



# HAMILTON HOUSE

MEETING ROOMS

## Fire Evacuation Instructions

### On Discovering a Fire:

- ▶ Immediately operate the nearest alarm call point;
- ▶ Only fight the fire if your escape route is blocked;
- ▶ If you have any attendees who are in need of evacuation assistance during office hours; they need to be taken to the evacuation lift, after 17:00, hosts need to evacuate them through the staircase.

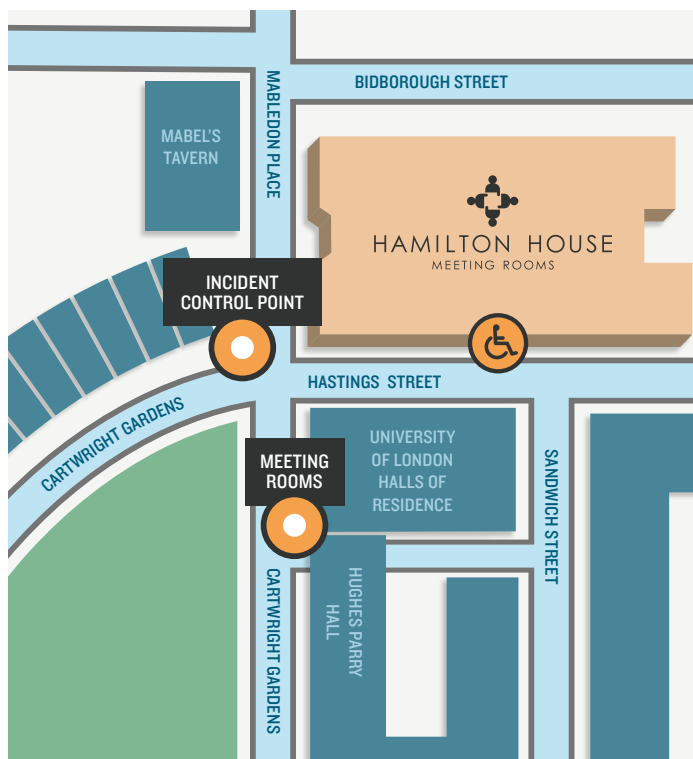
### Evacuation Procedure:

#### On hearing the fire alarm, all visitors must:

- ▶ Leave the building by the nearest exit, indicated on the meeting room escape map, next to this notice;
- ▶ DO NOT STOP to collect personal belongings;
- ▶ Follow the emergency exit signs;
- ▶ DO NOT USE the lifts;
- ▶ If you have a mobility impairment between 09:00 and 17:00, follow the instructions of your host;
- ▶ Go to the meeting rooms assembly point on Cartwright Gardens.

#### Out of hours (17:00 to 21:00 and weekends):

- ▶ Please go to the Incident Control Point and follow the instructions of the Hamilton House Facilities Staff.



## Disabled Access

At Hamilton House full disabled access is available to meeting rooms. If you need further any assistance, please let your host know and they will liaise with the building staff.

To ensure all attendees have the best experience, please let us know if anyone will need to use the accessible entrance. This is located on Hastings Street and allows users to access all meeting rooms.



 **For First Aid assistance:** please go to reception or call 4900/4901 from an internal telephone.

 **For any other issues, including catering:** please contact the reception team.

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## Health and Safety

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Hirers and hosts are responsible for the health, safety, and welfare of their visitors.

The hirer and/or host, must complete a risk assessment prior to the booking to ensure they have in place adequate arrangements to manage the health, safety, and welfare of all attendees; including fire evacuation.

The venue has a health and safety risk assessment, COVID-19 risk assessment and a risk assessment covering the use of projectors; all of which are available on request. First aid facilities and a defibrillator are available at the venue.

Hirers and hosts are responsible for keeping a record of those present in the building throughout the booking and ensuring their safe evacuation from the premises in the event of emergency.

Hirers and hosts are responsible for notifying the venue of any attendees who have relevant a disability along with the details of the disability, as listed under the Equality Act 2010 (at least 7 days in advance), and how these will be managed.

In the event of an open event, hirers and hosts must inform the venue reception as soon as practicable if any participants have a known disability and explain how they will be managed.

Between 09:00 and 17:00, there is a single fire evacuation lift available in the venue, at the rear of the building, for evacuating those with mobility difficulties from the lower ground floor.

The fire evacuation procedures for meetings rooms is provided in the enclosed information sheet; copies of these will also be available at the venue. In the event of an evacuation from the building, hirers and/or hosts, must:

- ▶ Clear the spaces they have hired of participants;
- ▶ Ensure that all participants have assembled in the designated fire assembly point (Cartwright Gardens, outside the university halls of residence; [see map](#));
- ▶ Report to the venue's reception team at the incident control point (the reception team will be wearing blue vests).