

Procedure for calling Emergency Services

In the event of a fire or other emergency, where evacuation is necessary. Emergency services should be called, by the manager, **Mrs King** or in her absence by the deputy, **Mrs Pettit**. In the event of neither of these persons being available, then a member of staff, whose name must be displayed by the phone, is responsible for calling the emergency services.

Dial 999

Say which service you require.

Give address and tel no. 02392734847

33b St Simon's Road

Southsea

And any other information they require

Leave the building through the

appropriate exit, ready to meet the

emergency services when they arrive.

Named person-

