

## Cayley Block 16

Reviewed: July 2021

### Purpose:

The purpose of a Generic Emergency Evacuation Plan (GEEP) is to enable visitors to the building with restricted mobility or those who may not be able to evacuate unaided to become familiar with the layout, evacuation procedures, available equipment, and communication devices.

If you feel that this document does not provide you with sufficient information or that you require further assistance, please contact the Loughborough University Fire Officer on 01509 222182.

### The building:

Cayley Block 16 is comprised of 5 floors. All floors are accessible via the lifts and has one protected stairwell.

The block has a single designated emergency final exit at ground floor level dispersing directly to outside.

Emergency egress using the lift is possible during an evacuation and this will be controlled by existing Loughborough University management processes. Emergency egress by use of the lifts should only be if it is safe to do so.

Each floor has a safe refuge area and provides an Emergency Voice Communication (EVC) System which links directly to security.

### Action required on hearing the fire alarm:

If able, you should leave the building immediately by the nearest fire exit (see attached floor plan) and report to the assigned assembly point for the building.

If you are unable to evacuate the building unaided, please proceed to one of the safe refuges located in the stair core (see attached floor plan).

An EVC system is available in each safe refuge. Use this to contact the security team and notify them of your location, details of which are printed on the front of the panel. Full details on how to use the emergency call point are also provided in the safe refuge.

### Other recommendations:

It is recommended that all visitors to Cayley Block 16 should familiarise themselves with the layout of the building and with the fire alarm signals.

**Security's emergency contact number is 888 (internal lines) or 0800526966.**

### Equipment provided:

In addition to the general alarm, a safe refuge area is available on each floor. A disabled emergency call-point that links directly to security is located in each of the safe refuge areas.

An accessible fire exit is available on the ground floor of the building (see attached plans), which is also the final exit from the main stair core.



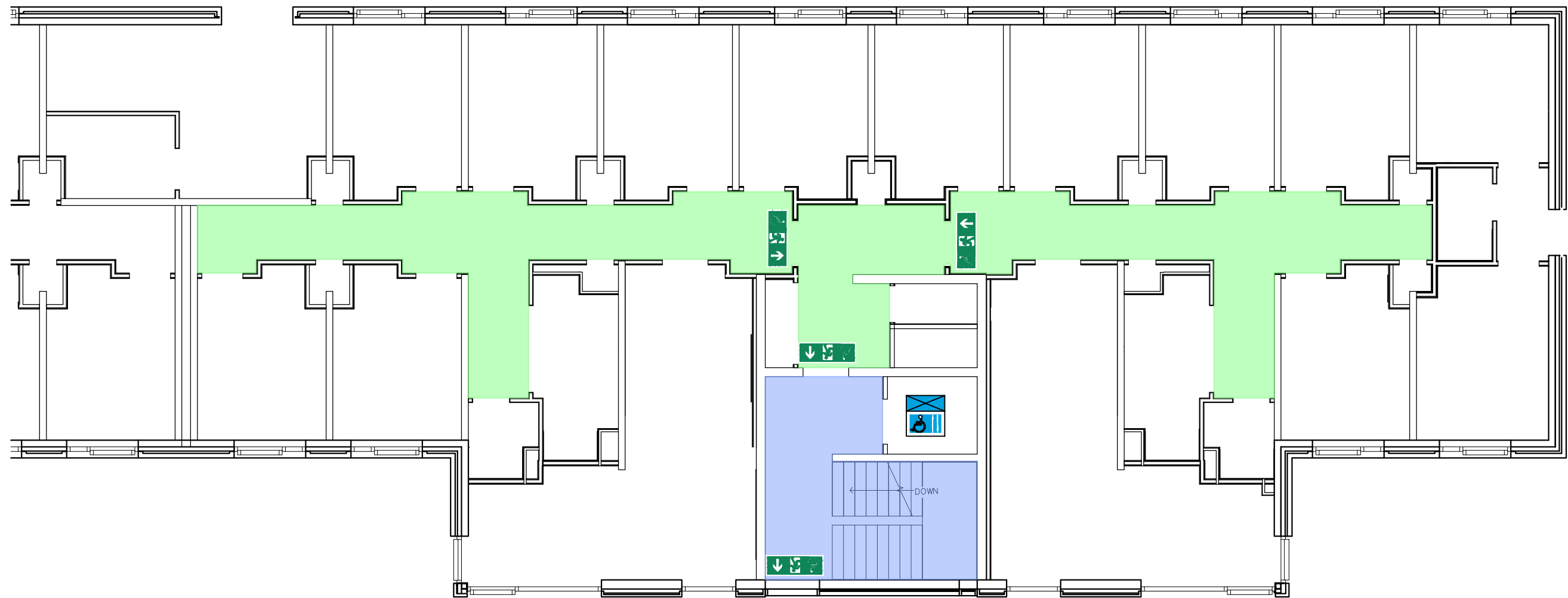
Your Assembly Point Is:

