GENERIC EMERGENCY EVACUATION PLAN

CLYDE WILLIAMS BUILDING
LAST UPDATED 17th January 2014

Loughborough University

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 Clyde Williams Building is comprised of 3 floors. All floors are accessible via the lift to the right of the main entrance. This lift is not to be used in an emergency.

Ground floor has accessible emergency exits at either end of the building that lead to the fire assembly point.

Floors 1 and 2 have two fire exits accessible via the central corridors. Two nominated safe refuge areas are located on these floors and provide a disabled emergency call point which links directly to security (see attached floor plan).

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

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 on floors 1 and 2 (see attached floor plan).

Other recommendations:

It is recommended that all visitors to the Clyde Williams Building should familiarise themselves with the fire alarm signals and floor layout. Floor plans and evacuation equipment locations have been provided with this document.

Equipment provided:

In addition to the general alarm, safe refuge areas are available on floor 1 and 2.

Accessible fire exits are available on the ground floor of the building (see attached plans), and these are to be used as primary exits from building.

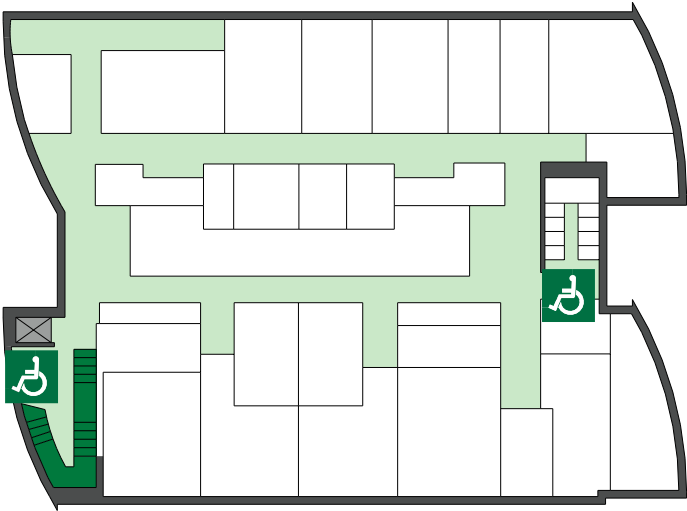An evacuation lift is available in this building but only to be used if it is safe to do so.

