



General Emergency Evacuation Plan

Academic & Granary Building Kings Cross Central St Martins

(1 Granary Square London N1C 4AA)

If you discover a fire or one is reported to you

Activate fire alarm, if not already sounding, using nearest available break glass call point



On hearing the Fire Alarm

- Leave immediately via nearest available evacuation stair core and disperse away from building for a minimum of 20 minutes
- Encourage all people to leave
- Close fire doors and windows along route if safe to do so
- Do not fight the fire. Only attempt if you are trained and it is safe to do so, without putting yourself at risk
- If you require assistance to evacuate, go to refuge area located in stair core and contact Fire Command Centre using Emergency Voice Control (EVC) system



Staff passing a Fire Warden point

All staff are asked to act as Fire Wardens in a building emergency. The first member of staff to reach the Fire Warden Point will become the Fire Warden for that zone. Fire Warden Points are located on each floor identified by the wall mounted folder (as pictured) this will contain a hi-visibility jacket and a zoned floor plan.

- Put on yellow high viz jacket, check the designated area highlighted on evacuation card
- Ask colleague(s) to also put on high viz jacket and help you to direct people to evacuation stair core
- Note specific information relating to fire or smoke
- Direct anyone requiring assistance to evacuate to go to refuge area
- Check the refuge area



Report to Incident Manager at the Assembly Point which is located in Granary Square, beyond the fountains

Fire Alarm Tests

Fire alarm tests take place every Wednesday alternating between 10:30 & 13:30 each week. The alarm is also tested on the first Saturday of every month at 11.00. Signs are posted to remind people of the planned test.