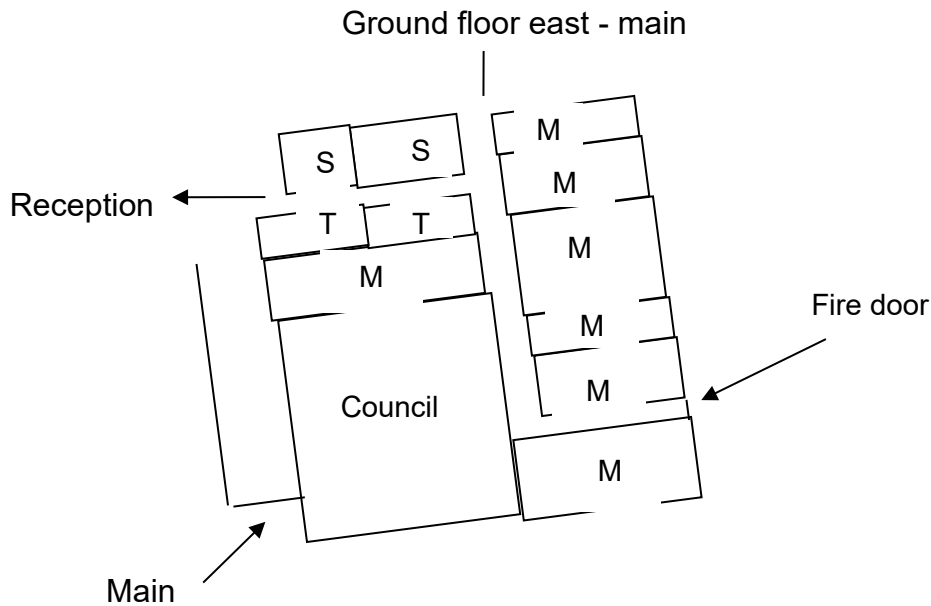


Fire safety notice for non-council users of meeting rooms

Important notice for the person responsible for function/event in rooms at the Civic Suite in Selby.



M - Meeting room
T - Toilets

- familiarise yourself with the layout of the plan and the location of “your” room
- locate the fire door
- at the start of your session please inform your guests of the evacuation procedure below
- you will be responsible for leading your guests from the site
- fire marshals will sweep the area to ensure it is clear and guide you to the assembly point

Council Chamber/Civic Suite

This oblong annex to the main hall of the centre is served by a passageway (pictured below) with the council chamber and meeting rooms off either side.

The passage will be the fire escape route.

At the bottom of the passageway after a 90-degree left turn is the east side fire door (pictured below).

Exit then turn right and follow the route to the interim assembly point.

Alternative exits would be via the main hall or reception.

