



## **Evacuation Procedures for The London Film Museum – Covent Garden.**

In the event of a fire evacuation, the fire alarm will be sound continuously. The lift and escalator shall stop working.

Visitors are required to exit the building and go to the nearest emergency exit and follow the green fire escape signs. These will lead them to the fastest and safest exit from the building.

Visitors should not attempt to collect coats and belongings. For their own safety they must exit the building immediately.

Museum staff will usher all visitors out via the correct exits prior to their own departure.

The Head Museum Marshall will notify the emergency services. The museum staff shall become fire marshals, recognisable by their high visibility vests.

Once the Visitors have left the building they shall assemble in the Covent Garden Piazza where they should report to the Museum Marshall.

### ***Fire Marshall / Warden Duties***

The principal duties of the fire warden are to:

- take appropriate and effective action if a fire occurs,
- ensure that escape routes are available for use,
- identify hazards in the workplace,
- record and report their observations,

If a fire is discovered, the fire warden should:

- ensure that the alarm has been raised,
- check that any special effects and catering processes have been made safe,
- evacuate staff from the building or area involved
- check that any staff or visitors with disabilities are assisted as planned,
- call the duty manager and report details of the location, severity and cause of the fire, if known,
- fight the fire if it is safe to do so,

When the evacuation signal is heard, the fire wardens should ensure that everyone leaves the area as quickly and orderly as possible, ensuring that security measures, such as closing fire-resistant safes, are undertaken, if this can be done without causing a significant delay in the evacuation procedure.