EVACUATION PLAN

- Please ensure to familiarise yourself with the nearest fire exit on arrival

- If the alarm sounds, please leave the building by the nearest & safest route

- Do not attempt to use the lifts

- Please do not stop to collect personal belongings and walk calmly to the assembly point

- The assembly point is next to the lake and boating shed in the park

- Please notify any member of staff wearing hi-vis jacket should a member of your group not be accounted for.

- Please do not re-enter the building until have been You will be notified by a member of staff when it is safe to do so
HOUSEKEEPING NOTES

- This is a non-smoking building
- The main toilets are situated on the lower ground floor.
- Accessible toilets are situated on the lower ground, first and second floor