

## **EVACUATION PROCEDURE, AUDIO RECORDING & HOUSEKEEPING**

### **Ground Floor Committee Room, Town Hall**

Fire alarms are normally tested on a Wednesday morning at the Town Hall. If the fire or bomb alarm should sound please exit by the nearest emergency exit.

The Fire alarm is a continuous ring and the Bomb alarm is the same as the fire alarm however it is an intermittent ring. If you hear the fire alarm sound please exit the Ground Floor Committee Room by the normal exit. Please then exit the Town Hall by using the normal front exit – this can be located by immediately turning right out of the Ground Floor Committee Room. There is also an exit located directly down the corridor which is straight ahead of you as you exit the Ground Floor Committee Room. The assembly point for everyone in the Town Hall is outside of the Shambles. The assembly point for everyone if the Bomb alarm is sounded is the Swallow Hotel, Johnny Walker Square, Stockton.

Location of the Ladies Toilets are on the Ground floor opposite the Ground Floor Committee Room and the men's are just a little further along the same corridor (to the right of the ground floor Committee Room).