



FROM MINOR TO



From Opera Department (OP01-OP04) and Opera Practice Rooms (OP08-OP16)

Follow green fire emergency signs to exit the building, continue to the IC access road, turn right and walk 100 metres to the road junction; turn right into Callendar Road – the car park is on the right; report your area clear to JD Performance Manager (Mitch) and assist with crowd control

From New Building, including Performance Hall/Studio\*, Recording Studio, Britten Theatre Cloakroom and Foyer  
Go through the paved area outside the Britten Theatre Foyer and follow the green fire emergency signs to exit the building: continue to the IC access road, turn right and walk 100 metres to the road junction; turn right into Callendar Road – the car park is on the right; report your area clear to JD Performance Manager (Mitch) and assist with crowd control

\*please note there is a dedicated set of instructions for large rehearsal spaces – these will be provided to relevant evacuation officers

## GENERAL

The Head of Junior Programmes has overall responsibility on Saturdays for fire-fighting and avoidance of casualties in case of fire. The RCMJD Operations Manager, who is responsible in their absence, assists them in this capacity. If there is a fire or other emergency when both are absent, their duties will be performed by other members of RCM and RCMJD administrative staff. Pre-appointed RCMJD teachers and staff assist with clearing certain areas of the building.

All users of the building must make themselves familiar with the RCM's fire exits. Under no circumstances should these exits, or corridors leading to them, be obstructed at any time. Fire-fighting equipment must not be tampered with and all instructions from RCMJD staff/Evacuation Officers must be obeyed promptly and without question. The evacuation of the RCM building and gathering at the Callendar Road assembly point should be done in as near silence as is possible.

In accordance with the RCM's overall policy, the Junior Department will undertake one Evacuation Drill per year, towards the start of the academic year.

## DUTIES

Teachers who are designated as Evacuation Officers are required to check and clear their respective areas, including toilets. Each Officer must report their area clear to the Head of Junior Programmes, Operations Manager or Performance including the following: Officers must be Tismssis