YORK BARBICAN HOUSEKEEPING NOTES

FOR CONFERENCE & EVENTS

Evacuation

The fire alarm is never tested when the building is open to the general public, so all instructions to evacuate should be treated as real. York Barbican operates a manned evacuation procedure, whereby our in-house staff will enter your event and direct you to your assembly point via the safest exit.

*In the unlikely event, due to unforeseen circumstances, that a team member does not attend to evacuate your event, please find your nearest exit via the lit, green exit signs and make your way outside the building to the main entrance.*

Should there be the need to evacuate the building you and your delegates will hear the

following calls:

**-in the auditorium:**

Red beacons located at the exits will begin to flash. This will indicate our intention to evacuate the building. Our in-house staff will enter the auditorium and direct you out of the building and to the assembly point.

**-in all other areas:**

The Fire Alarm will sound (loud siren). The in-house staff will enter your event and direct you, via the nearest exit to the assembly point.

General

It is illegal to smoke inside York Barbican, there are cigarette bins located outside the

main entrance.

Toilets are located on both floors of York Barbican, including an accessible toilet on

each level.

Accident Reporting

York Barbican staff must log the details of any accident in the first aid accident report book

(located in upstairs office, next to sign in book) with the individual affected.

We have in-house first-aiders on site for any accidents that happen in the building & if an

ambulance is required York Barbican staff will take care of this.

A first aid room is always available at all events held at York Barbican.

Access requirements

It is useful to supply York Barbican in advance of any event with details of delegates

that may require assistance on arrival or have specific access requirements. Please talk to a

member of the Conference & Events team before your event or on the day if you have any

concerns or questions relating to accessibility around the building, and the services we offer.