

GENERAL SYNOD

FEBRUARY GROUP OF SESSIONS 2023

FOURTH 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 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 comply with this request immediately 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. Synod passes must be worn **visibly** at all times. **The security team will not recognise you as a Synod member** unless you are wearing your official Synod 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. Entry to Church House will be via the North Door (Great Smith Street) entrance only. 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. Synod members may leave bags and coats in the cloakroom in the basement.

New members

10. If you are a new member, or have not yet attended in person to collect your security pass, please go to the reception desk in the Dean's Yard entrance lobby where your pass will be issued to you.
11. Your pass is valid for 5 years or until you stand down from Synod, whichever is sooner: please keep it safe and remember to bring it with you every time you attend Synod.

Voting cards

12. When you arrive at Church House, please go to the Information Desk in the Bishop Partridge Hall where you will be issued with a card to enable you to vote electronically.
13. **The voting card is personal to you and must 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.** If you mislay your card you can request a replacement from the information desk, but should you then find your original card please remember that it will not work and you should continue to use the replacement card.
14. Please remember to return your card when you leave at the end of the group of sessions.

Seating in the Assembly Hall

15. Please remember that **seats cannot be reserved** in the Assembly Hall and that you must remove coats, 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.

Public Gallery

16. Seats in the two blocks of the Public Gallery nearest the entrance from the main staircase are available to visitors on a first-come, first-served ticket system. For security reasons, bags and coats are not permitted in the Gallery. This includes Synod members, so you will need to leave them in the basement cloakroom if you wish to sit in the Gallery. 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.