

GENERAL SYNOD

NOVEMBER GROUP OF SESSIONS 2014

THIRD NOTICE PAPER

Emergency Procedures

1. In an emergency the building and/or the Assembly Hall may have to be evacuated. The Chair will announce the adjournment and, if necessary, the evacuation.
2. The **fire alarm** system in Church House has a voice alarm which will alert people to a fire with the following message:
‘Attention: a fire has been detected in your area. Please leave the building immediately by the nearest fire escape route and report to your assembly point. Do not use the lifts.’
3. Please be aware that there are members who may not be able to hear the alarm or see to find the way out unassisted. Please help the staff to ensure that these members are given the assistance they need.
4. In the event of the Chair adjourning the sitting and requesting members to leave the Hall **for whatever reason**, you should accede to this request and leave the Hall as soon as possible in an orderly fashion. Emergency routes are clearly marked.
5. If asked to evacuate the building, please **assemble on the grass in Dean’s Yard** to await further instructions. **Do not obstruct the road in front of Church House; do not stop to collect bags or coats; do not go into any toilets; do not run; do not use the lifts.**
6. **If you require assistance to leave the building, please contact a member of the Synod Staff or the Security Team at the beginning of the Group of Sessions.**

Security and passes

7. Strict security measures will, as usual, be in operation in Church House throughout the Group of Sessions.

8. Church House passes must be worn **visibly** at all times. **The security team will not recognise you as a Synod member** unless you are wearing an appropriate Church House pass. The security team has been instructed not to allow access to the Synod areas without an appropriate pass, so please co-operate with them and understand that they are doing their job to keep everyone safe.
9. Please expect **passes** and any **bags** to be checked on entering Church House. **Please co-operate with any request from the security team to search bags.** Passes will also be checked at various points in the building.

New members

10. If you are a new member and have not yet received your security pass, please go to the reception desk in the Dean's Yard entrance lobby to collect a temporary pass. A permanent pass will be issued to you after the group of sessions.

Voting cards

11. When you arrive at Church House, please go to the Synod Information Desk in the Bishop Partridge Hall where you will be issued with a card to enable you to vote electronically.
12. **The voting card is personal to you and may not be lent to anyone else. You will not be able to take part in electronic votes without it, so please remember to collect the card in good time and keep it safe.**
13. Please remember to return your card when you leave at the end of the group of sessions.

Seating in the Assembly Hall

14. Please remember that **seats cannot be reserved** in the Assembly Hall and that you must remove bags and papers on leaving the Assembly Hall and at the end of each sitting. **Any bags, coats etc left in the Assembly Hall will be removed** and may be reclaimed from the Information Desk in the Bishop Partridge Hall. Any papers left behind are likely to be thrown away.

15. Please take any rubbish with you when you leave and remember to return your voting handset to one of the stands.

Public Gallery

16. Seats in two blocks of the Public Gallery nearest the entrance from the main staircase are reserved for members of the public. Please do not use seats in these blocks unless you have a guest with you. At times when there is high demand from the general public for these seats, a member of staff may ask you to move to a seat in another block.
17. Entry to the public is by ticket only and the number of tickets available for the Public Gallery is strictly limited to the number of seats in these two blocks. Tickets are available on a first come first served basis at the beginning of each sitting from the reception desks in the Dean's Yard and North Door entrances only. **They cannot be obtained or reserved in advance.**
18. Please remind guests that **members of the public are admitted to the Public Gallery on condition that they remain silent and do not disrupt the Synod's proceedings.**
19. Please remember that, if you choose to sit in any part of the Gallery, you **may neither speak during debates nor ask supplementary questions during Question Time.** You must **remain silent** during the Synod's proceedings just as in the body of the Assembly Hall.
20. **Please note:** If the Chair of a debate asks for a show of hands or for members to stand in support of a motion or amendment, or directs that a count be taken to establish whether there is a quorum in any of the Houses, **you will not be counted if you are sitting in the Gallery.**