

LGA General Assembly
QE11: Fire Evacuation Instructions

All Delegates: Please familiarise yourself with the fire exits and fire escape routes on the floors you will be using.

On discovering a fire

- Either operate the nearest alarm by breaking the glass, or dial 4444 on one of the house phones and report verbally

On hearing the alarm

- Once an alarm is raised, a two-tone alert will sound for approx. 30 seconds, during which time the reason for the alarm will be investigated by QE11 staff on each floor
- After 30 seconds, an announcement will be made over the emergency public address system stating what action (if any) should be taken, with further instructions if evacuation is necessary.

On hearing the evacuation announcement

- Leave the building immediately – through the fire exits as directed by staff
- Proceed to the assembly point on **in Dean's Yard (by Westminster Abbey)**

WHEELCHAIR USERS: Please make yourself known to staff on registration with an indication of which meeting(s) you are attending so that we can inform security guards as to the floor you will be on. In case of evacuation, proceed to a Fire Exit stairwell to await the arrival of emergency services.

**DO NOT ENQUIRE IF YOU MUST LEAVE - RESPOND TO THE ALARM AS
DETAILED ABOVE**

PLEASE FOLLOW STAFF INSTRUCTIONS

DO NOT USE THE LIFTS

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

WALK QUIETLY and CALMLY