The Deaf Alerter system is installed in this building. If you would like access to a Deaf Alerter device, please contact the University Fire Officer on 01509 222182.
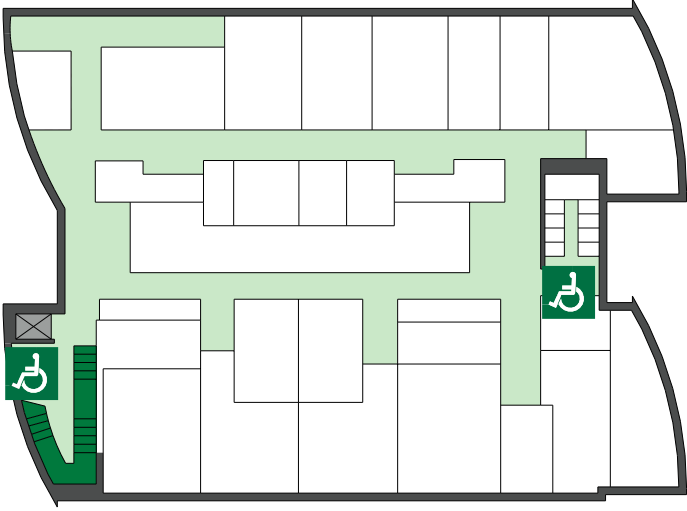
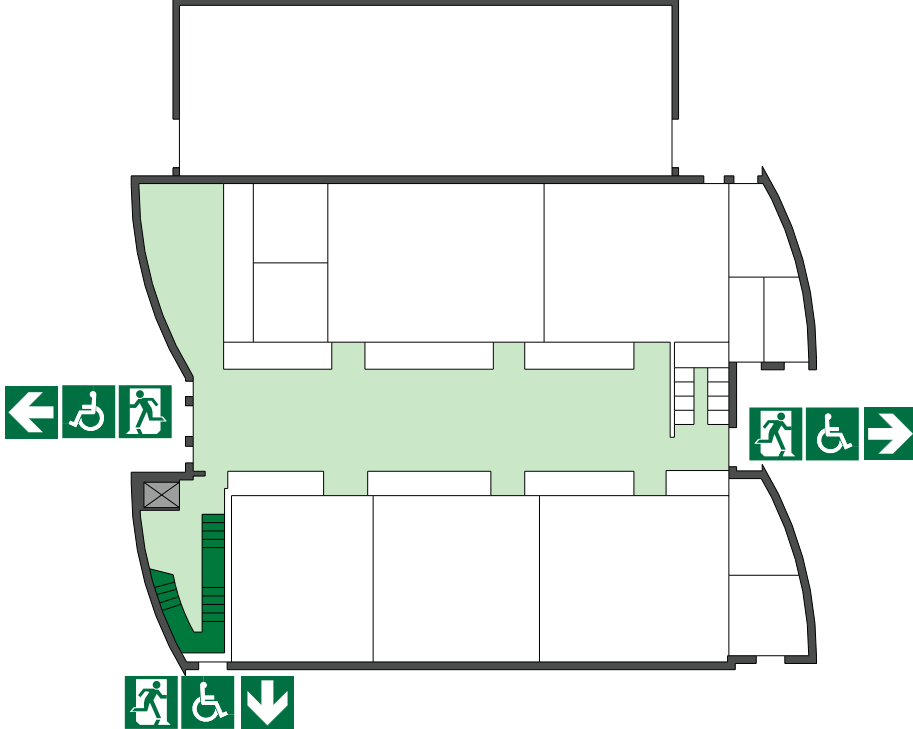**YOUR ASSEMBLY POINT IS:** Fire assembly point 3 - In front of Martin Hall

GENERIC EMERGENCY EVACUATION PLAN

CLYDE WILLIAMS BUILDING

Loughborough University

Second

First

Ground

Accessible final exit

Wheelchair lift

Safe refuge

Loughborough University

IN CASE OF FIRE

Operate nearest fire alarm call point

Telephone internal emergency number 888 or 0800 526966 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 the fire with extinguisher unless trained to do so.

