

Meeting and Events Delegate Fire Safety Notice

1. Familiarise yourself with the Emergency Evacuation Map in your room or location.
2. Please inform us if we can assist with a personal emergency evacuation plan for specific accessibility requirements.
3. Fire Alarms are tested every Monday at 13h20.
4. If you hear a fire alarm at any other time, STOP what you are doing and evacuate the Hotel via the closest Fire Escape.
5. Follow instructions from the Fire Marshals in High Viz jackets; do not stop to collect personal items.
6. Leave the building via the nearest available route. Do not run, do not use lifts, close any windows and doors.
7. Make your way to the assembly point.
8. Do not return to the building until given the all clear.
9. If for any reason it is not safe to use our usual emergency evacuation route, our emergency evacuation team will direct you to the safest alternative which may include a controlled external evacuation or an internal refuge plan.
10. Never block Fire Escapes or Exits.

Fire Assembly Point

- Forum Magnum Square

