

## 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