

## **Jim Cooke Conference Suite, Stockton Central Library**

### **Fire and Bomb Alarm**

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 the Fire Alarm rings exit through the nearest available emergency exit and assemble in Municipal Buildings Car Park.

The emergency exits are located at the end of the lecture room , the key coded door next to the toilet facility (the mechanism for the lock will disengage when the alarm is activated), and if required emergency egress can also be gained via Municipal Buildings by following the emergency evacuation signage.

The assembly point for everyone if the Bomb alarm is sounded is the car park at the rear of Splash on Church Road.

The Toilets are located on the Ground floor corridor of Municipal Buildings. Go through the exit door to Municipal Buildings, the ladies and gents toilets are located on the right hand side.

### **Mobile Phones**

Please ensure your mobile phone is switched off, or set to silent, before the meeting begins.