

# What to do in an **emergency.**



## Go in, Stay in, Tune in

**This leaflet contains important safety information for businesses in Portsmouth.**

The emergency services response varies according to the type of threat or incident. Instructions will come from the Police or the Fire and Rescue Service.

# What to do in an emergency.

## If you find a suspicious package:

- Do not touch the package
- Call 999 using a landline telephone
- Await instructions from the police

## If you receive a bomb threat:

- Call 999 using a landline telephone
- Carry out a visual search of the premises
- Report to the police when the search is over and if you find anything

## If you are asked to evacuate the premises, you will be told:

- Where the suspect device is
- Which exits to use and those to avoid
- Which direction to send people
- Designated safe zone
- To report when the premises are clear
- To provide a key holder or management representative for liaison with the emergency services

Do not lock doors or windows

Take personal bags and key with you

## Who to call:

Emergency services	999
Portsmouth City Council	023 9283 4092
NHS Direct	0845 4647
Local Police	0845 045 45 45

## If you are asked to shelter in your premises:

- Close doors and windows
- Close curtains and blinds
- Switch off the air conditioning
- Move away from windows
- If possible, move to an area in the building facing away from the incident
- Nominate a telephone number for contact purposes with the emergency services and keep a member of staff with the phone

