

Meeting & Events Fire Procedure

When the fire alarm sounds please inform all your delegates to make their way to the nearest fire exit and head to the assembly point, which is the end of the bridge, left of the hotel.

The Meetings Manager/Coordinator will advise you and your delegates on the situation.

We ask that you conduct a roll call when in the evacuation area to ensure all delegates are accounted for and when complete report to the Business Centre & Meetings Manager/ Coordinator.

May we kindly ask you in the interest of safety:

- DO NOT USE LIFTS
- DO NOT STOP TO COLLECT PERSONAL BELONGINGS
- DO NOT REMOVE CARS FROM THE CAR PARK
- DO NOT RE-ENTER THE BUILDING UNLESS DIRECTED TO DO SO BY THE HILTON FIRE TEAM
- OBEY INSTRUCTIONS GIVEN BY THE HILTON FIRE TEAM WHO CAN BE IDENTIFIED BY LUMINOUS JACKETS