

## Cope Auditorium

LAST UPDATED 17th January 2014

### **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 Cope Auditorium is comprised of 2 floors. The main lecture theatre is on the ground floor and the admin offices on the first floor. The first floor is accessible via the lift in the Edward Barnsley building.

Ground floor has several accessible emergency exits that lead to the fire assembly point. Alternative emergency egress is also available from ground floor through the Edward Barnsley building.

Safe refuge is available in the Cope Auditorium on the first floor by the wheelchair lift.

Egress through the Edward Barnsley building is only available during core times and these times should be checked prior to your visit to the Cope Auditorium.

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

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.

### **Other recommendations:**

It is recommended that all visitors to The Cope Auditorium 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:**

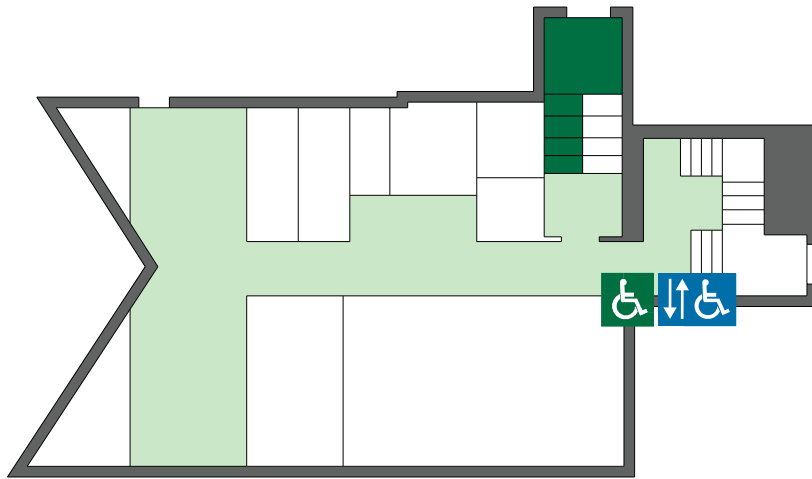
Accessible fire exits are available on the ground floor of the auditorium with alternate evacuation routes through the Edward Barnsley building. Safe refuge is available on the first level of the Cope Auditorium. Please note that access through the Edward Barnsley building is only available during core hours and these should be checked prior to your visit.



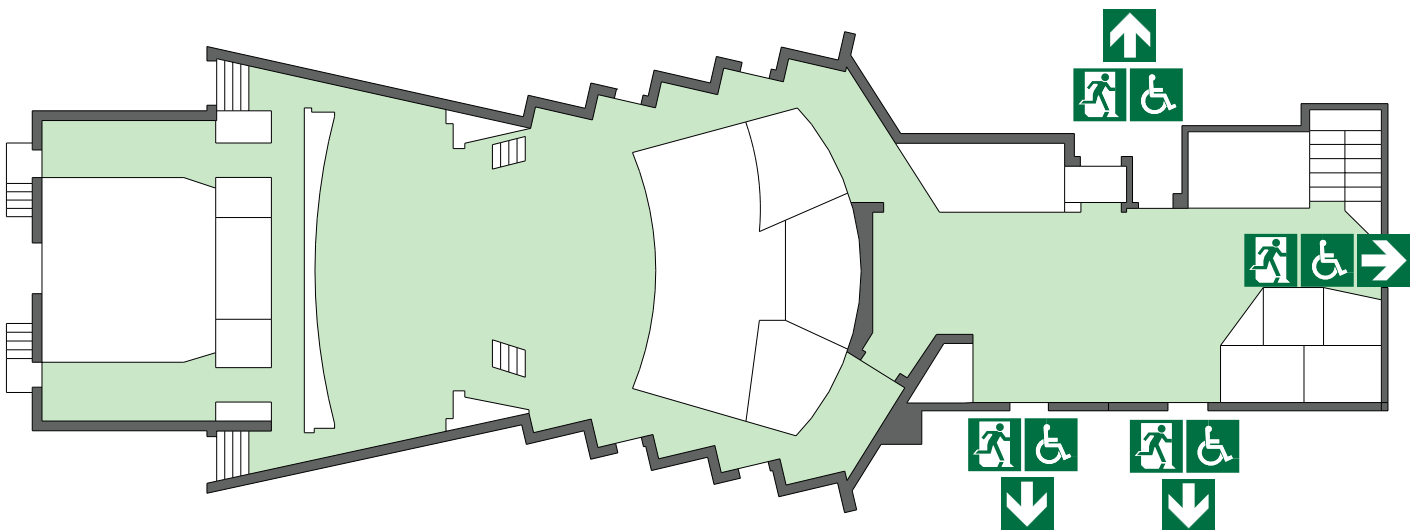
**YOUR ASSEMBLY POINT IS:**

Fire assembly point 15 - Margaret Keay Road

Cope Auditorium



First



Ground

NB : Access through the Edward Barnsley building is only available during core hours and these should be checked prior to your visit.



Accessible final exit



Wheelchair lift.



