

Fire Safety Notice for Meeting & Events Delegates

Fire Alarm Testing: Routine fire alarm testing takes place every Thursday at 14:00pm

Personal Emergency Evacuation Plans (PEEPs): If you require any assistance during an evacuation due to accessibility needs, please notify us in advance so we can arrange a tailored Personal Emergency Evacuation Plan.

In Case of Fire Alarm (Outside of Scheduled Test): If the fire alarm sounds at any other time, stop all activity immediately and evacuate the hotel via the nearest fire exit.

Follow Fire Marshal Instructions: Fire Marshals will be identifiable in high-visibility jackets. Please follow their instructions and do not stop to collect personal belongings.

Evacuation Procedure: Leave the building via the closest safe route. Do not run, do not use lifts, and close windows and doors behind you if safe to do so.

Assembly Point: Proceed directly to the designated assembly point as indicated on the venue's evacuation signage.

Do Not Re-enter: Only return to the building when you are officially informed that it is safe to do so.

Alternative Evacuation Routes: If the standard evacuation route is unsafe, our trained emergency evacuation team will guide you to an alternative, which may involve an external evacuation route or an internal refuge plan.

Fire Escapes and Exits: Please ensure fire exits and escape routes remain unobstructed at all times.

**Fire Assembly Point :
Arch Centaur Street**

