

# SAFETY AT LEWES TOWN HALL

## PREPARING A ROOM FOR USE

1. The number of people in the room, including the speaker and convener, must not exceed the maximum for that room
2. Chairs must not be moved to obstruct gangways
3. Trailing electrical leads must be properly covered to ensure they are not a tripping hazard
4. Hot liquids must not be transported across the room when people are standing or moving around
5. Hot liquid containers should only be placed on tables at the sides of the room
6. A designated person should record who is present, and take the list with them to the assembly point in the event of an emergency evacuation

### **FIRE INSTRUCTIONS**

#### **On discovering a fire:**

1. Sound the fire alarm
2. Close doors and windows in the place where the fire is discovered
3. DO NOT TAKE RISKS
4. Go to the assembly point

### **BOMB SCARE INSTRUCTIONS**

#### **On discovering a suspect package or object:**

1. Do NOT move it
2. Sound the fire alarm
3. Go to the assembly point

## ON HEARING THE FIRE ALARM

1. The fire alarm is a bell, and requires the building to be evacuated (the intruder alarm is a siren, and does not require evacuation; there is another alarm for the lift, and does not require evacuation). The phone number of the office is 01273 471469
2. The meeting convener should stop the meeting and ask everyone to leave the building by the nearest safe exit and go to the assembly point
3. Where stairs must be used, assistance should be given to people unable to move quickly
4. For meetings on upper floors, the disabled lift may be used for one (downward) journey only. For those unable to use the lift or the stairs, wait at the top of the stairs for assistance.
5. At the assembly point, the designated list-holder for each room should check off the name of each person on the list to ensure no-one is missing
6. Do NOT re-enter the building unless you are informed by the Town Hall Manager or the Town Hall Keeper that it is safe to do so

**THE ASSEMBLY POINT IS THE MARKET TOWER**