ON HEARING THE ALARM

Evacuate the building and go to the assembly point. Your assembly point is :-

Opposite main entrance
Assembly point 3

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, Loughborough University Security or the Fire Service.
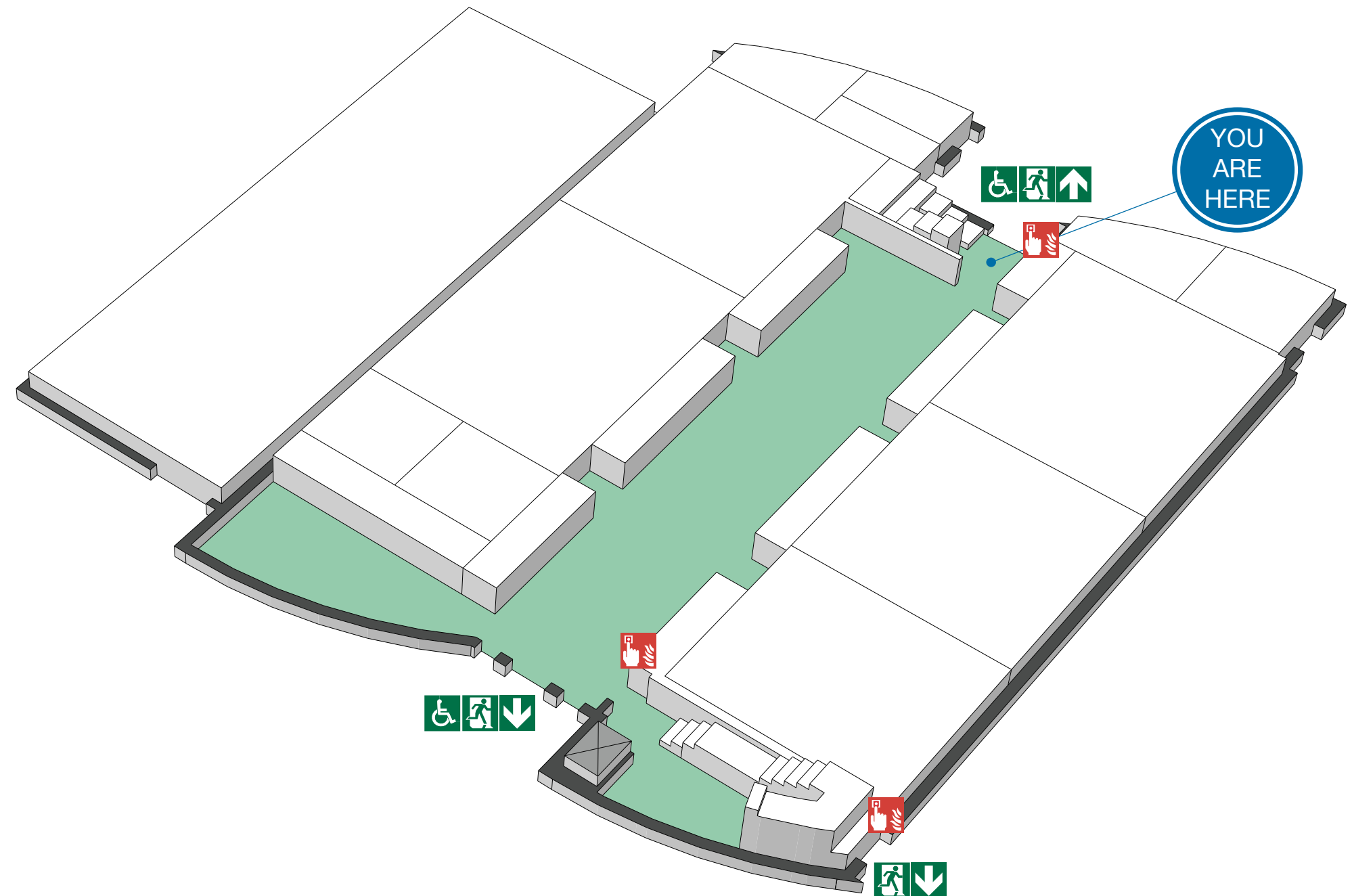
ASSEMBLY POINT

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www.silverbeardesign.com

| | Fire alarm call point | | Wheelchair accessible exit | | Fire exit | | Fire escape route | | Assembly point | | Safe refuge | | Lift |

