



Exchange Tower

A Flexible Approach to Business



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Harbour Exchange Environmental Policy

Your assistance in the correct disposal of waste is appreciated.

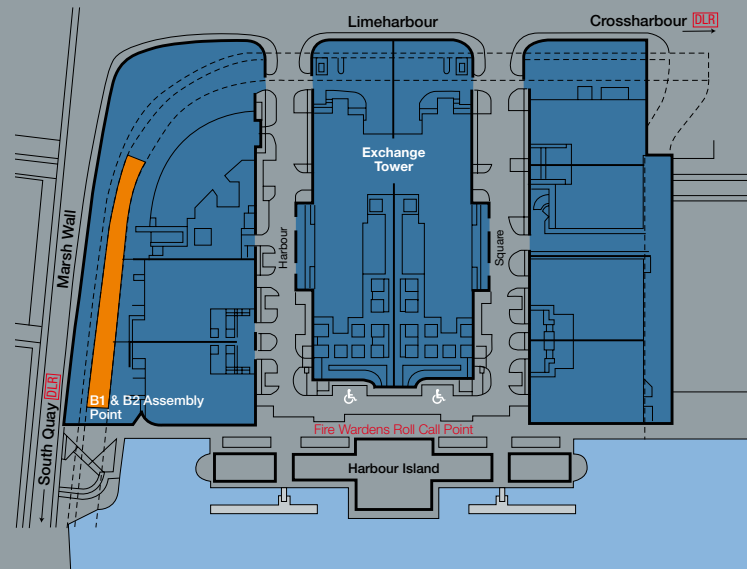
Please place:

All general waste in the external bins around Harbour Exchange Square.


The building and surrounding areas are smoke free.

The building has various waste recycling systems in place for use by tenants.

Please contact the Building Management Helpdesk on 0800 652 5858 if you have any enquiries.



We hope you enjoyed your visit to Exchange Tower. If you would like to make any comments please do so below and leave with reception on exiting the building. Thank you.

 Building 1 and Building 2
Fire Evacuation Assembly Point

Building Owners



Hammerson
www.hammerson.co.uk

Managing Agents



www.exchange-tower.co.uk

Welcome



Visitors Passes

All visitors must report to reception on arrival to collect their visitors passes. Please ensure your host is aware of your visit to ensure that passes are ready prior to your arrival. Visitors that arrive without prior notice will not be allowed access until their host is available to collect them from reception. Please wear your visitor pass at all times within the building and return it to reception on your departure.



Electronic Access System

The centre aisle of the access barriers is for visitor access (entry/exit). Visitors must swipe their passes against the bar code. The duty security guard will be available to assist visitors if required.



Car Parking

Please observe the 5mph speed limit within Harbour Exchange Square, which is a one-way system. Drive carefully and be aware of pedestrians and cyclists. Visitors to the Harbour Exchange Estate are allowed up to 2 hours parking. There is a wheel clamping system in operation around the site for vehicles outstaying their permitted time.



Disabled Access/ Parking

Wheelchair access is available via the ramps on to the podium. Disabled toilets are situated in the lift lobbies on all floors within the building. Disabled parking is available at the front of the building main entrance, in front of the disabled ramps leading onto the podium.



Toilets

Ladies and Gents toilets are situated within the lift lobbies on all floors within the building.



Smoke Free

Smoking is not permitted within the building including the exterior podium and building entrances.



Telephones

Public telephones are available in the atrium for visitors to use.



Fire Evacuation Procedure

If you discover a fire, please sound the alarm at the nearest call point.

Advise your host of your action.

An intermittent alarm tone is a warning. In the event of an intermittent alarm tone, stay in your area and prepare to evacuate, you do not need to evacuate unless the alarm changes to a continuous tone.

On hearing a continuous tone:

Leave the building immediately

Exit by the nearest emergency exit

Follow the emergency signs and/or your host

Do not stop to collect belongings

Do not use lifts

Do not re-enter until told to do so by your host or an authorised person

Fire alarms are tested every Tuesday morning at 10.30am.

If you have mobility impairment, please advise your host on your arrival so that suitable arrangements can be made with local Fire Wardens.



Bomb Emergency Procedures

Please take instructions via the Building Public Address System.



Children

An adult must accompany children under 12 years of age.



Taxi

If you would like to order a taxi the receptionists will be happy to arrange this for you.



Post Box

The nearest Royal Mail Post Box is situated on the corner of Limeharbour and Marsh Wall.



First Aid

There are First Aid boxes on the main building reception and in the Security Control Room which is situated in the Building 1 car park. For a first aider please speak to your host, or contact the Building Management Helpdesk on 0800 652 5858.

To call an ambulance Dial 999

State Clearly:

Your name and telephone number

The name of the casualty

Full details of the location of the casualty

The nature of the problem

And then:

Telephone the Exchange Tower Helpdesk on 0800 652 5858 or Security on internal no. 109 and inform them an ambulance is attending.

Your address here:

**Exchange Tower
Harbour Exchange Square
London E14 9GE**

Send a colleague to reception to meet the ambulance crew.