

## The Charnwood Building

Reviewed: February 2022

### 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:

The Construction of the building is deemed of traditional modern build, of steel frame construction with externally exposed brick and block infill along with insulated composite cladding/panels to the external wall of the inner courtyard with floors of concrete slab under a profiled steel sheet roof.

The building is multi occupancy, educational and research building comprising of office use, laboratory research, test areas and storage, a restaurant and commercial kitchen are provided on the ground floor with an extensive plant room on the top floor.

The building is divided up into a series of compartments referred to as Cores A to P with a prefix of G for Ground floor and F for First floor

The building has the provision of fourteen 60-minute protected stairwell Cores. (A-P). all of which disperse directly to outside (ultimate safety) at ground floor level via a push bar final exit door.

### The fire alarm system:

The Charnwood Building at Holywell Park (**Garenden and Charnwood wings**), because of its size, is broken down into a series of fire compartments (known as **cores**), given the prefix of G for ground floor cores and F for first floor cores. (See Figure 1).

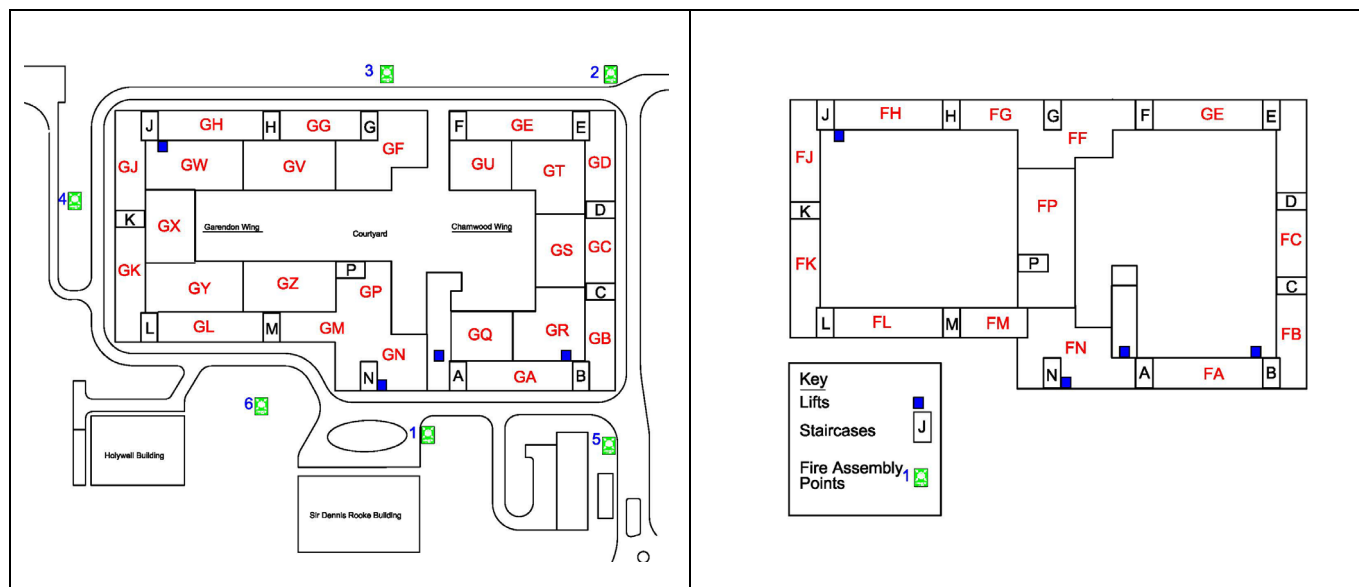


Figure 1: Schematic Drawing of Holywell Park

Upon activation of any device (Manual Call Point, Heat/Smoke detectors or Aspiration system) the sounders and voice alarm will only alarm in the relevant core of the incident, immediate adjacent cores, and those areas directly above or below the core of incident initiating a full simultaneous evacuation for all occupants.

The fire alarm system is configured to provide Voice Alarm and will alert: **“attention please, this is an emergency, please leave the building by the nearest available exit”** followed by 4 seconds of continual two-tone siren.

In conjunction with any fire alarm, LU security staff are alerted in the University Gatehouse, triggering the Incident Investigation procedure for the site.

(See Figure 2).

