**** EMERGENCIES ****

For all emergencies (fire, bomb scare, security, first aid), **CALL 2222 from a Rothamsted phone**, or 01582 938222 from your mobile or other landline. Out of hours duty caretaker can be reached on 07817 437673 (short code 6226). In the event of a **FIRE**, please also press the nearest alarm point. **DO NOT** try to extinguish the fire unless you are trained to do so.

**On hearing the evacuation bell (continuous ring for FIRE, intermittent for other emergencies)**

- **Make safe** any equipment being used e.g. heaters, Bunsen burners, gas supplies, etc.
- **Leave the building** immediately via the nearest exit. Where possible close doors behind you and leave windows as they are.
- **Report to your assembly point. See map.** Do not go to another building until you have checked in at your designated assembly point.
- **Do not enter a building where the alarm is sounding.**

**** ACCIDENTS ****

All accidents must be reported to your contact at Rothamsted. For **FIRST AID**, please remember **first contact 2222** or 01582 938222, so plans can be put in place. **If an ambulance is required then please call 999/112.** The AED (Automated External Defibrillator) and associated first aid kit are located in the Centenary Building Reception to right of post room door.

**** GENERAL ****

- Please comply with all site safety instruction given by our staff, and stay alert...
- Speed limit on site is 20 mph. 5 mph around stores.
- **Do not leave packages, or cases unattended.**
- **Visitors, please park in visitor parking and to collect visitor permits from reception.**
- **Smoking only in designated areas please.**