

## Health, safety & security house rules – 2018 Hackathon event

BlackRock take your health and safety very seriously. Here are a few simple rules to remember during the event.

- Wear your visitor badge at all times while on site – you will need it to travel around the building.
- First aiders are available via Security on 0207 743 4444 or dial 4444 from any BlackRock phone.
- This is an alcohol-free event. Anyone seen possessing or under the influence of drugs or alcohol will not be allowed into the building. Bag checks will be carried out throughout the weekend by the security team.
- There is a designated smoking area outside the Blossom and Brown dry cleaners. Strictly no smoking or vaping anywhere in the building.
- Report all emergencies immediately to BLK Security on x4444. Spills or damage must be reported immediately to the Event Manager.
- No damaged or frayed power adapter cables/ leads are allowed on site
- Keep your hacking area tidy and fire exits/ walk ways clear. Fire exits and stairwells should only be used for evacuation – use the lifts for all other travel around the building.
- All accidents or health & safety concerns must be reported to a BlackRock event leader.
- Read the fire instructions below as the building has a phased evacuation procedure. If there is an evacuation message, you will be guided to the assembly area.
- If you have a disability that will affect your ability to leave the building in an emergency, please let the Event Manager know.

### Fire Action

**IF YOU DISCOVER A FIRE**  
**Drapers Gardens**



Operate the nearest fire alarm call point immediately



Only attempt to fight the fire if you have received training in the use of portable fire extinguishers and it is safe to do so



Leave the building by the nearest available fire exit and report to your assembly area



- Do not use the lifts
- Do not stop to collect personal belongings
- Do not attempt to re-enter the building



#### Assembly Points

Austin Friars

### ON HEARING THE FIRE ALARM

- 1. Evacuate Message** - leave the building  
"Attention please, Attention please. Fire has been reported in the building. Please leave the building immediately by the nearest exit"
- 2. Alert Message** - stay in the building  
"May I have your attention please, May I have your attention please. Fire has been reported in the building. This report is being investigated. Please remain at your workplace whilst the fire alert exists"