Fire assembly point 33: Car Park area



# 741 CAYLEY HALL BUILDING 16 GROUND FLOOR

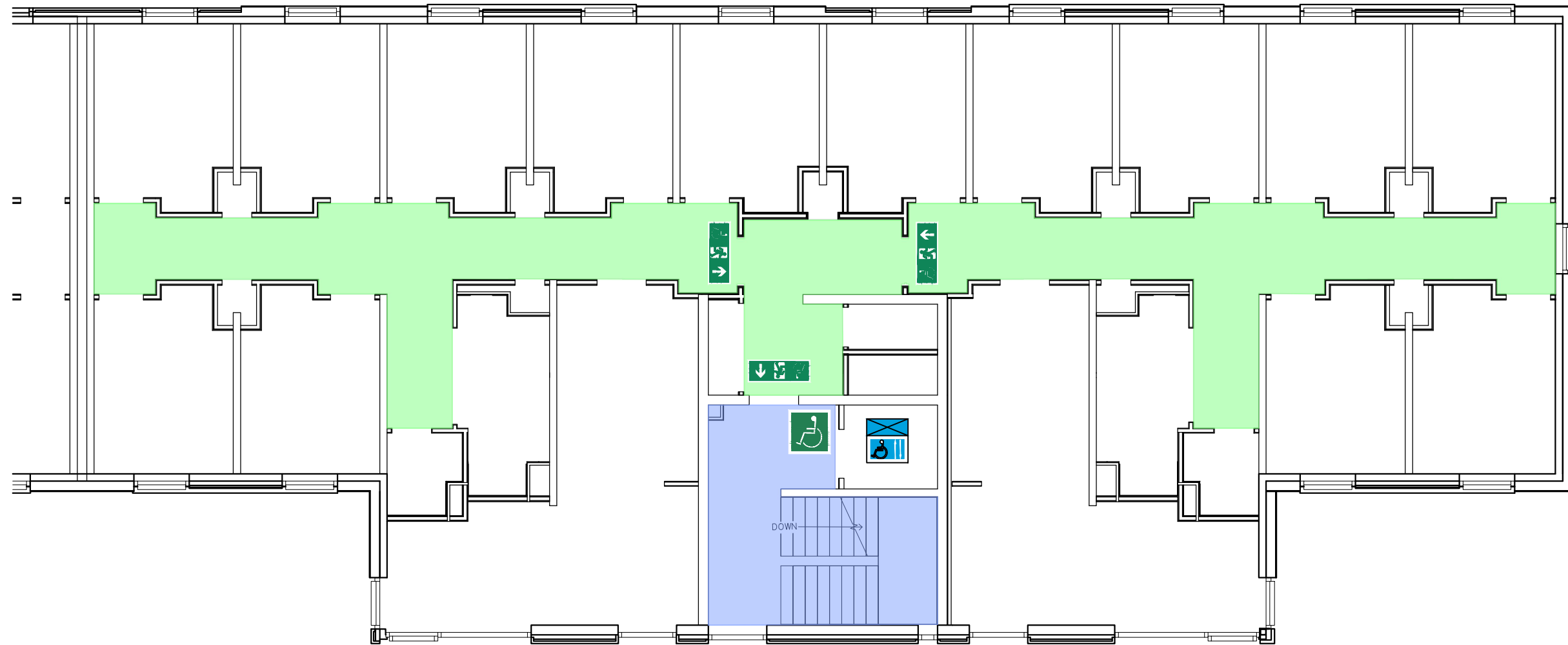
## GENERIC EMERGENCY EVACUATION PLAN (GEEP)





