



Visitor Information: Fire and Emergencies

This information is provided for your safety whilst you are visiting Charles House. Please ensure you read and familiarise yourself with the following procedures.

Fire and all Emergencies

- The Fire Marshalls are Julie Farmer and Yvonne Rodrigues.
- The Fire Marshalls are responsible for the following in the event of an evacuation:
 - ◇ Ensuring that all persons are evacuated from the BDA Offices, Men's lavatories on the 5th floor and Women's lavatories on the 4th and 6th floor.
 - ◇ Reporting to the Security Guard/Reception at the main entrance to the building to confirm that their designated areas have safely evacuated.
 - ◇ Proceeding to the decked area overlooking the canal in Fleet Street, to check that everyone is accounted for and then proceeding to the Evacuation Point (St Paul's Square) to await further instructions.
- In the event of an evacuation, the alarm will sound and all staff and visitors should follow the instructions of the Fire Marshalls. Staff and visitors should use the fire exits and proceed down the staircase (lifts should not be used) and make their way to Fleet Street and then onto the Evacuation Point. Remain at the evacuation point until otherwise instructed. Make yourself known to the Fire Marshalls.
- There are two fire Exits from the front and rear offices on the 5th floor:
 - i) the main entrance/exit to the front office to the 5th floor landing. From there, proceed down the staircase.
 - ii) the rear offices at the end of the corridor on the left hand side. From there, proceed down the staircase.
- Do not re-enter the building until you have been told that it is safe to do so.
- If someone is unaccounted for, do not attempt to re-enter the building.
- The fire alarm is tested on Monday mornings at 10.30 am. The alarm sound is a high pitched bleep. If it sounds for longer than thirty seconds at this time, or sounds at any other time, the offices should be evacuated.
- If any work is being carried out on the system (for example audibility tests), the office will be informed in advance.

Please ensure you attend the assembly point and you do not leave until you have been accounted for.

Accidents

Any visitor involved in an accident causing injury or who detects a possible hazard that may cause injury must report the incident to their employee host as soon as possible. All accidents must be recorded in the Accident Book held in the Executive department. A first aid kit is also available.

Lifts

If you become trapped in the lift press the alarm button in the control panel prior to contacting the building reception. Any other problems should be reported to your employee host immediately to prevent danger to others.