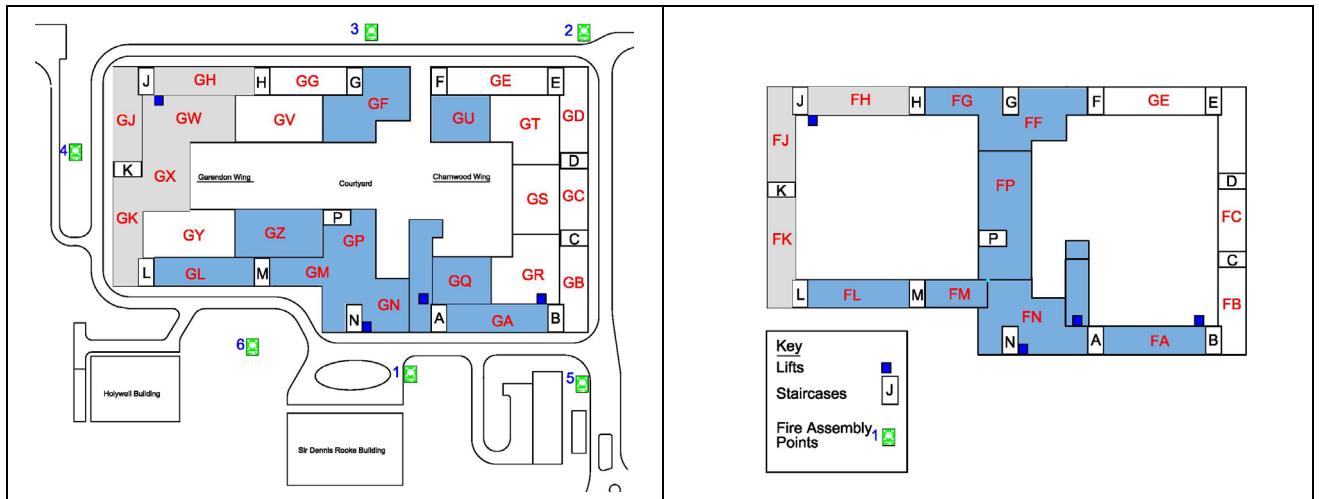


Figure 2: An example of the affected cores (highlighted grey) that would instantly alarm for a fire incident detected in core GJ.

#### Note

The cores on both floors that are included in the large middle offices areas of the building (cores GM, GN, GP and FM, FN, FP) are all treated as one area. Above is an example of affected cores (highlighted blue) that would also alarm for a fire incident in core GP.

#### Action required on hearing the fire alarm:

If able, you should move towards the nearest protected staircases (Ground or First Floor) and exit the building immediately by the final fire exit (see attached floor plan) and proceed to the assigned assembly point(s) for the building. (See Figure 3) for the Location of the Fire Assembly Points.

#### Note

For those that exit into the courtyard you are reminded to continue to make your way out of the courtyard via the courtyard gates and proceed to the assembly point(s).

If you are unable to evacuate vertically from the first floor of the building unaided, please continue to move horizontally (clockwise or anticlockwise) from your current location via the corridors, passing through a minimum of two cores and then place yourself within the designated safe refuges, located in the stair core (see attached GEEP 1<sup>st</sup> floor plan(s) and await further instruction by LU Security or a building Fire Marshal(s).

#### Note

Where you are required to escape from core M or N into staircase N you must ensure that you have placed yourself safely within the hatched refuge area and operate the refuge emergency voice communication system to alert LU security who will know your location and be able to keep you informed in relation to the fire incident

Full details on how to use the emergency call point are also provided in the safe refuge.

Where it is deemed necessary to move you vertically Security staff will use the evacuation chair.

