

CMC Fire Safety Arrangements (in relation to the CMC Practice Room)

Introduction

The UCL CMC has a practice room, located in the basement of the Wilkins Building (Room B59). It contains an upright piano and is accessible to CMC members via a booking system. Members are free to practice any instrument in this room, either alone or in a small ensemble (up to 4 people).

The practice room is accessed via double doors off Gower Court (opposite the Physics building exit). Use the keys to unlock the doors and the room is immediately on your left. It is fine to shut the outer doors while practicing, but leave them unlocked in case you need to evacuate the building. Please lock the room and outer doors after use.

General guidelines

UCL has conducted a Fire Risk Assessment for the building. If you wish to view it, please email the [CMC Chair](#).

The hours of use are from 8.30am to 10.30pm on weekdays and weekends, and the room must be booked via the official CMC booking system. No one should access the room without a valid booking, or outside of the hours of use.

Members must familiarise themselves with the **CMC Lone Worker policy** (Appendix 1) prior to using the room. A basic **Fire Safety Induction** is mandatory for all members of UCL at the start of their career or studies, please read the [Fire Safety at UCL webpage](#) for further information.

Action on discovering a fire

There is a fire safety notice in the room by the light switch. If you discover a fire, call **020 7679 2222** or extension 222. Advise security staff that you are in Wilkins B59 and they will call the emergency services.

Leave the building by the closest exit and make your way to the evacuation assembly point, which is the Security Office at the top of Gower Place. Advise them you are safe and they will pass the information to Foster Court Security Office.

Action on hearing the fire alarm sounding

Fire alarm tests are carried out every Thursday between 7pm-10pm. If the fire alarm sounds at any other time, please evacuate and go to the evacuation assembly point.

- If it is deemed safe to go back into the building you may finish your practice session.
- If it is not deemed safe to go back into the building or you are close to the end of your designated booking, please go to the security office to return the key.

Useful information

Members should familiarise themselves with the following information:

- The emergency number for the Bloomsbury Campus: 020 7679 2222 or extension 222.
- The non-emergency number for the Bloomsbury Campus Security: 020 7679 2108 or extension 32108.
- The location of building fire and evacuation notices so that you know how to raise the alarm on discovering a fire, and where the emergency exits are.