

# Visitor Welcome Pack



190 GREAT DOVER STREET







WELCOME TO

# HOUSE OF SPORT.

**We are really looking forward to welcoming you to House of Sport!**

**Until then, we would appreciate it if you would take 5 minutes to review this guide.**

**It explains what to expect when you arrive at House of Sport, and what you need to know to keep you safe.**

## Visitor Welcome Pack

### *How do I get to House of Sport?*



Getting here from  
**Borough station:**

House of Sport  
190 Great Dover Street  
SE1 4YB

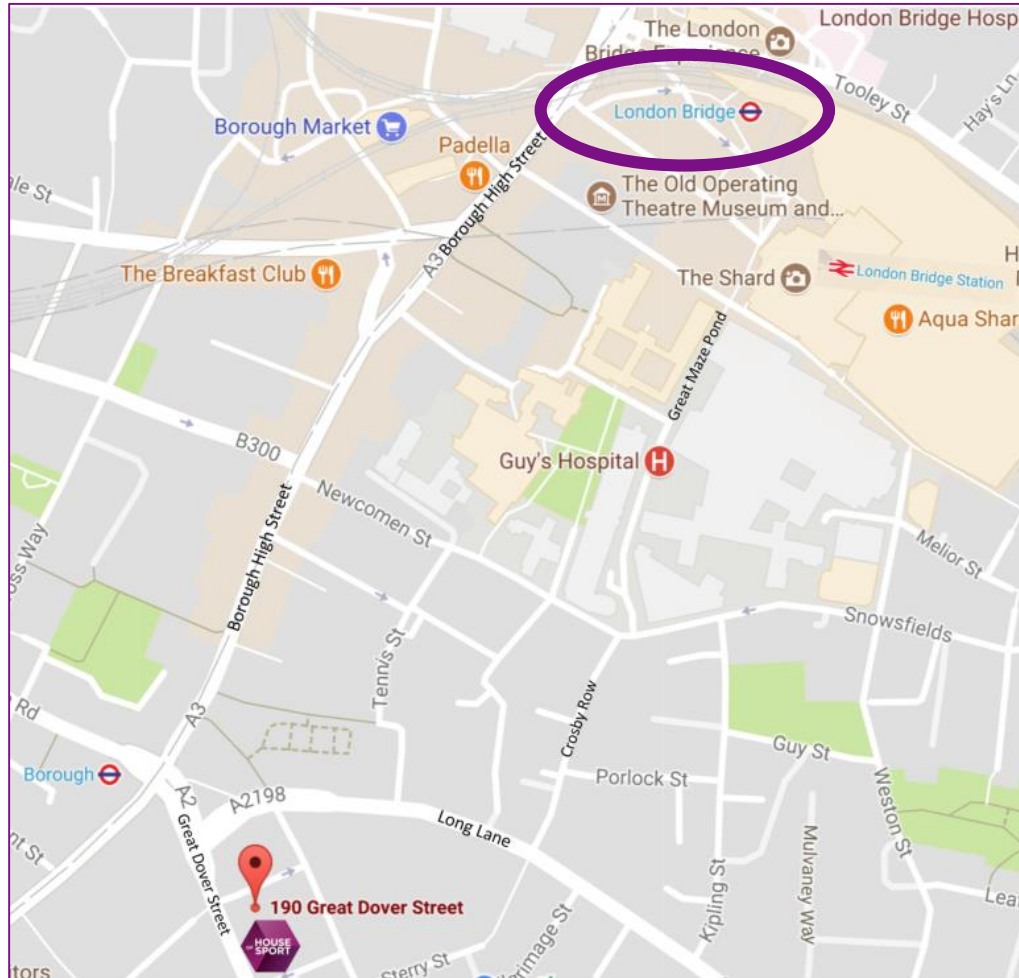
Borough Station is on the Bank branch of the Northern Line and in Travelcard Zone 1. House of Sport is approximately a 2 minute walk from the station.

Borough Station (Stop E) is right outside House of Sport. It is served by buses:

21	47	381
N21	N381	

# Visitor Welcome Pack

## *How do I get to House of Sport?*



### Getting here from **London Bridge Station:**

London Bridge has an Underground and a National Rail station and is Travelcard Zone 1. The Underground station is served by the Jubilee Line and the Bank branch of the Northern Line.

The National Rail station is served by Southern, Thameslink and Southeastern railways.

House of Sport is approximately a 10 minute walk from the station. It is one stop on the Northern line to Borough station.

There are regular buses from London Bridge that go direct to Borough Station (Stop E), right outside House of Sport:

21

47



## Visitor Welcome Pack

### *How do I get into the building?*

There are two doors into Marathon House, and access to House of Sport is through the right-hand door. We will be expecting your arrival, but we do not have a traditional reception desk on the Ground Floor as you may expect, so to let us know you're here:

- Press the three cubes as they appear in sequence on the intercom to the right of the door.
- A list will display the organisations within House of Sport. Please select the relevant organisation and this will call them directly. They will be able to answer your call and open the door for you remotely. Please remember to speak close to the speaker because the road is busy outside House of Sport making it difficult to hear sometimes.
- Please wait in the Ground Floor Lobby for your contact to greet you. Make sure you use this time to add your details into our Visitors Log located on the windowsill. We will use this information to ensure you are safe in the event of an evacuation of the building.

If the organisation you need isn't listed, please select **London Sport**, who will ask for your name, and contact the person you are meeting on your behalf.