Loughborough University

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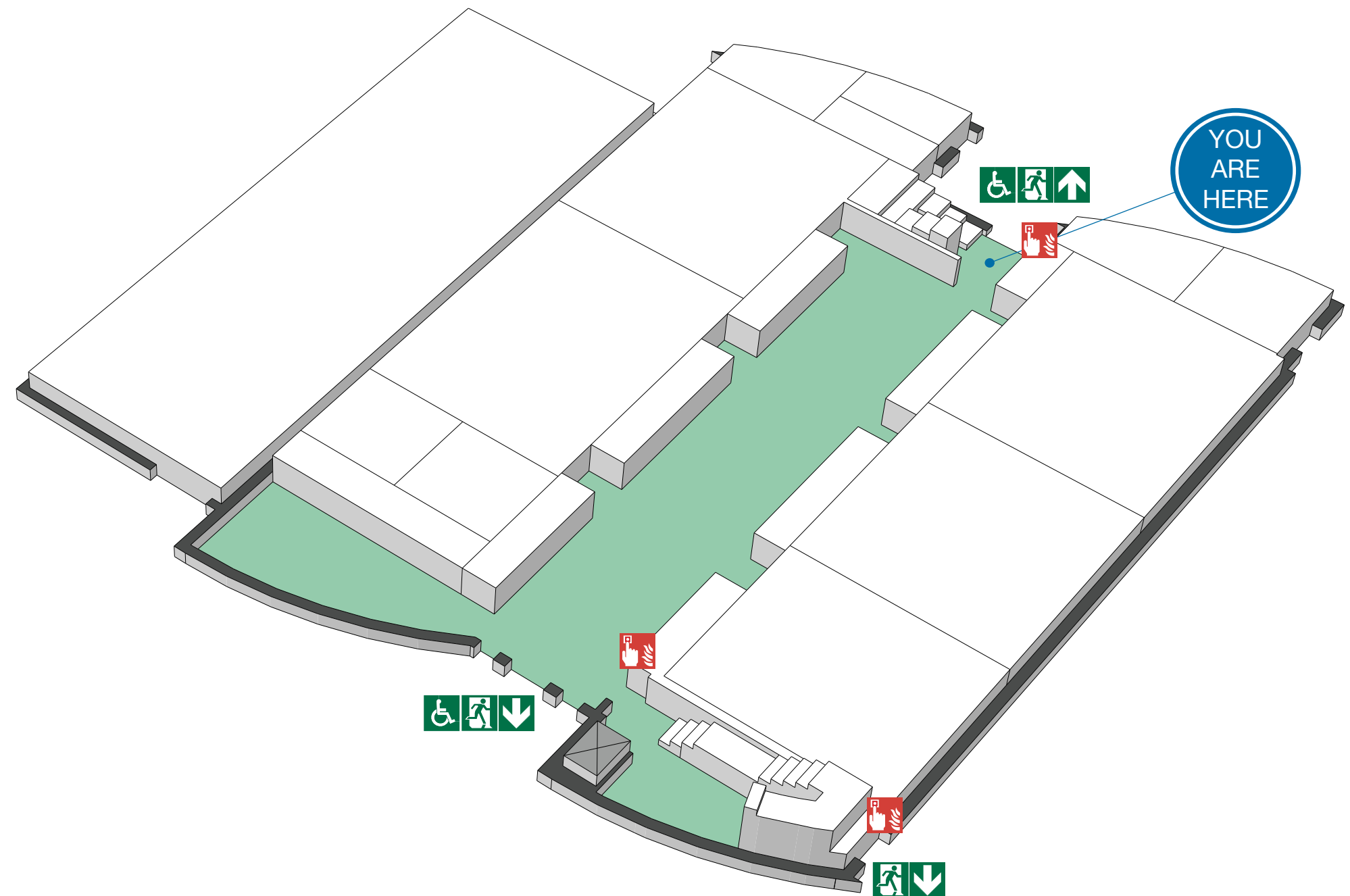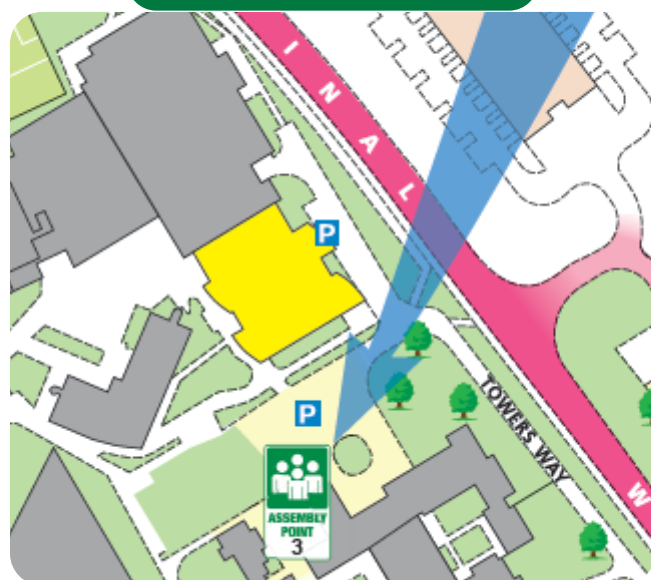
