emergency Procedures

## FOR ANY EMERGENCY DIAL 404

### FIRE
- Assist any person in immediate danger ONLY if SAFE to do so.
- Close the door.
- Break glass for fire alarm.
- Dial the emergency number on 404.
- Attack fire if SAFE to do so.
- Evacuate the building to your designated assembly area.
- Remain at assembly area until instructions are given.

### MEDICAL EMERGENCY
- Check for danger to self, injured persons and bystanders.
- Dial the emergency number on 404 for first-aid assistance and provide:
  - your name and extension number
  - exact location of the injured person
  - gender and approximate age of the injured person
  - details of the injury.
- Remain with injured person until first-aider or ambulance arrives.

### OTHER EMERGENCY
- For all other emergencies dial the emergency number on 404.

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Stay calm. Think clearly.