

## **Note to Event Organiser**

*The following information in compliance with health and safety regulations.*

### **Fire Evacuation**

The fire evacuation alarm in City Hall is a two-phase system

However as this function is in a public area it will go in to immediate evacuation.

A man's voice will tell you to evacuate the building **immediately**

There are two designated fire escape stairs, East and West on the 9th to 2nd floor, and one on ground and first floors, all of which exit the building at Ground level floor.

On leaving the building, by any exit, please make your way to the assembly point, which is in Potters Field Park adjacent to City Hall.

At the entrance to each fire escape stairs (on all floors) you enter a lobby, which is a designated Safe Haven. Anyone unable to leave the building can wait in this area and a member of the GLA Facilities & Squares Management team or the fire brigade will rescue them if necessary.

APPLICABLE TO 9<sup>th</sup> floor events only

### **9<sup>th</sup> Floor Balcony**

Please note City Hall is a non-smoking building

For health and safety reasons, please do not take any glassware, crockery or other breakable items onto the balcony.

**Note to speaker/ event organiser – please contact Facilities & Squares Management on ext 4750 should you have any queries**