



Fourth Monkey
Actor Training Company

EVACUATION PROCEDURE

The Monkey House
97 – 101 Seven Sisters Road
N7 7QP

August 2019

GENERAL EMERGENCY PROCEDURES for students

FIRE EVACUATION

IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

- Students discovering a fire or other emergency for which the building should be evacuated should activate the alarm using the nearest fire alarm break point. They should then notify The Office (Monkey Business) of the exact location of the incident wherever possible

FIRE FIGHTING

- The safe evacuation of persons is an absolute priority. Head Fire Wardens may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable fire fighting equipment
- Ensure the alarm is raised BEFORE attempting to tackle a fire

ON HEARING THE FIRE ALARM:

- All Students & occupants of building must respond to alarm activations
- The fire alarm is a continuous bell
- The Head Fire Warden (Steven Green, Jonne Damhuis) will check the premises and, if safe to do so, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
- They will summon the emergency services (DIAL 999) as necessary.
- Fire wardens will supervise / carry out the evacuation of practitioners, students, & visitors to the designated assembly point(s)
Visitors not with staff, must leave the building by the nearest exit and report directly to a Fire Warden at the assembly point

Car Park exit (Loading Bay)

Car Park fire exit, towards entrance gate.

Bausch's Box exit

Fire exit door in the studio, down the outdoor stairs into the car park towards entrance gate.

Main Entrance

Main entrance on Hornsey Road, towards entrance gate to car park

- Students should leave in single file when instructed by the practitioner in charge of the class by the nearest available escape route. The last person to leave the studio must close the door. Students should walk in their class groups and remain with their practitioner at the assembly point
- If a student is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route

A calm orderly exit is essential

Walk quickly – DO NOT RUN or stop to collect belongings

- On arrival at the assembly area students must stand in their class groups while Fire Wardens check their registers. Registers, visitors book etc will be taken out to the assembly point by the Head Fire Warden / member of office staff
- Fire Wardens are responsible for ensuring the studio they are working in and corridors en route to evacuation point are cleared. Head Fire Wardens should ensure that in the event of their absence, another member of staff is available to take over their duties:
- All Fire Wardens should report to Head Fire Warden that all registers are complete
- The Head Fire Warden will liaise with the Fire Brigade on their arrival
- The building must not be re-entered until staff are notified it is safe to do so by the Fire Brigade / Head Fire Warden

GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS

Mobility Impairment

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and then continue their evacuation to a place of safety. A responsible member of staff will be nominated to escort those who need assistance from the building.

Visual Disability

People with a visual disability will usually require the assistance of one person. On stairways the helper should descend first with the persons hand on their shoulder, on level surfaces they should take the helpers arm and follow them.

Hearing Disability

People with a hearing disability should be escorted out of the building by staff.

BOMB THREATS

If a bomb threat is received notify Head Fire Warden/s **ONLY**.

Contact the police for advice as to whether the premises should be evacuated – this decision is ultimately the responsibility the Company (Fourth Monkey).

Should an evacuation be necessary normal evacuation procedure should be followed.

Once normal fire evacuation procedure has been completed, further evacuation to The Police station, 284 Hornsey Road must commence.

GAS LEAKS

If you smell gas, or suspect there is a gas escape, you should immediately:

- Open all doors and windows.
- Notify the Head Fire Warden of the incident.
- Check that all gas appliances are switched off
- If gas continues to escape, Head Fire Warden to telephone National Grid on 0800 111 999.