

Guidance notes for visitors

Exeter Corn Exchange, Exeter, EX1 1BU

Welcome!

Please read these notes for your own safety and that of all visitors, staff and tenants.

Security

All visitors are requested to report into the reception desk where they will be asked to sign in and will be handed a visitor's badge.

Fire instructions

If you are alerted to the possibility of a fire, or notice a fire: sound the fire alarm at the nearest call point and inform the Duty Manager as to the whereabouts of the fire if possible.

The fire alarm when sounding begins with a siren that goes into a voice recorded message that says "Fire Emergency, please remain calm and evacuate the building immediately" There are several flashing red beacons that will also be illuminated around the building. White light will automatically come on to illuminate the hall.

Attendees should leave the building by the nearest available exit and assemble a safe distance from the building. All fire exits are highlighted by green running man signs.

If leaving by the rear exit into George Street, it is suggested that members of the public and Event staff assemble in the top corner of the car park, by the rear entrance to The Chevalier. If leaving by the front exit into Market Street then it is suggested that general public and event staff assemble in the car park on the opposite of Market Street. Event staff could assist by ensuring people leave the building and go to the assembly points. Though at no time should they place themselves in any danger by remaining close to any areas of the building if this is unsafe.

How to get to the Corn Exchange

Located in the heart of the city, the Corn Exchange is ideally situated for all forms of public transport with Exeter Central station, which has connections to the national rail network only ten minutes walk away. Exeter St. David's station is approximately a 20 minute walk from the venue, or a short 5 minute taxi ride. The bus and coach station is also only 10 minutes walk away and there are a number of bus stops right outside the venue.

There are also several major car parks within 5 minutes walk, the closest being Mary Arches, which is two minutes walk away. Full public car parking details can be found via www.exeter.gov.uk