## Visitor Welcome Pack

### *What should I do in an emergency?*

#### **Fire Evacuation**

If the fire alarm sounds and the beacons flash while you are in House of Sport, please adhere to the following process;

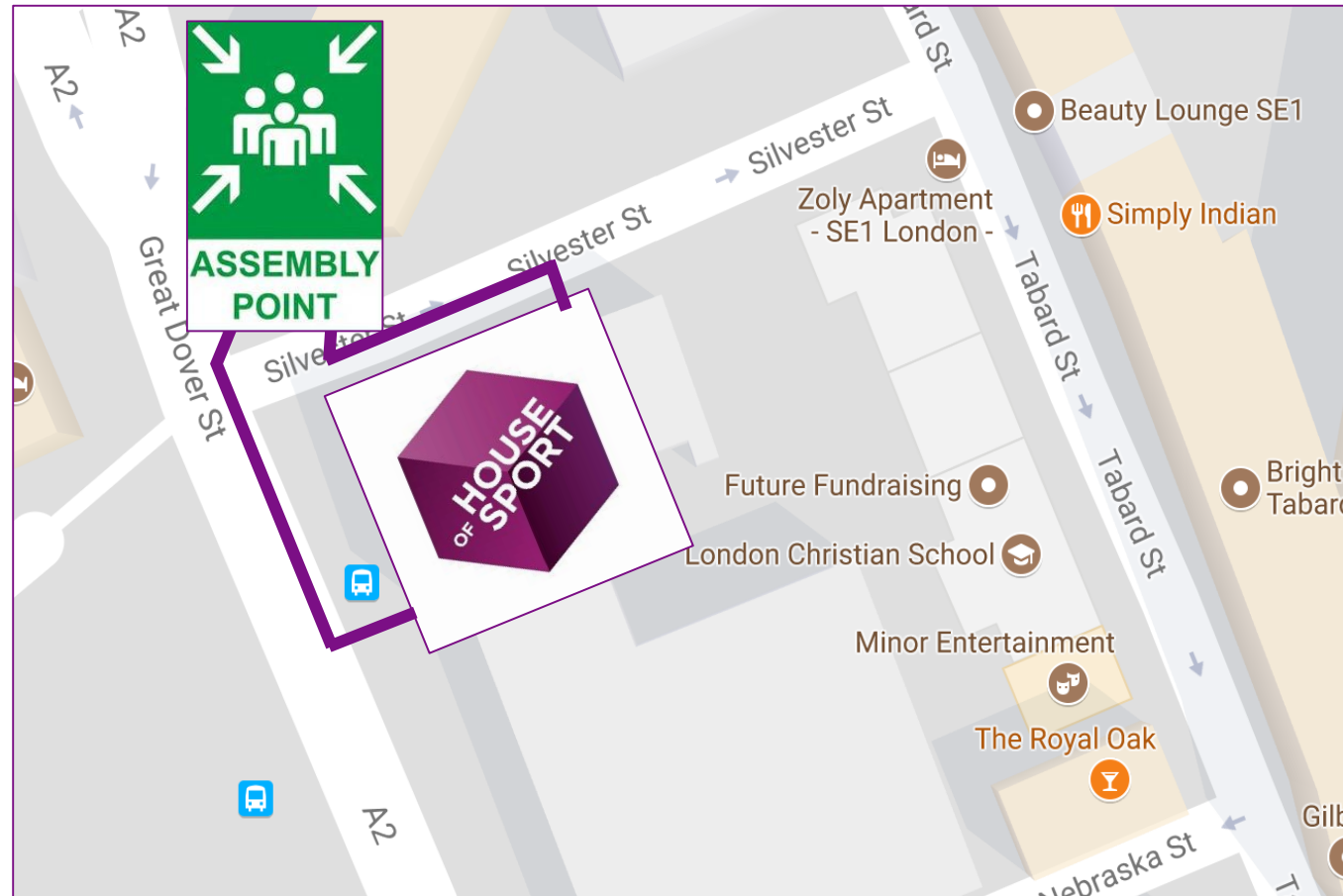
- Make your way to the nearest available Fire Exit. Fire Exits are located at the ends of each floor clearly signposted by green signs hanging from the ceiling pointing in the direction of the exit.
- Do not use the lifts, and do not stop to collect your personal belongings.
- If you are a wheelchair user your host will escort you to the Refuge Point whilst an Evacuation Chair is collected to assist you out of the building.
- Once you have left the building, please make your way immediately to the Fire Assembly Point which is on the corner of Great Dover Street and Silvester Street (map on page 7).
- If you were separated from your host please find them and make yourself known. If you cannot locate them, please make yourself known to a Fire Marshal.
- If you know of a colleague who was in the building at the time of the alarm who has not yet joined you, please let the Fire Marshal know immediately so they can notify the Fire Brigade.

**Do not enter the building at any point, under any circumstances, until you have been informed by the lead Fire Marshal that it is safe to do so.**

# Visitor Welcome Pack

*What should I do in an emergency?*

## Fire Evacuation Plan





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### *What if I have any questions?*

If you have any questions regarding your visit to House of Sport it would be best to get in touch with your House of Sport contact direct because they will be best placed to answer you, already having full details regarding the reason for your visit.

If you are registered blind or visually impaired, deaf or hard of hearing we would suggest you let your contact know in advance of your arrival so that we can arrange a meet and greet at one of the closest Transport Hubs, or outside the building, to assist you into House of Sport.

If you are a wheelchair user we would suggest you let your contact know in advance of your visit so that they can ensure that the lift to Level 5 is ready for your use to avoid any unnecessary delay. You can email us at [admin@houseofsport.org.uk](mailto:admin@houseofsport.org.uk) to make the arrangements.

Thank you for taking the time to read this guide, we appreciate your cooperation.

We are really looking forward to welcoming you to House of Sport!

If you have any feedback about your experience please feel free to email us at the address above.