

FROM: Director, Operations
LOCATION: 86/431
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SUBJECT: 86 BUILDING SECURITY
SUBJECT AREA(S):
ATTACHMENTS:
ACTION POINTS:
DEADLINE: Changes effective from 16 May 2004

In the light of the continued high threat level for the City of London, the security of the 86 Building is continuously under review. With the support of the City of London security and emergency services, a number of initiatives to enhance the overall security of the building have been completed or are in progress.

As part of this, steps are being taken to strengthen the control of visitor access to Gallery 11, the area with the highest number of general public visitors.

The new procedures are:-

- The entrance to Gallery 11 from Tower 1 will be security locked 24-hours a day.
- During working hours, people attending meetings on Gallery 11 should ring the bell by the door to alert the waiters, then report to the reception to be given access to the area.
- Out of hours, people attending meetings on Gallery 11 should ring security on Lloyd's extension 5905 or the extension of the person they wish to visit using the phone located outside the G11 door.
- Waiters will only allow access to people wishing to visit the Adam Room and other open areas on Gallery 11 if they form part of a formal group tour.
- Group tours to the Adam Room can be arranged through Martin Leach, who can be contacted 01245 609 425 or by e-mail at martinleach@blueyonder.co.uk. These are conducted tours which, as well as giving visitors more information about Lloyd's, will improve control of visitors within this area. The tours will only be available at certain times to ensure visitors do not interrupt business activities on Galleries 11 and 12.

- This new procedure will come into effect on 16 May 2004.

If you have any queries about these new arrangements, please contact John Mitchell on 020 7327 6548 (john.h.mitchell@lloyds.com).

S M Quiddington
Director, Operations