

CAGB/SKEM Information Pack

Using the SKEM/CAGB examination rooms

Exam room capacities

- SKEM 060ABC (x84)
- SKEM 064 A-B (x63)
- SKEM 301 (x46)
- SKEM 307 (x46)

- CAGB 309 (x54)

Housekeeping

- Exam rooms may be used for the period of set-up, exam time and take-down as specifically booked in Celcat and no longer.
- Department staff or CTSO should be contacted immediately should an exam require any additional time to that booked (see Contacts below). Please note it may not be possible to extend a booking in such a scenario (bookings cannot be extended for CAGB 309).
- AEA students should ideally sit in an alternative room and any extra time required should be factored into the original Celcat exam booking as above.
- Exam rooms will be set-up as per exam room layout provided by CTSO during main College exam periods, unless otherwise communicated.
- You are welcome to personalise the exam venue as you wish during the time allocated to you. If doing so, please ensure it is returned to the original layout found when leaving the venue.
- For SKEM 060ABC and SKEM 064 A-B, partitions will already be open during exam periods and must not be adjusted. Any partition issue should be raised with the relevant contact below.
- Upon arrival, should any calculators be laid out on desks, please return these to the desks following your exam as per original layout.
- Exam signage will be in place to direct students to rooms during main College exam periods. Any additional signage should use white-tack only. Please ensure additional signage, seating plans have been removed following the exam.
- If using CAGB 309, key access will need to be arranged 1-2 days prior with Aeronautics Undergraduate Office (see Contacts below)

Contacts

- In the events of an issue with room access, AV equipment, furniture layout or first aid, please contact the following:
- SKEM 060ABC, 064A-B, 301, 307
Fionnuala Ni Dhonnabhain (ext 51239 or 07714 051239) f.donovan@imperial.ac.uk
- CAGB 309
Aeronautics UG Office, CAGB 310 (ext 45100/45102) ae.office@imperial.ac.uk

Access to Rooms

- SKEM 060ABC
via the front entrance to the Skempton Building, down the central staircase.
- SKEM 064 A-B
via Skempton back staircase, accessible from Unwin Road entrance, City and Guilds— follow the signs. There is no through route via the central staircase and SKEM 060
- SKEM 301
via front entrance of Skempton, or Electrical Engineering
(if locked, contact the Skempton General Office at Ground Floor Entrance)
- SKEM 307
via front entrance of Skempton, or Electrical Engineering
- CAGB 309
Walk through the main foyer and take the lift to level 3. Upon exiting the lift, turn right into the main corridor and room 309 is on your right.

Emergency Evacuation and Muster Point [Skempton]

We have confirmed with the College's Fire Officer that, in the event of the fire alarm sounding, all exam rooms are now to be evacuated immediately. We have also agreed a separate muster point for exam candidates - directly across Imperial College Road, opposite the main entrance to the Skempton Building [outside the old Chemistry Building – see page 3 photo].

Invigilators will take responsibility for evacuation of the exam room, as it is no longer deemed acceptable for staff to go to the rooms after the alarm has sounded. Staff with examination responsibilities should go directly to the muster point.

This should also enable us to ensure that, once the building has been cleared for re-entry, we get the exam candidates back into their respective exam venues as a priority, to minimize disruption.

In addition, Invigilators and exam teams are being supplied with blue high-vis vests [available in the exam rooms]. This is designed for visibility and easy identification. Spare vests will be available at the Skempton front doors, for staff members willing and able to assist in containing the exam candidates.

FIRE ALARMS AND EVACUATION

14. EVACUATION ASSEMBLY POINT

In the event of a fire alarm sounding during an examination, the assembly point is:

Across the road in front of the old Chemistry Building



Emergency Evacuation and Muster Point [CAGB]

There are purple (exam invigilators) and navy (exam assistants) high-vis jackets in room.

MUSTER POINT

Muster Point at the car park in front of the Queens Tower.



FIRE SYSTEM

The fire system in this building is a voice message type. When the alarm is set off, you might hear any of the messages listed below. Please listen to the message and act accordingly

- This is a fire alarm test, no action required.
- All clear, no action required.
- This is a fire warning, remain calm, stay where you are.
- In the interest of safety, please evacuate the building
- The Fire Evacuation Exercise will take place once a year, usually in the Autumn term. Fire Wardens will be on hand to guide you.

RED FIRE TELEPHONES

To note if there is a fire near or in your room. These are located on the main lift landing areas. The instructions for the use of the system are situated on an information board next to the telephone. This location is: Level (No) main lift area.

Instructions for use:

- Break glass to obtain key
- Insert key and turn to open box
- Lift handset (this will put you in direct contact with the fire control group)

FIRE EXITS

There are six main fire exits for the City and Guilds Building (CAGB). All of these exits open automatically when the fire alarm sounds. Departmental Fire Wardens are appointed to assist in the evacuation. **The exits are as follows:**

1. Down the stairs at the South end of the building and out from Level 1 onto the pavement in Imperial College Road by the Gatehouse
2. Down the stairs of the North end of the building and out from Level 1 into the RSM courtyard.
3. Down the stairs just south of the main lifts and straight out from Level 1 on to the pavement on Unwin Road. (opposite Civil Eng.).
4. Down the stairs just north of the main lifts and straight out from Level 1 on to the pavement on Unwin Road. (The main back entrance to the CAGB Building).
5. Down the stairs in the Black Tower and out through the fire exit on Level 4, into the sunken garden at the front in Exhibition Road.
6. North-east corner of the CAGB Aeronautics Building through 362 and out into the Main Reception behind the statue of Queen Victoria.

The routes to all these exits are marked by green sign with white arrows.

After the fire warden informs that it is safe to return, escort students back to the exam room to continue with the exam.

EMERGENCY/FIRST AID CONTACTS

Your Location: CAGB Building Level 3 North Corridor, Aero

In an Emergency Dial:	0207 589 1000
From a college phone	4444
First Aiders	
Ian Pardew (CAGB 225)	0207 594 5060
Mirko Kovac (CAGB 221)	0207 594 5063
Sian Haynes (CAGB 318)	0207 594 5069
Ruth Brooker (CAGB 103/115)	57046
Suresh Chettiar (CAGB 114)	50380