

Visitor Guidance

EMERGENCY EVACUATION PROCEDURES

- In the event of a fire or a bomb alert you will hear a continuous alarm.

On hearing the alarm everybody should leave the building promptly and in a quiet and orderly fashion using the nearest available escape route and assemble on the Promenade footway on the far side of the war memorial.

The nearest exits are:

- The front and back of the Council Chamber
- There is also a door at the far end of the public gallery which leads down into the Council Chamber
- The stairway down from the public gallery leads down to a fire exit located on the right at the foot of the stairs.
- The committee suite entrance on the Promenade

Fire Extinguishers – should only be used by trained personnel, however they can be used if a fire exit is blocked by a fire.

TOILETS – these are located near the committee entrance opposite the kitchens.

NO SMOKING POLICY – smoking is not allowed anywhere in the building.

CONSIDERATION FOR OTHERS – meetings may still be taking part in other rooms so please be quiet when you leave especially in the communal area.

ARRANGEMENTS FOR THE DISABLED – Please let the Democracy Officer know if you need assistance leaving the building. They will be seated next to the Chair of the meeting.

Emergency Telephone number – dial 9-999 for Emergency Services.

Duty Custodian – 07867 907390

FIRST AID – In the event that first aid is required please contact the Duty Custodian on the above number – the Custodian is a trained first aider.

Disturbance – In the event of a persistent disturbance, the meeting will be adjourned and anyone causing the disruption may be escorted from the chamber and off the premises.