# 741 CAYLEY HALL BUILDING 16 FIRST FLOOR

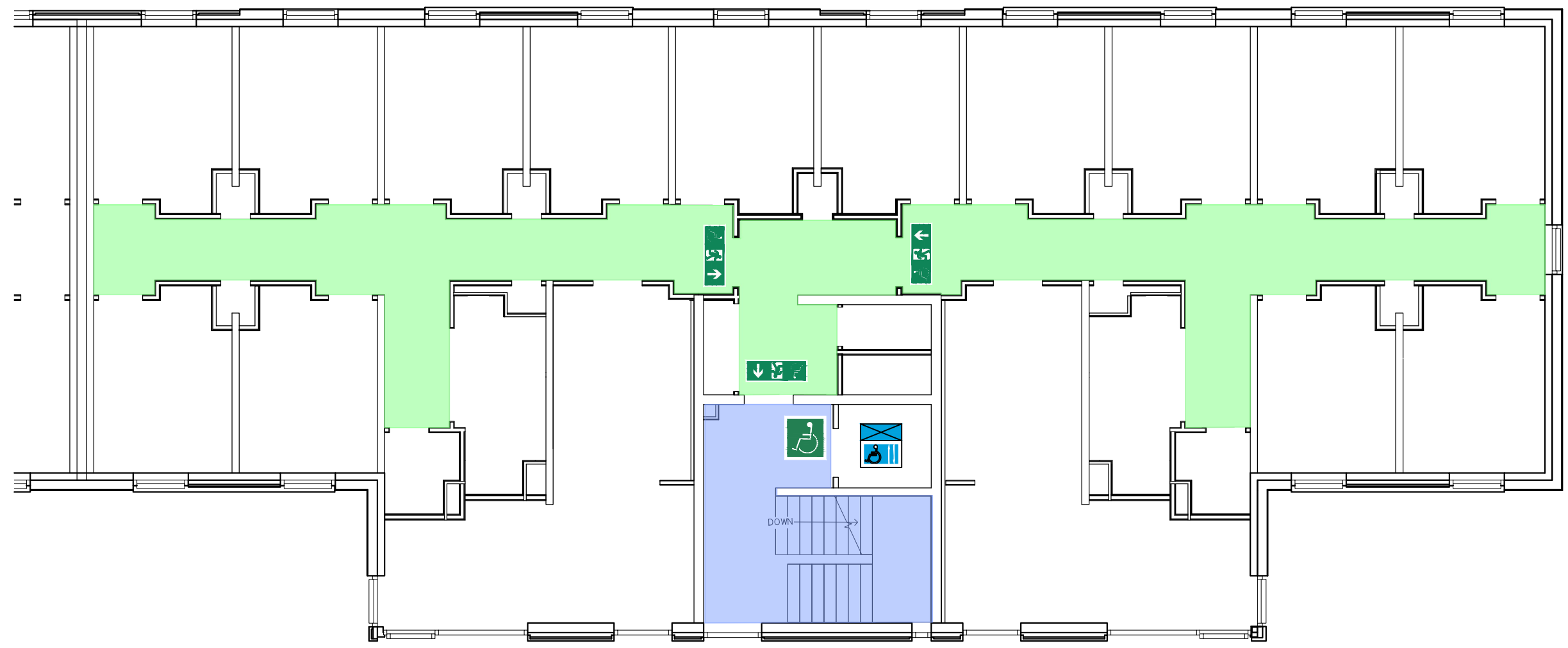
## GENERIC EMERGENCY EVACUATION PLAN (GEEP)





