

Emergency Assembly Point

In the event of an emergency evacuation you are to move to the assembly point in Arlington Square, as shown below

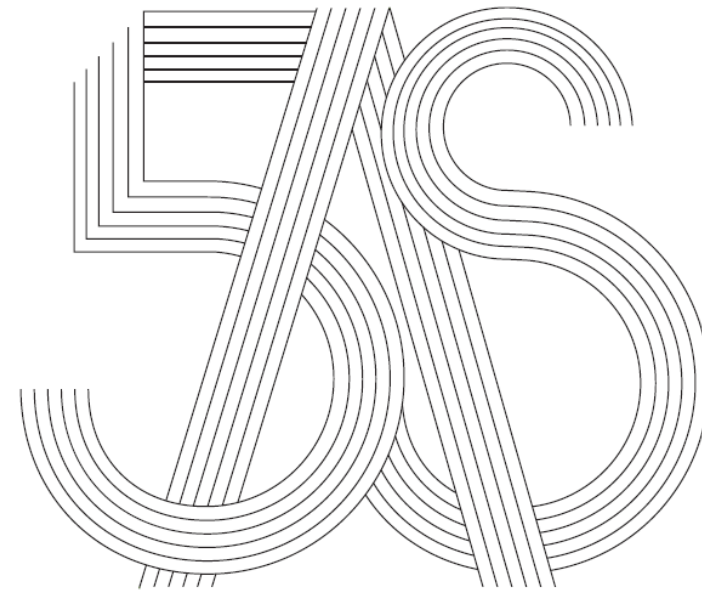


First Aid Treatment

In the event of an injury or illness. Your host will alert a first aider for you

Reporting H&S related incidents

Please report all H&S incidents immediate to your host



Emergency Procedure

Please read and keep accessible

Health & Safety at Work

Visitors are requested to co-operate in maintaining a safe working environment.

Action on discovering a fire

- Immediately operate the nearest fire alarm call point by breaking the glass.
- Evacuate the premises by your nearest available safe route.
- **Do Not** panic **Do Not** rush and **Do Not** delay evacuation by collecting personal items.
- **Do Not** use the lifts and **Do Not** re-enter the building until authorised to do so.
- Move directly to the area near the fountain at the centre of Arlington Square.
- People with impaired mobility should advise the nearest Floor Marshal and wait in the designated area.
- Floor Marshals wear orange tabards during an evacuation.

Action on hearing the CONTINUOUS alarm

This is an evacuation alarm.

- Your host will lead you out of the building via the nearest safe route to the evacuation point at the centre of Arlington Square.

Terrorist Incident

You will be advised of the action to take by the Floor Marshals.

Do not panic, listen to what you are told and act on it without delay.