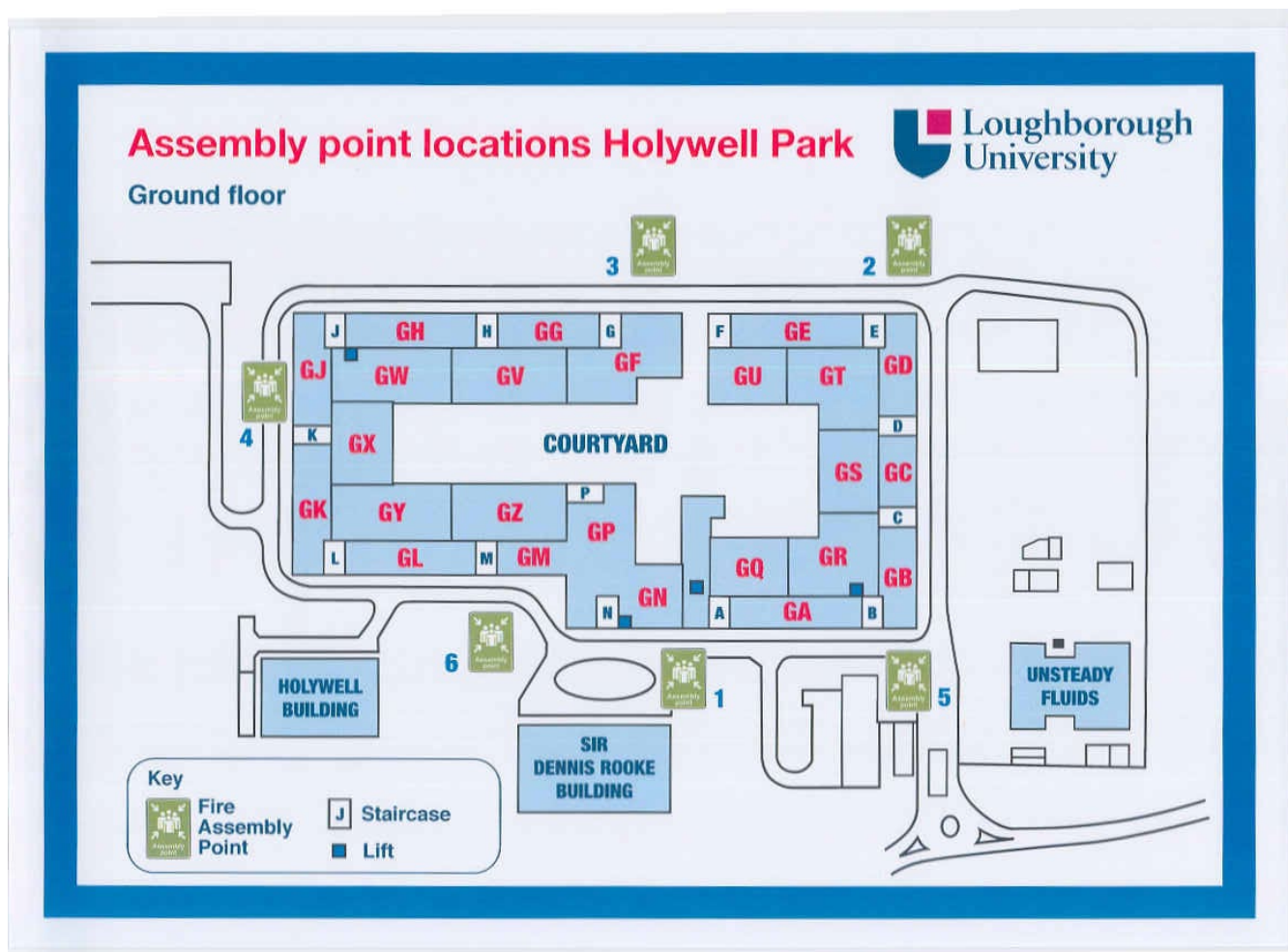


Figure 3: Fire Assembly Point Plan



Your Assembly Points Is:

Fire assembly point 1 - 6

### Other recommendations:

It is recommended that all visitors to this building should familiarise themselves with the layout of the building, means of escape from areas occupied and with the fire alarm signals.

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

### Equipment provided:

Each core at first floor level has the provision of a safe refuge area within the protected staircase(s) (see attached plans).

There is no emergency voice communication system (EVC) in the refuges apart from staircase N

There are 4 passenger lift systems installed to the building serving all floor levels (see attached plans). These lifts are **NOT** deemed or used as evacuation or firefighting lifts.

Accessible access to each core is available around the external perimeter of the building at the ground floor level (see attached plans), which also serve as the final exit.

Six fire assembly points (see **Figure 3**) are located around the perimeter of the building; each "Fire Action Notice" displays the nearest assembly point relevant to the specific area in the building.

# LOUGHBOROUGH UNIVERSITY FIRE INSTRUCTIONS

## IN CASE OF FIRE



Sound alarm.  
Operate nearest fire alarm call point.



Contact Loughborough University Security on internal emergency number 888 or 0800 526 966 if using outside line or mobile phone. In the event of a delay call 999 for the Fire Service giving the correct location of the building.



Do not attack fire with extinguisher unless trained to do so.



### On hearing the alarm

Evacuate the building and go to the assembly point. The nearest assembly point from here is:-

<b>ASSEMBLY POINTS</b>	<b>1 - 6</b>
------------------------	--------------



When alarm is given:- do not panic, do not run. Leave the building following fire emergency exit signs.



