

## **Evacuation Plan - Council Chamber, 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. There are two exits from the Chamber, one is in the corner of the Chamber which leads into Committee Room 3 and down the back stairs and exit by the double doors. The other one is through the main door and then down the main stairs and out of the front exit. For anyone in the Public Gallery please exit by going down the main stairs and out of the front exit. The assembly point for everyone if the fire alarm is sounded in the Town Hall is outside of the Shambles. The assembly point for everyone if the Bomb alarm is sounded is the old 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).