# 741 CAYLEY HALL BUILDING 16 SECOND FLOOR

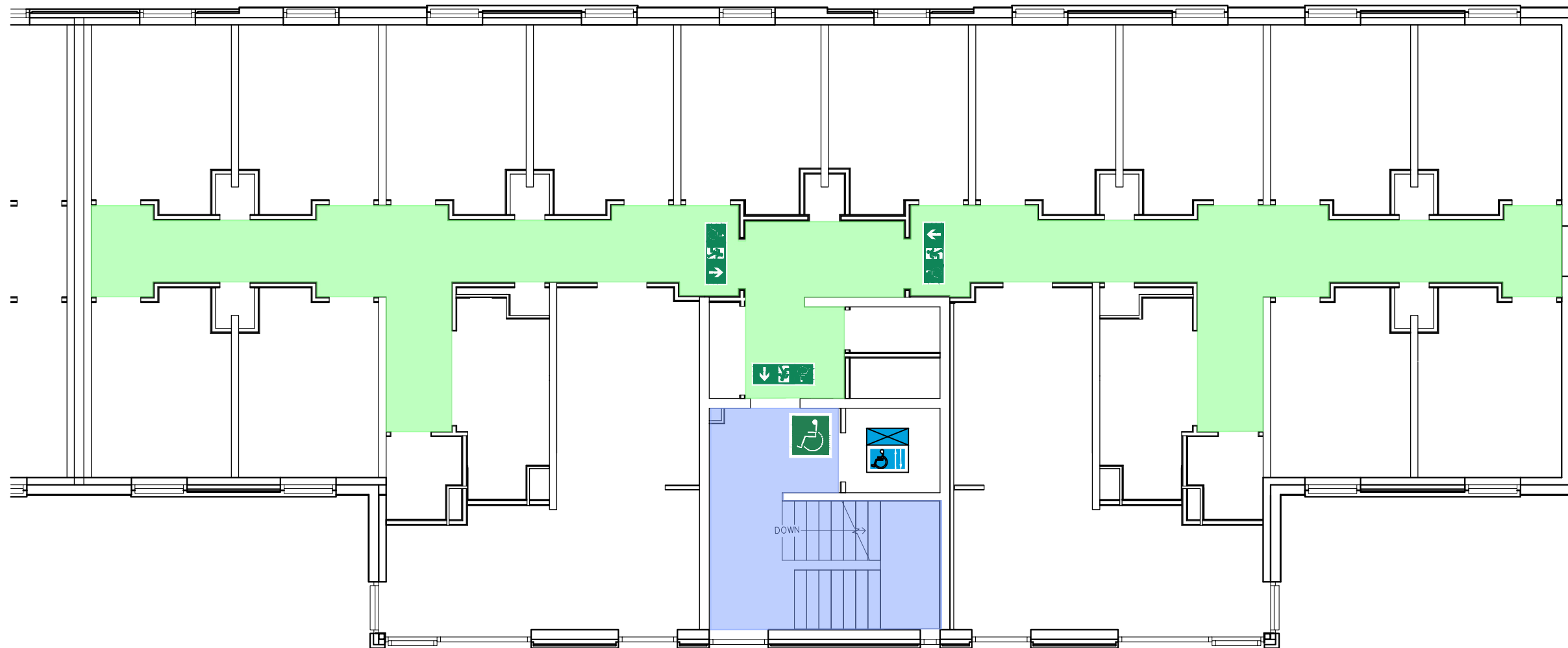
## GENERIC EMERGENCY EVACUATION PLAN (GEEP)





# 741 CAYLEY HALL BUILDING 16 THIRD FLOOR

## GENERIC EMERGENCY EVACUATION PLAN (GEEP)





# 741 CAYLEY HALL BUILDING 16 FOURTH FLOOR

## GENERIC EMERGENCY EVACUATION PLAN (GEEP)

