

# SECURITY AND EVACUATION PROCEDURES

## **Fire Evacuation Procedures**

We hold a weekly fire test at 10:30am every Tuesday. Evacuation drills will be carried out twice a year.

If you discover a fire or potential fire situation, break the nearest red break glass alarm or notify the Business Concierge team. Never put yourself at risk and always maintain a clear escape route.

If the alarm is activated, an announcement will sound continuously and will notify us to evacuate on command. Remember to close all doors and evacuate by the nearest fire exit. DO NOT use the lift.

All Members are responsible for their own guests and visitors, even when they have been signed in at reception. In the event of an emergency, you must account for the presence of your guests and visitors and report to a member of The Argyll Club team.

If you would like more information about any of these procedures, or to arrange a tour of evacuation routes, please speak with a member of our Business Concierge team who would be happy to help.

## **Emergency Invacuation Procedures**

Should the need arise to remain inside the building, our invacuation assembly point is located in the internal staircase.

If you would like more information about any of these procedures, or to arrange a tour of evacuation and invacuation routes, please speak Reception, who would be happy to help

## **Security**

24-hour CCTV is in operation in various locations throughout the building. The cameras have been installed for your security and protection, and we do not use the recordings for any purpose other than investigating reported Incidents.