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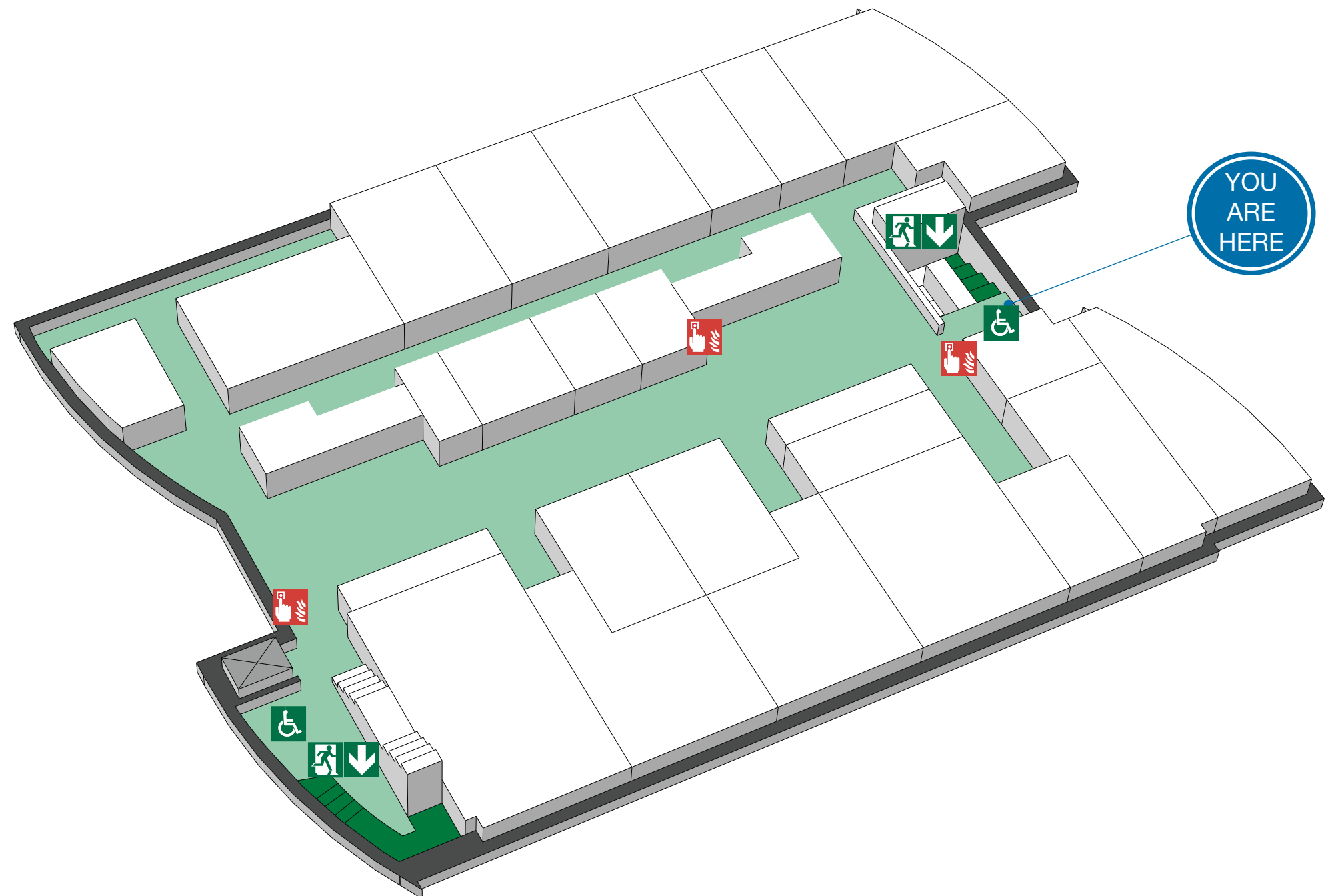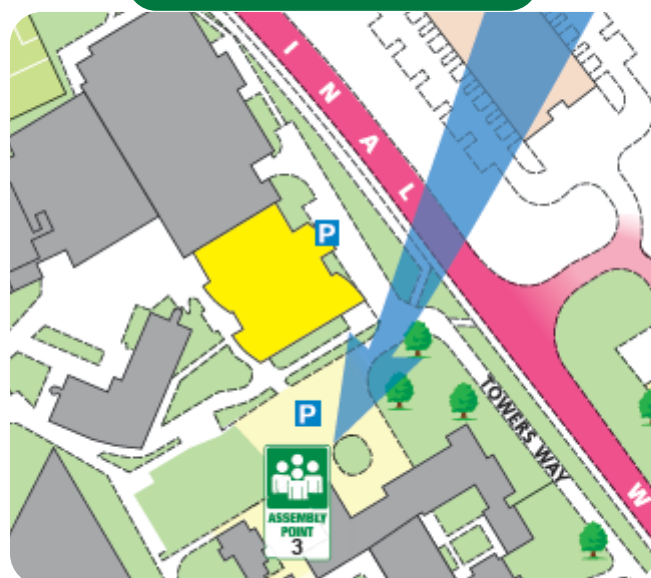
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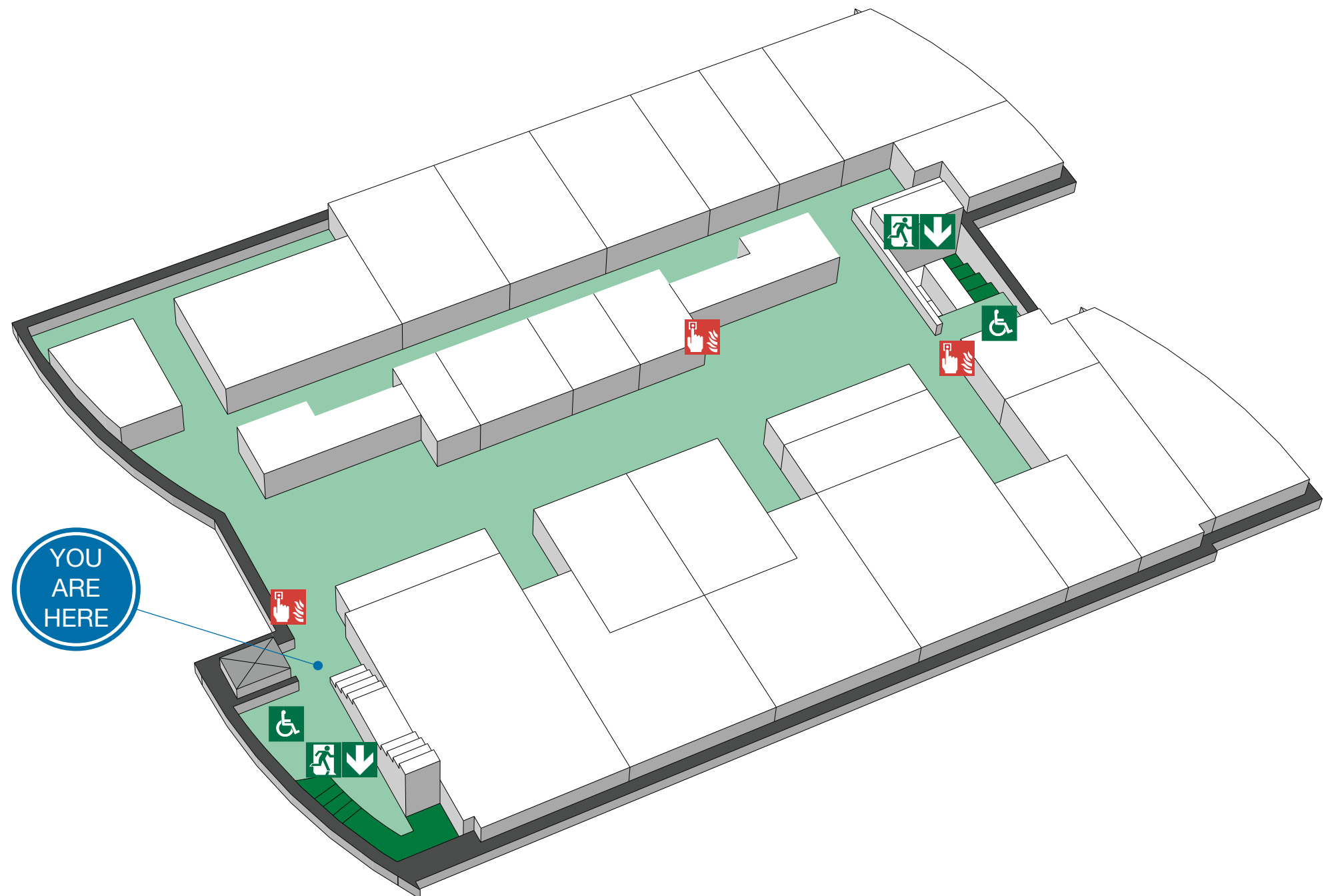
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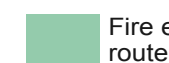Please contact the University Fire Officer on 01509 222182 for further advice.

