

EVACUATION PROCEDURES & FIRE REGULATIONS

NB these may be revised at any point in the academic year and it is your responsibility to keep alert to all updates (published via the RCMJD noticeboard and on the RCM website)

EVACUATION ALARM

Should the alarm ring continuously everyone who can must evacuate the building immediately.

Staff, students and visitors with limited mobility should do the following on hearing the alarm:

1. Use the *nearest* telephone to dial extension 4315 (or call 020 7591 4315 by mobile) and alert the reception desk of their location.
2. Move to the nearest corridor or refuge point to await assistance from the Facilities Staff.

Detailed instructions are below and all users of the RCM must familiarise themselves with these.

IN CASE OF FIRE

The person discovering a fire must immediately break the glass and press the button of the nearest fire alarm call point. If the fire is small, it should be extinguished using nearby equipment *after sounding the alarm*.

Extinguishers:	Powder extinguishers (coloured RED) must not be used for fat-fuelled, petrol or electrical fires. Use fire blankets and CO2 (BLACK) extinguishers for these. Fire extinguishers can be found along all fire exit routes.
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On leaving a room, close (but do not lock) all windows and doors.

- Do NOT delay to collect personal possessions (including instruments), nor attempt to return
- Do NOT use lifts
- Do NOT use connecting corridors between buildings unless absolutely necessary
- Do NOT make any unnecessary noise during the evacuation/when you reach the assembly point
- If you encounter anyone with limited mobility, or who is unable to leave the building unaided, please check that they have alerted Front Desk to their location; if not, use the nearest telephone to dial 4315 (or call 020 7591 4315 by mobile), and encourage the person to move to the nearest refuge point to await assistance from Facilities Staff; then continue your duties

EVACUATION

The assembly area is the car park in Callendar Road, Imperial College

From all floors of the Blomfield Building, inc Parry Rooms*, East/West Towers, Café and Concert Hall*

Leave via the front fire exits, reporting your area clear to Head of Junior Programmes (M); turn left and walk along the pavement for 100 metres; turn left through the Imperial College gates into Callendar Road – the car park is on the left

From the South Building, all floors (including Recital Hall*)

Exit via either stairway to basement level leading to the IC car park. Report your area clear to JD Administrator (Gill), continue to the IC access road, turn right and walk 100 metres to the road junction; turn right into Callendar Road – the car park is on the right

From Opera Department (OP01-OP04) and Opera Practice Rooms (OP08-OP16)

Follow green fire emergency signs to exit the building, continue to the IC access road, turn right and walk 100 metres to the road junction; turn right into Callendar Road – the car park is on the right; report your area clear to JD Performance Manager (Mitch) and assist with crowd control

From New Building, including Performance Hall/Studio*, Recording Studio, Britten Theatre Cloakroom and Foyer

Go through the paved area outside the Britten Theatre Foyer and follow the green fire emergency signs to exit the building: continue to the IC access road, turn right and walk 100 metres to the road junction; turn right into Callendar Road – the car park is on the right; report your area clear to JD Performance Manager (Mitch) and assist with crowd control

**please note there is a dedicated set of instructions for large rehearsal spaces – these will be provided to relevant evacuation officers*

EVACUATION PROCEDURES AND FIRE REGULATIONS CONTINUED

GENERAL

The Head of Junior Programmes has overall responsibility on Saturdays for fire-fighting and avoidance of casualties in case of fire. The RCMJD Administrator, who is responsible in their absence, assists them in this capacity. If there is a fire or other emergency when both are absent, their duties will be performed by other members of RCM and RCMJD administrative staff. Pre-appointed RCMJD teachers and staff assist with clearing certain areas of the building.

All users of the building must make themselves familiar with the RCM's fire exits. Under no circumstances should these exits, or corridors leading to them, be obstructed at any time. Fire-fighting equipment must not be tampered with and all instructions from RCMJD staff/Evacuation Officers must be obeyed promptly and without question. The evacuation of the RCM building, and gathering at the Callendar Road assembly point should be done in as near silence as is possible.

In accordance with the RCM's overall policy, the Junior Department will undertake one Evacuation Drill per year, towards the start of the academic year.

DUTIES

Teachers who are designated as Evacuation Officers are required to check and clear their respective areas, including toilets. Each Officer must report their area clear to the Head of Junior Programmes, Administrator or Performance Manager as advised via Evacuation Officers evacuation instructions provided to them.

The Head of Junior Programmes (or in their absence the **Administrator**) will stand at the Front Desk or directly outside the main building to receive reports from main building Evacuation Officers that their respective areas are clear. The **Administrator** (or in their absence, the **Assistant Head of Junior Programmes**) will stand by the rear doors of the RCM's South Building to receive reports from South Building Evacuation Officers. They will direct evacuees to the assembly area and also ensure clear access to the rear of college for the Fire Brigade. The **Performance Manager** (or, in their absence, the **Assistant Head of Junior Programmes**) will stand by the IC Gatekeepers Hut in the Callendar Road car park to receive reports from Opera School, Theatre, Library/Museum, Performance Hall/Studio and Recording Studio Evacuation Officers, and to oversee crowd control. All other members of the administrative team (including Saturday assistants) will assist with the evacuation as directed by the Head of Junior Programmes.

The Head of Junior Programmes will collect a radio from the Front Desk on exiting the building and will, when they have received confirmation from the RCMJD Administrator and RCMJD Performance Manager (or their deputies) that all Evacuation Officers have reported their areas clear, communicate via radio to all that the evacuation of the building is complete. **The RCM Duty Manager will advise the Head of Junior Programmes when the College is safe to re-enter. Staff, students, parents and visitors must not re-enter the College until told to by a member of RCMJD administrative staff.**

Those deputising for RCMJD teachers with Evacuation Officer responsibilities are expected to carry out their duties; if an Evacuation Officer is absent without a deputy, a member of RCM or RCMJD administrative staff will take their duties.

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