

The Business Centre, at Solihull College & University Centre

Information during your visit

Fire Evacuation

There are no fire drills planned during your event. In the event of a fire alarm being activated, you will hear an intermittent alarm. Please remain in your area. If the alarm goes to a continuous sounding alarm, you will be instructed to evacuate the building by a Fire Marshal. Please evacuate the building through the nearest emergency exit. The main assembly points are in front of the Business Centre and the nearby car park.

Toilets

The Ladies facilities are located on the ground floor, with the Gents located on the first floor. Disabled facilities are available on both floors.

Smoking

Solihull College & University Centre is a non-smoking building. If there are delegates who would like to smoke, we ask that you please use the designated smoking shelter.

First Aid

If you require first aid or medical assistance, please contact reception on 0121 678 7013.

Identification

Entrance to the main Campus site is not permitted, and we ask that you remain in The Business Centre area, during your visit. For this purpose, we ask that you please wear an ID lanyard / sticker at all times whilst on site.

Car Park

If the Barrier is in place, please press the buzzer on exit and the barrier will be raised.

Business Centre Coordinator

If you require further assistance during your visit, then please contact the Business Centre Co-ordinator on 0121 678 7181 or please visit the Employer Services office (Room A016), located on the Ground Floor, near the Business Centre entrance.