



HAMILTON HOUSE

MEETING ROOMS

Fire Evacuation Instructions

On Discovering a Fire:

Immediately operate the nearest alarm call point (only attack fire with the appliances provided where there is no risk to yourself or others).

If you have any attendees who are in need of evacuation assistance, as they may not be able to self-evacuate, let us know and we will have a member of staff on hand to assist.

Evacuation Procedure:

On hearing the fire alarm, all visitors must:

- ▶ Leave the building by the nearest available exit which is shown by the nearest emergency exit signs (only close windows and doors if it is safe to do so)
- ▶ All electronic door locks are automatically set to "OFF" when the alarm is activated
- ▶ FOLLOW THE EMERGENCY EXIT SIGNS
- ▶ Do not stop to collect personal belongings
- ▶ Do not use the lifts once the alarm has sounded (if you are already in a lift get out at the next landing)
- ▶ Use the Fire Evacuation Lift at the rear of the building if you have mobility impairment.

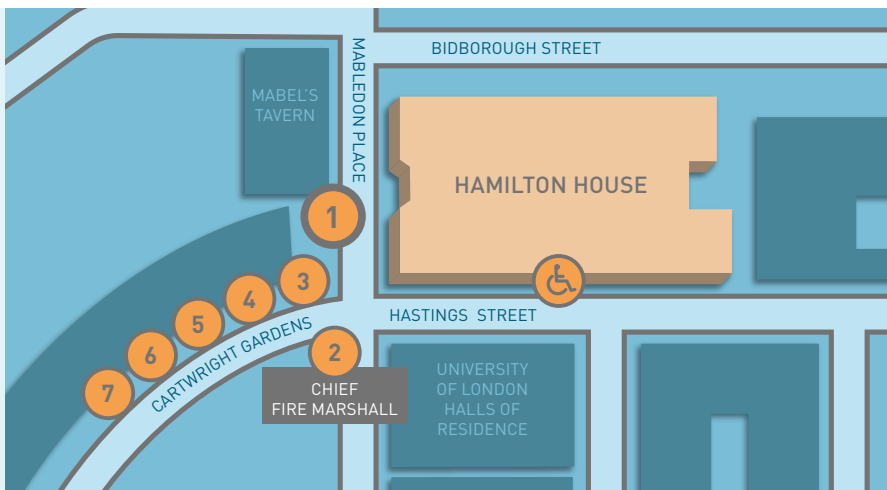
On leaving the building, all visitors must:

- ▶ Go immediately to ASSEMBLY POINT 1 (see map below)
- ▶ At the Assembly Point report to the Roll Call Manager (identified by fluorescent vest)
- ▶ Do not congregate around entrances to the building and avoid standing in the road
- ▶ Do not re-enter the building until advised to do so by the Fire Brigade or the Chief Fire Marshall.

Assembly Points

On evacuating Hamilton House:

1. Visitors, Executive, Catering Staff, Gould & Co, Psyctc, GCE
2. Chief Fire Marshall
3. NUT - Business Services
4. NUT - APC
5. NUT - O&M
6. NUT - Strategy
7. Regus Tenants



Disabled Access

At Hamilton House full disabled access is available to all meeting rooms, with further assistance available if needed.

To ensure attendees have the best experience, please let us know if anyone will need use of the Disabled Access, the entrance is on Hastings Street allowing access to all meeting rooms and Reception.

For more information:

Hamilton House, Mabledon Place, London WC1H 9BD.
Telephone 020 7380 4831 | Email: sales@nut.org.uk
Website: hamilton-house.org.uk

