

Fire Evacuation and Emergencies

Administrators will not be coming to exam rooms to assist in the event of a fire. If the fire alarm sounds, you are responsible with the help of the exam assistant for evacuating students and securing the room. Students must leave exam material and vacate in absolute silence. Mobile/electronic devices are prohibited.

You, exam assistants and students must leave by the nearest available exit, locking the door to your room behind you (you will have been issued with a key at the start of the exam by the Exam Administrator). The exit points are described below. Once outside the building, please escort students to the:

Emergency Assembly Point at the car park in front of the Queens Tower.



- Do not stop to collect belongings
- Do not use the lifts
- Advise students and exam assistant to leave immediately

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 of 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. The Exams Officer will make any decision of extra time and inform exam rooms in due course.

Emergencies/First Aid

In the event of an emergency or First Aid situation as before, please ask the exam assistant to call the UG Office on **0207 594 5102/5100/5079**. The UG Office will contact a First Aider or Security to attend straight away.