

# **Migration Museum**

## **Fire and Emergency Procedures**

The aim of this document is to provide information about Migration Museum's Fire and Emergency Procedures in order to help teachers and group facilitators plan their visit and write their own risk assessment. The Migration Museum has its own evacuation plan in the case of a fire or emergency.

### **In the event of an evacuation**

Lewisham Shopping Centre carries out weekly tests of all alarm equipment out of hours. The alarm will not be tested during the Museum's opening hours unless otherwise stated.

On hearing the alarm an alarm system will alert visitors to an evacuation. The Migration Museum's staff and volunteers are trained to a safely evacuate everyone to the assembly point. Please lead your group out of the museum expediently. Please do not stop to take a register until you are at the assembly point. Please do not use the lifts during an evacuation.

### **Assembly Points**

There are three designated safe assembly points for the museum, museum staff will instruct teachers on which assembly point to use depending on instructions from the shopping centre. Please see the map and photographs of the various assembly points on the next page to familiarise yourself.

### **Migration Museum fire escape route**

The Migration Museum has its own evacuation plan in the case of a fire or emergency. This plan details the route our staff are trained to take in order to efficiently clear the galleries and ensure all visitors are evacuated to the assembly point safely.

### **Security**

CCTV is in operation within Lewisham Shopping Centre. Images are monitored and recorded to help ensure the safety of visitors. All staff operating CCTV are trained and licenced to do so. If you see anything suspicious please report it to a member of staff. Please do not leave bags unattended. If you see any unattended bags, please report it to a member of staff. Do not touch any unattended items. The Migration Museum does not use CCTV in its galleries, and therefore we ask that all staff remain vigilant at all times. Migration Museum staff are trained and will report any suspicious behaviour to a member of security.

### **Contact**

If you have any further questions or require additional support for your visit then please contact the Museum on 020 3488 4508, or email [info@migrationmuseum.org](mailto:info@migrationmuseum.org)

## Assembly Points

1 Cornmill Gardens, the grassed area located the other side of the railway line opposite Mill House. Access to this is via a small railway arch on the railway side of Molesworth Street.

2 The Albion Way/Clarendon Rise car park, opposite the high street entrance to the Shopping Centre on Albion Way between the 3 Store and the 99p Shop.

3 Clipper Way car park Slaithwaite Road. This is located at the rear of Lewisham Library on the High Street.

