



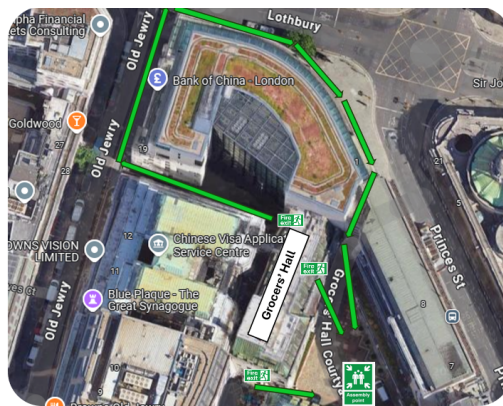
# Visitor Guidance

We hope you have an enjoyable and safe visit to Grocers' Hall.

Please take a few moments to read the guidance notes below which will help you to take the right action in the event of an emergency.

| Fire Action  |   |
|--|---|
| <p><b>Discovering a Fire</b></p>  <p><b>Manual Call Point</b></p> | <ul style="list-style-type: none"> <li>If you discover a fire or smell smoke, raise the alarm <b>by shouting fire and activating the nearest Manual Call Point (MCP). The fire alarm is to be raised whenever a fire is discovered, reported or suspected, irrespective of size.</b></li> <li>All alarm-operating points are sited on routes leading to safety.</li> <li>Operating the alarms - press the black spot on the alarm thus sounding the alarm. The fire alarm is a continuous bell ring.</li> <li>Evacuate immediately (do not use the lifts), closing doors on your way out.</li> <li>Once safely outside of the building await the arrival of the Fire and Rescue Services at the fire assembly point and report to the Building Incident Controller (BIC).</li> <li>The full address of the building is: <b>Princes Street, London, EC2R 8AQ.</b></li> <li><b>(what3words ///chained.orange.forks).</b></li> </ul>         |
| <p><b>On Hearing the Fire Alarm</b></p>                         | <ul style="list-style-type: none"> <li>On hearing the alert signal, evacuate the building.</li> <li>Exit the building using your nearest means of escape by following the Fire Exit signage. All fire exits are clearly indicated with green running man signs.</li> <li>Close doors and windows on your way out, if it is SAFE to do so.</li> <li>Do not use lifts, stop to collect personal belongings, carry drinks, or use mobile phones.</li> <li>Do not re-enter the building until advised it is safe to do so by a member of the London Fire Brigade.</li> <li>The London Fire Brigade will be alerted by an automatic alarm system.</li> <li>The fire alarm is tested routinely at 09:00hrs on a Wednesday unless there is an event taking place.</li> </ul> <p><b>NOTE</b> - If you find an escape route blocked and you cannot clear it yourself, ensure you report this to the Compliance Manager on <b>07906 438297</b>.</p> |

The three Fire Exits and the route to the Fire Assembly Point for Grocers' Hall are shown below:



We hope you have a productive and safe visit to Grocers' Hall.

# Visitor Guidance

## Accessibility

- If you have any accessibility requirements, please speak to your event organiser for them to notify our events team.
- Fully accessible washrooms and disabled toilets are located on the basement floor.
- If in an emergency you would need assistance getting out of the building please speak to your event or meeting organiser or host about a Personal Emergency and Evacuation Plan (PEEP).

## First Aid

- First Aid facilities are primarily located near Reception. Here you will find first aid supplies, a defibrillator, evacuation chair, stretcher, blankets and emergency first aid crash bag.
- Contact Reception on **020 7606 3113** if you require First Aid support.
- First Aid boxes can be found on every floor as follows:
  - Basement – Silver room with eye wash station.
  - Basement – Cloakroom and Boiler room corridor with eye wash station.
  - First Floor – Main kitchen with 'burns' kit.
  - Mezzanine – Staff Kitchen.
  - Second Floor – Kitchen.
  - Third Floor – Valet's room with eye wash station.
  - Fourth Floor – Office kitchen.
- **If you need emergency medical assistance, phone 999.**
- The full address of the building is: **Grocers' Hall, Princes Street, London, EC2R 8AQ. (what3words /// chained.orange.forks).**

## Defibrillator / AED

- Defibrillators can be found:
  - on the ground floor near reception.
  - on the first-floor wine servery.
  - on the third-floor lift lobby.
- Phone **999** and contact Reception on **020 7606 3113** if you require First Aid support.
- The full address of the building is: **Grocers' Hall, Princes Street, London, EC2R 8AQ. (what3words /// chained.orange.forks).**

Visit:

<https://www.zoll.com/uk/contact/elearning/videos/aed-plus>  
for virtual defibrillator training

## Accidents

- All accidents and near misses must be reported to the Compliance Manager on **07906 438297**.

## Security

- Grocers' Hall conducts CCTV monitoring / recording and periodic bag searches.
- **Do not** leave any valuable belongings or confidential information unattended in the building.
- **Do not** allow others to tailgate into the building.
- Ensure that access-controlled doors are closed behind you.
- Raise any security concerns to the Grocers' Hall – Reception on **020 7606 3113**.
- Return visitor or temporary passes to reception when leaving the building.

## Housekeeping

- Our recycling streams are general waste, dry mixed recycling, food waste.
- Please contact the Compliance Manager with any feedback or issues at [eddie@grocershall.co.uk](mailto:eddie@grocershall.co.uk) or on **07906 438297**.