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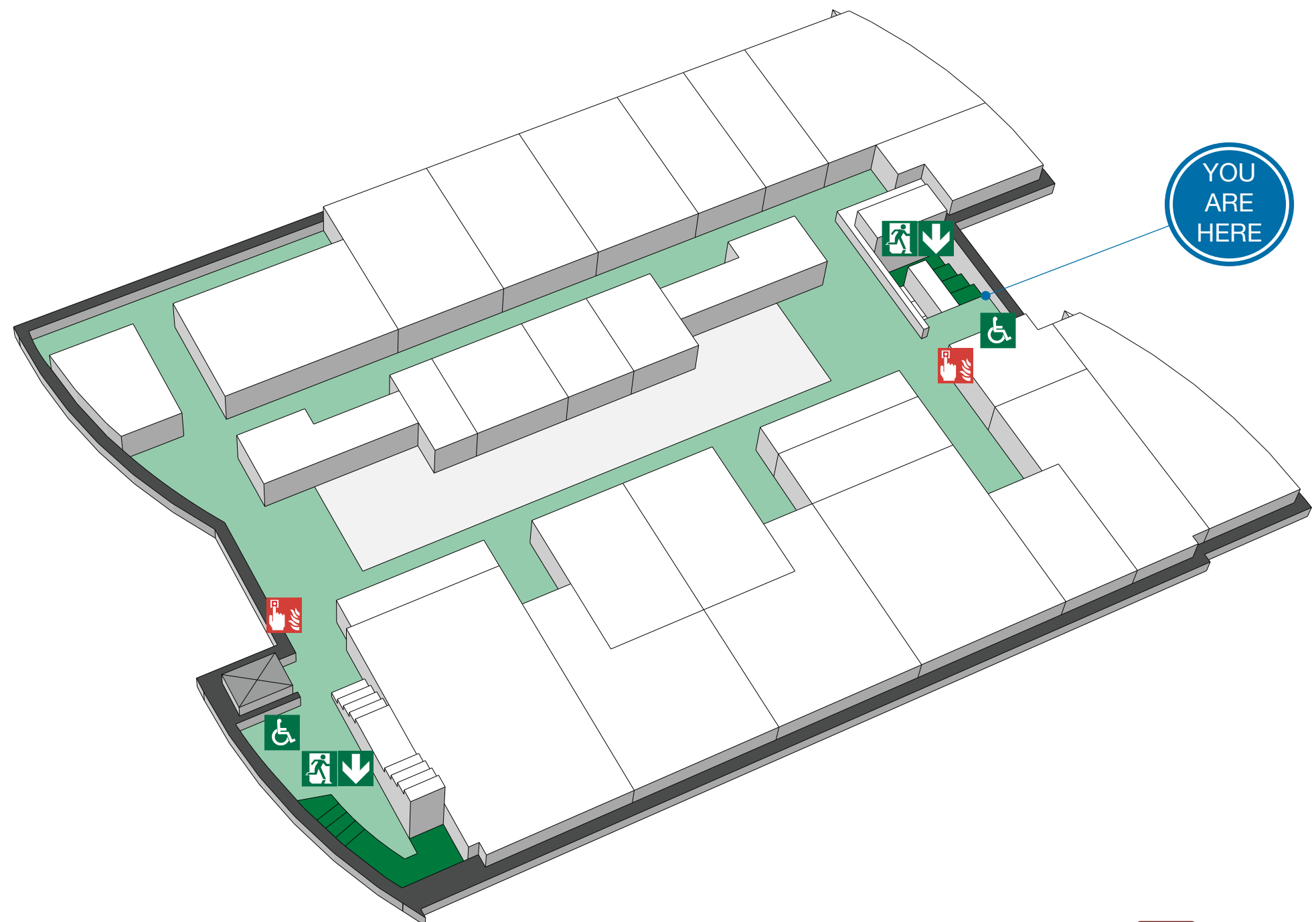
