

EMERGENCY PROCEDURES DURING FILMING

The Old Royal Naval College site is controlled by The Greenwich Foundation. The University of Greenwich and Trinity College of Music are the largest tenants on site with several smaller tenants including CH&Co and Young's Brewery. There are emergency evacuation procedures in place that are practiced regularly by everyone on site.

Procedure when film crews are on site

1/ When an alarm sounds or a fire or emergency is reported West and East gate security will respond as to their normal procedures and inform the appropriate people.

2/ The Foundation's film coordinator will immediately liaise with the films 'Location Manager' and request that filming is stopped if the alarm is in the King William, Queen Mary, King Charles, or Queen Anne Buildings. All horse, carriage and vehicle movement should cease to allow person to attend their appropriate assembly points. The Foundation coordinator will assess and make a judgement as to whether filming needs to stop if an alarm or emergency occurs in the Mews, Discover Greenwich Centre or Old Brewery.

3/ Film security/stewards should immediately open gates, barriers, fencing etc. to allow evacuation to assembly points and be prepared to remove any filming equipment at the request of the fire brigade if they attend site.

4/ If a fire or emergency is discovered by filming crew they should inform the Location Manager who should immediately contact the Foundation's film coordinator, West Gate, or if required inform the emergency services via 999

5/ Once notified of a fire or emergency nobody should re-enter buildings until given the all clear by the Foundation coordinator or the Fire Brigade.

6/ If filming staff are filming inside the buildings and an alarm operates or a fire is discovered they should follow the instructions of Foundation staff and evacuate the building as directed.

7/ Should a fire occur within the filming area, if safe to do so, it should be tackled by trained personnel. The Foundation coordinator should immediately be informed. (Will a fire appliance will be allocated to the set throughout the filming period?)

8/ Filming, vehicle and animal movement should not recommence until the emergency is resolved and agreed by the Foundation film coordinator.

9/ Prior to filming crews working on site you should discuss and agree with the Foundation co-ordinator evacuations points and assembly points for your staff.

Any matters regarding fire procedures at the Old Royal Naval College should be directed to Luke Flynn (Estate Operations Manager) 0208 269 4795

Evacuation of the site

Should it be necessary to evacuate the site for whatever reason Greenwich Foundation staff will direct the public as required. Depending on the type of emergency, evacuation will be undertaken following advice and direction from the Police.

All matters of site security should be discussed with Yvonne Dolan (Security Manager) 0208 269 4712.

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I have read the above and agree that I will ensure all filming staff are informed and adhere to the emergency evacuation procedures whilst on site.

SIGNED.....

PRINT NAME.....

POSITION.....