

SCHOOL OF MEDIA, ARTS AND HUMANITIES
EMERGENCY EVACUATION - SILVERSTONE BUILDING
FIRE WARDENS

| Area | Fire Warden | Cleared (time) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|----------------|
| SB 101, Audio Recording Studio/Control, Video & Photographic Studio, SB 103 (Audio Post-Production and Voice-over booths), SB 108, SB 121 (Lecture theatre), accessible toilets | Darren Garcia (Kevin Clarke in his absence) | |
| SB 125 (Drama Studio), SB 137 (Dressing Room), SB 127 (Control Room), SB 130, SB 131, SB 128, toilets, SB 122, SB 120, SB 120A, SB 116 (kitchen) SB 112 | Kevin Clarke (Darren Garcia in his absence) | |
| SB 232, SB 230, SB 228, SB 226, SB 220 (School Office), SB 218, SB 216, SB 214, SB 212, male toilets | Marie Dennis (Carmen Long in her absence) | |
| SB 238, SB 242-244 (MFM Equipment Store), SB 246, SB 248 (Photography Print room), SB 250, SB 252, SB 254, Media Labs – Red and Green | John Williams (Adam Elliott in his absence) | |
| SB 254, Media Labs – Blue and Chrome, Edit workshops 1 & 2, Edit Suites 1,2,3,4,5,6,7 | Adam Elliott (John Williams in his absence) | |
| SB 200, SB 201, SB 202, SB 203, SB 204, SB 205, SB 206, SB 207, SB 208, SB 210, SB 211, SB 213, female toilets | Terry Bryan (Marie Dennis in his absence) | |
| SB 311, SB 312, SB 313, Social Space, SB 315, SB 316, SB 317, SB 310, SB 308, SB 309, male and female toilets | Elaine Saunders (Carmen Long in her absence) | |
| SB 307, SB 306, SB 304, SB 302 (Resources Centre), SB 303, SB 301, SB 300 | Ian Tout (Naomi Harris in his absence) | |
| SB 332, SB 333, SB 334, SB 335, SB 336, SB 337, SB 338, SB 339 | Carmen Long (Elaine Saunders in her absence) | |
| SB 331, SB 330, SB 329, SB 328, SB 327, SB 326, SB 325, SB 324, SB 322, SB 320, SB 318 | Naomi Harris (Ian Tout in her absence) | |

This checklist should be collected from the lobby of Silverstone Building by a Premises Assistant.
The checklist is used to monitor clear times with floor wardens as they leave the building.

Date..... Alarm time..... Cleared.....

CONTROL POINT: Grass courtyard outside Arts C by Zebra crossing

Floor wardens should report as soon as possible to control point (Fire Marshal) and then

assist by directing people away from entrances and keep access paths free for emergency services. Persons may only return to the building when advised to do so.