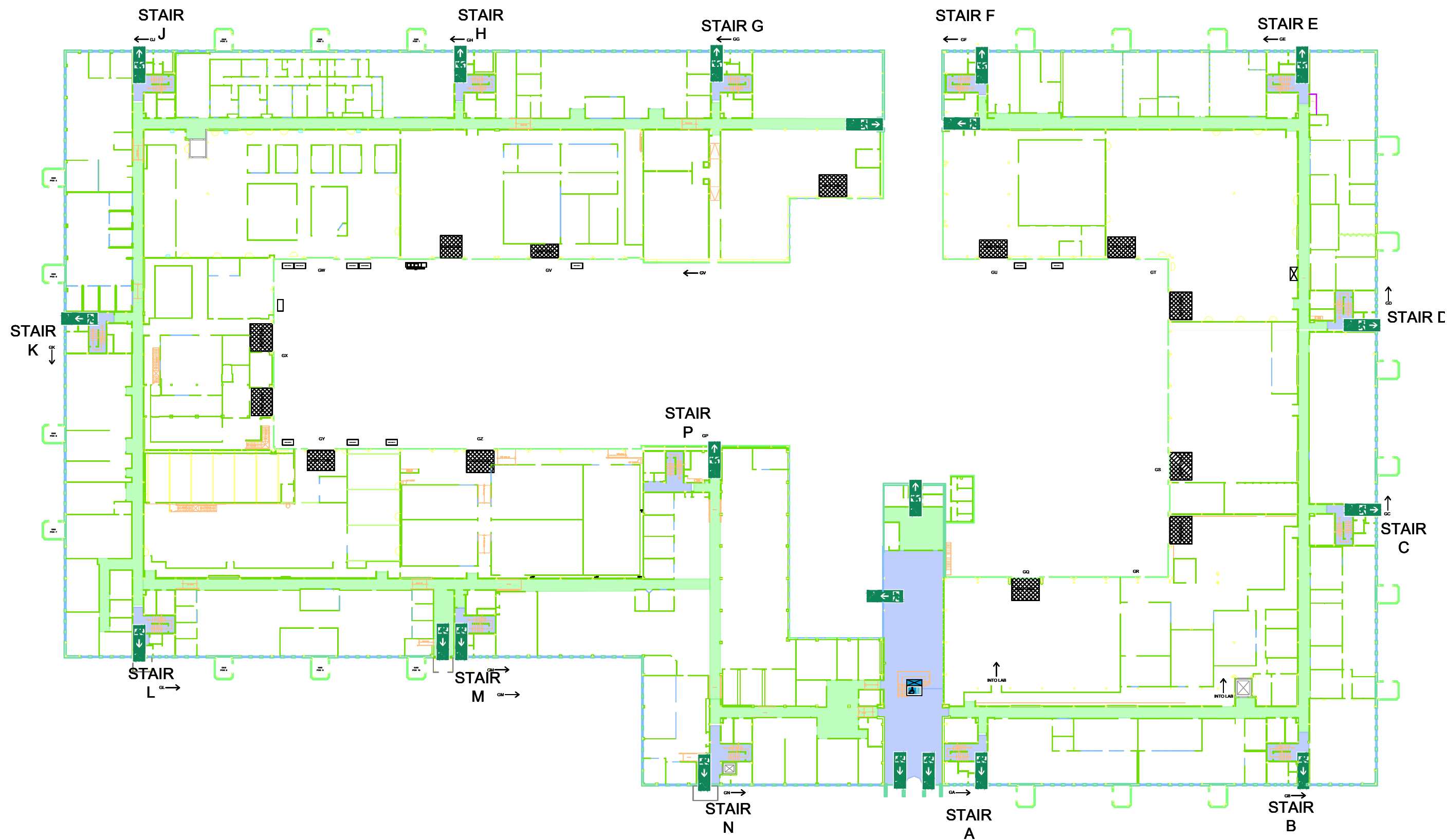
Do not re-enter the building until told to do so by either the Fire Marshal or Loughborough University Security.

Holywell Park



# 055-CHARNWOOD AND 056-GARENDON BUILDINGS GROUND FLOOR

## GENERIC EMERGENCY EVACUATION PLAN (GEEP)





# 055-CHARNWOOD AND 056-GARENDON BUILDINGS

## FIRST FLOOR

### GENERIC EMERGENCY EVACUATION PLAN (GEEP)

