

Bodmin Town Council



Shire House, Mount Folly Square, Bodmin, Cornwall.
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Fire Evacuation Procedure – Shire House Complex

Shire House

In the event of a fire hirers using the Dining Room, Room 1 or Room 3 must leave via the main stairwell or through the door which leads to the back stairs and out through the fire exit (indicated with the green running man symbol).

Hirers must proceed directly to the muster point, which is situated by the first pay and display machine in Priory Car Park.

Shire House Suite

In the event of a fire, hirers using the Shire House Suite should leave via the two exits at the end of the room adjacent to the car park or through the main entrance doors to the Suite.

Hirers must proceed directly to the muster point, which is situated by the first pay and display machine in Priory Car Park.

Vestibule

In the event of a fire, hirers using the Vestibule should leave via the door which leads back in to the entrance foyer, and then exit the building through the entrance porch to the car park. Hirers can also exit the Vestibule through the other door which will lead to the main stair well and side entrance/exit to the building.

Hirers must proceed directly to the muster point, which is situated by the first pay and display machine in Priory Car Park.

The alarm is one continuous ringing bell, and the Fire Brigade should be contacted by dialling 999. The nearest public telephone is situated up from the bus stop next to Shire Hall.