

NATIONAL ARCHIVES

EMERGENCY EVACUATION NOTICE

1. INFORMATION

The National Archives building in Bishop Street meets the highest standards of protection against fire and complies fully with the legal requirements. The building is fitted throughout with sprinklers and emergency lighting and has three main evacuation staircases. Members of the public should familiarise themselves with the evacuation notices and plans displayed in the lift lobbies and the Reading Room.

2. EVACUATION FROM THE READING ROOM ON FLOOR 5

If you are in the Reading Room when the alarm sounds, leave the building immediately, using the escape route indicated by the officer in charge, and go to the Assembly Point (see 6 below).

If you are reading documents, leave them at the table you are using. Do not return documents to the staff desk and do not bring documents with you.

3. EVACUATION FROM OTHER PUBLIC AREAS ON FLOOR 5

If you are in the lift lobby, readers' tickets room, waiting area or toilets when the alarm sounds, leave the building immediately, using the nearest exit or the escape route indicated by the officer in charge, and go to the Assembly Point (see 6 below).

4. DO NOT USE THE LIFTS

5. EVACUATION FROM THE ENTRANCE HALL

If you are in the Entrance Hall when the alarm sounds, leave the building immediately, using the main entrance or the escape route indicated by the officer in charge, and go to the Assembly Point (see 6 below).

Do not delay to collect personal belongings in lockers.

6. Assembly point and roll call

The Reading Room Assembly Point is in the **inner area of the car park of Bishop Street Flats at the fence**, which is across the street and to the left of the entrance to the National Archives. Readers should remain there until their name has been checked against the attendance book. If you do not remain at the Assembly Point until your name is checked, you will cause unnecessary confusion and may put the safety of others at risk.

7. ALL-CLEAR

Do not attempt to re-enter the building until the all-clear has been given.

8. ROUTINE TESTING OF FIRE SYSTEMS

If routine testing of the fire systems and alarm bells is carried out, you will be informed in advance by the officer in charge of the Reading Room. It is not necessary to vacate the building during these tests.

9. READERS WITH DISABILITIES

The Reading Room is situated on the Fifth Floor. Evac+Chairs are used for the evacuation of readers who are unable to walk down stairs. Our staff have been trained in the use of Evac+Chairs.

A member of staff will make contact on your arrival in the National Archives and will contact you again in the event of an emergency. The use of the chair will be discussed before you leave the Ground Floor. You may of course refuse to use the chair, but in that event you will not be permitted to go to the Reading Room on the Fifth Floor.

In an emergency, two members of staff will assist you into the Evac+Chair and will bring you down the main staircase, out of the building through the Entrance Hall and on to the Assembly Point.