

LICHFIELD CITY COUNCIL

Guildhall Evacuation Procedure

In the event of a fire or other emergency, the building must be evacuated quickly and calmly. Emergency Exit Routes are signed, and emergency lighting will operate in the event of a power failure.

Hirers must appoint at least one person to be responsible for familiarising themselves with this procedure, the exit routes and location of the nearest alarm call point and to supervise the evacuation of attendees in the event of an emergency. Emergency Exit routes MUST NOT be obstructed.

ON DISCOVERING A FIRE

Sound the alarm (press the button on the 'Call Point Units' sited by the doors on the main exit routes).

ON HEARING THE ALARM (a loud siren)

- Leave the building by the nearest exit
- Do **NOT** use the lift
- Close all doors behind you
- Assemble in Bore Street in front of the Guildhall
- Nobody is permitted to re-enter the building until instructed that it is safe to do so by an Officer of the Fire Brigade (or an Officer of the Council in the event of a false alarm).

EMERGENCY EXIT ROUTES:

From Guildroom (Ground Floor)

- Through the main door near the front of the building to Bore Street **OR**
- Through the door along the ground floor corridor and out through the rear entrance into the carpark

From Guildhall (Main Hall)

- Through the doors onto the 1st floor corridor and down the Guildhall main staircase to Bore Street **OR**
- Through the door on the fire-place side of the hall into Donegal House, then down staircase into carpark

From Ashmole Room

- Down the stairs onto the 1st floor landing, then along corridor and down main staircase to Bore Street **OR**
- Down the stairs onto the 1st floor landing, then down the back stairs to the ground floor and into the carpark

From 1st Floor Kitchen

- Onto 1st floor landing, then as for Ashmole Room above

From Whytmore Room

- Down the stairs on to the 1st floor landing, then as for Ashmole Room above **OR**
- Down the outside metal stairs from the Whytmore Room and into the carpark

FIRE DOORS

Fire Doors are designed to slow down the spread of a fire. These doors are self-closing and MUST NOT be wedged open.

Assistance

The lift must not be used in the event of an emergency evacuation.

Hirers should arrange to provide assistance to any attendee who would require physical help to leave the building in the event of an emergency.

Event Safety Announcement

The following statement should be read out by the appointed person (as per item 21 of the Terms and Conditions of Hire) at the beginning of events in the Guildhall.

No fire drill is planned for today.

If you hear the fire alarm, please:

- ***Leave the building immediately by the nearest fire exit. All exits are indicated by green 'running man' signs***
- ***Do not attempt to use the lifts***
- ***Once outside, assemble in Bore Street (in front of the Guildhall)***

If you, or anyone with you, would require assistance in the event of an evacuation, please advise me now.

If this is not possible, you should inform the Caretaker prior to the start of your booking.