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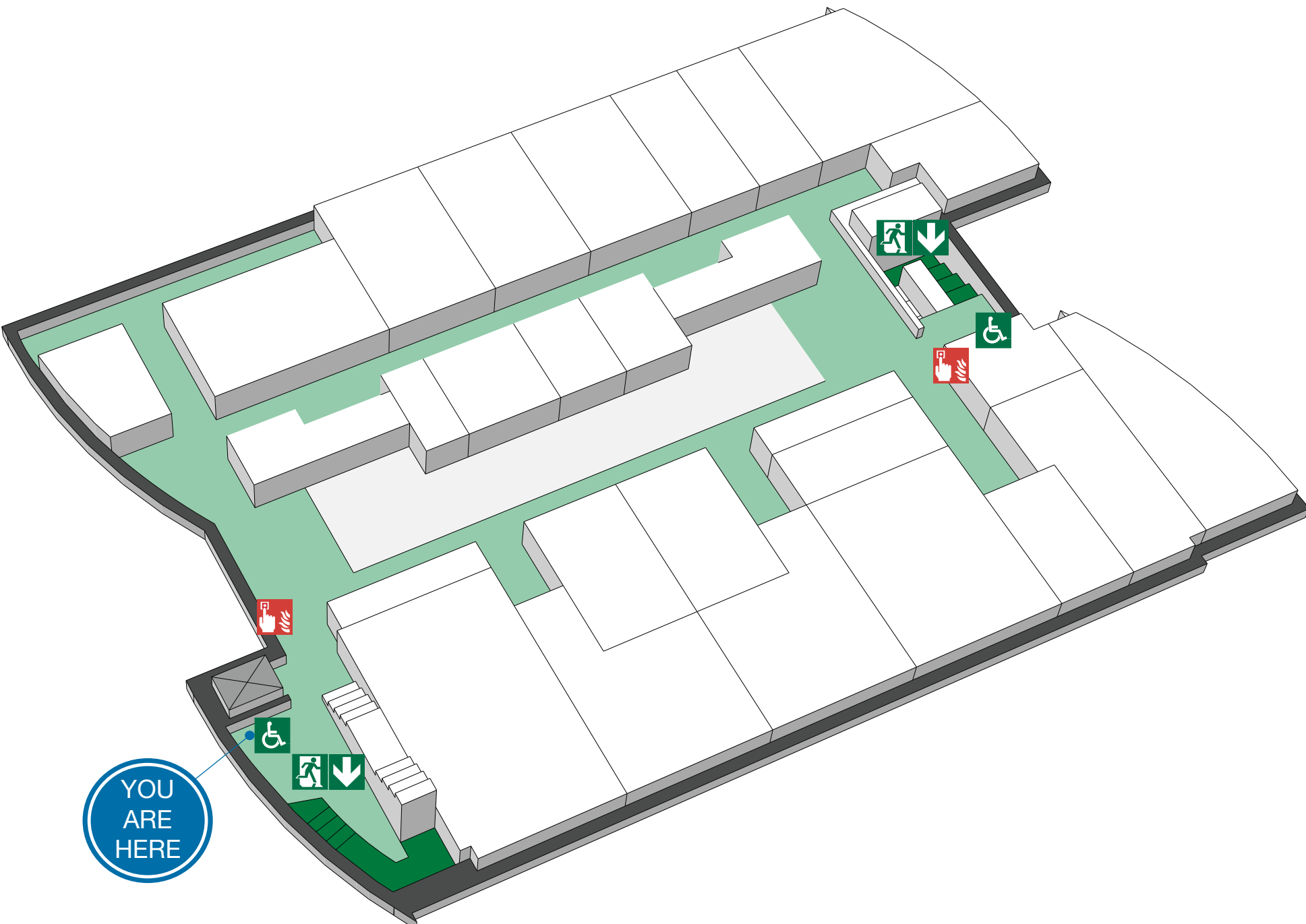
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