

# Procedure to Call Emergency Services

**Dial 999**

**Ask for appropriate service (Ambulance, Police or Fire) and briefly state what has happened.**

**Speaking slowly and clearly, answer the questions asked using the following information:**

**Address:**

Address, including postcode here

**Room and floor number:**

Room and floor number here

**Telephone number:**

Telephone number here

**Extension number:**

Extension number here

**Send someone to the main entrance to direct the emergency services to the correct place.**