EMERGENCY PROCEDURES

In the event of fire:

- Notify Security Control Centre ext. 1999 / 1317
- Sound nearest alarm
- Evacuate building closing doors behind you

Do not use fire extinguishers unless you have been trained to do so

In the event of other emergencies:

- Notify Librarian’s office ext. 1661/1924 (Office hours)
- Duty Librarian 1127 (outside office hours)
- Security Control Centre ext. 1999/ 1317 (outside office hours)

State your identity, location and nature of emergency

If feasible take appropriate action to halt crisis (e.g. stop flood by turning off water)

If necessary evacuate building closing doors behind you

REMEMBER: prompt action can prevent minor events becoming major disasters