

## **Democratic Services Meeting Room, 1<sup>st</sup> Floor Municipal Buildings** **Evacuation Procedure & Housekeeping**

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 form up in Municipal Buildings Car Park.

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

The emergency exits are located via the doors to the right and left of the democratic services meeting room. All key coded emergency exit doors will automatically disengage when the alarm sounds.

### **The main staircase at the reception atrium MUST NOT be used unless there are no alternative escape routes available**

- Everyone must evacuate the building in a calm and orderly manner and proceed to the Assembly Point.
- Staff and Visitors should leave the building by the nearest available protected fire evacuation route and exit unless prevented by smoke or fire.
- The central feature staircase is NOT a protected escape route and should NOT be used, unless necessary.
- Lifts must not be used during a fire evacuation unless it has been identified that the evacuation lift in the Library is to be used for those persons with mobility issues.
- Members of the public, visitors and contractors should be escorted out of the building.
- Staff / visitors should stand together in teams at the Assembly Point.

### **Toilet**

Should you require the toilet please inform the concierge at Reception who will contact a member of staff to escort you to the nearest facility. Alternatively, if you are in the meeting please inform the Chair or a member of staff.

## **Microphones**

During the meeting, members of the Committee, and officers in attendance, will have access to a microphone. Please use the microphones, when invited to speak by the Chair, to ensure you can be heard by the Committee and those in attendance at the meeting.