Safe refuge

# FIRE ESCAPE PLAN

LOUGHBOROUGH UNIVERSITY  
COPE AUDITORIUM - GROUND FLOOR



## 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 2**



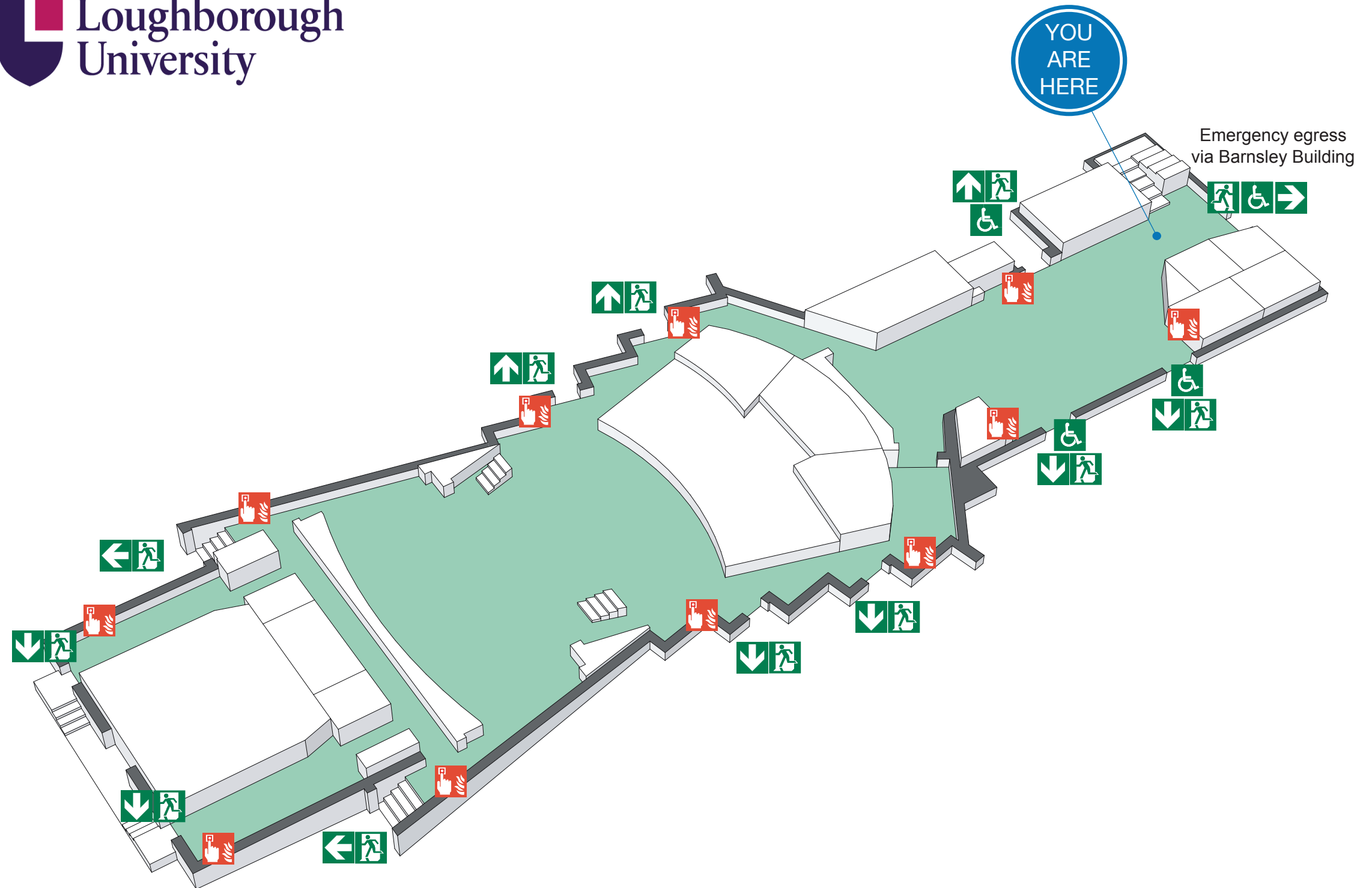
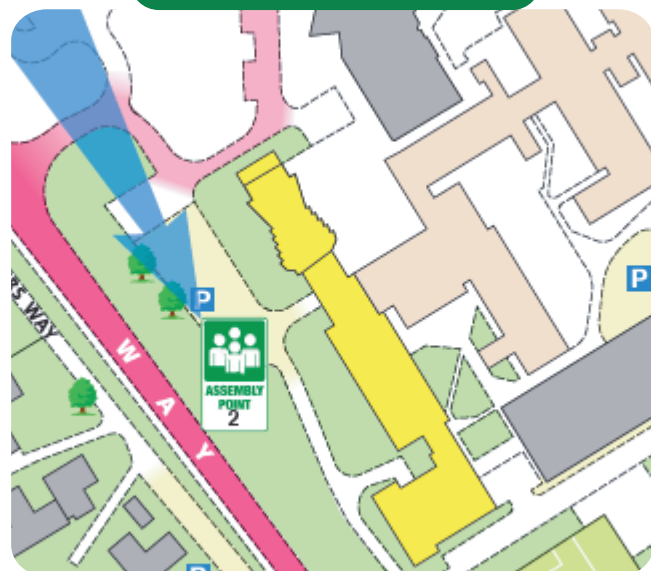
When alarm is given :- do not panic, do not run.



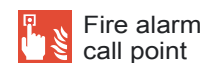
Leave the building following fire emergency exit signs.

**DO NOT** re-enter the building until told to do so by either the Fire Marshal, Loughborough University Security or the Fire Service.

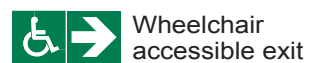
## ASSEMBLY POINT



www.silverbeardesign.com



Fire alarm call point



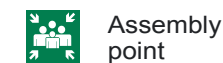
Wheelchair accessible exit



Fire exit



Fire escape route



Assembly point



Safe refuge



Lift

# FIRE ESCAPE PLAN

LOUGHBOROUGH UNIVERSITY  
COPE AUDITORIUM - GROUND FLOOR



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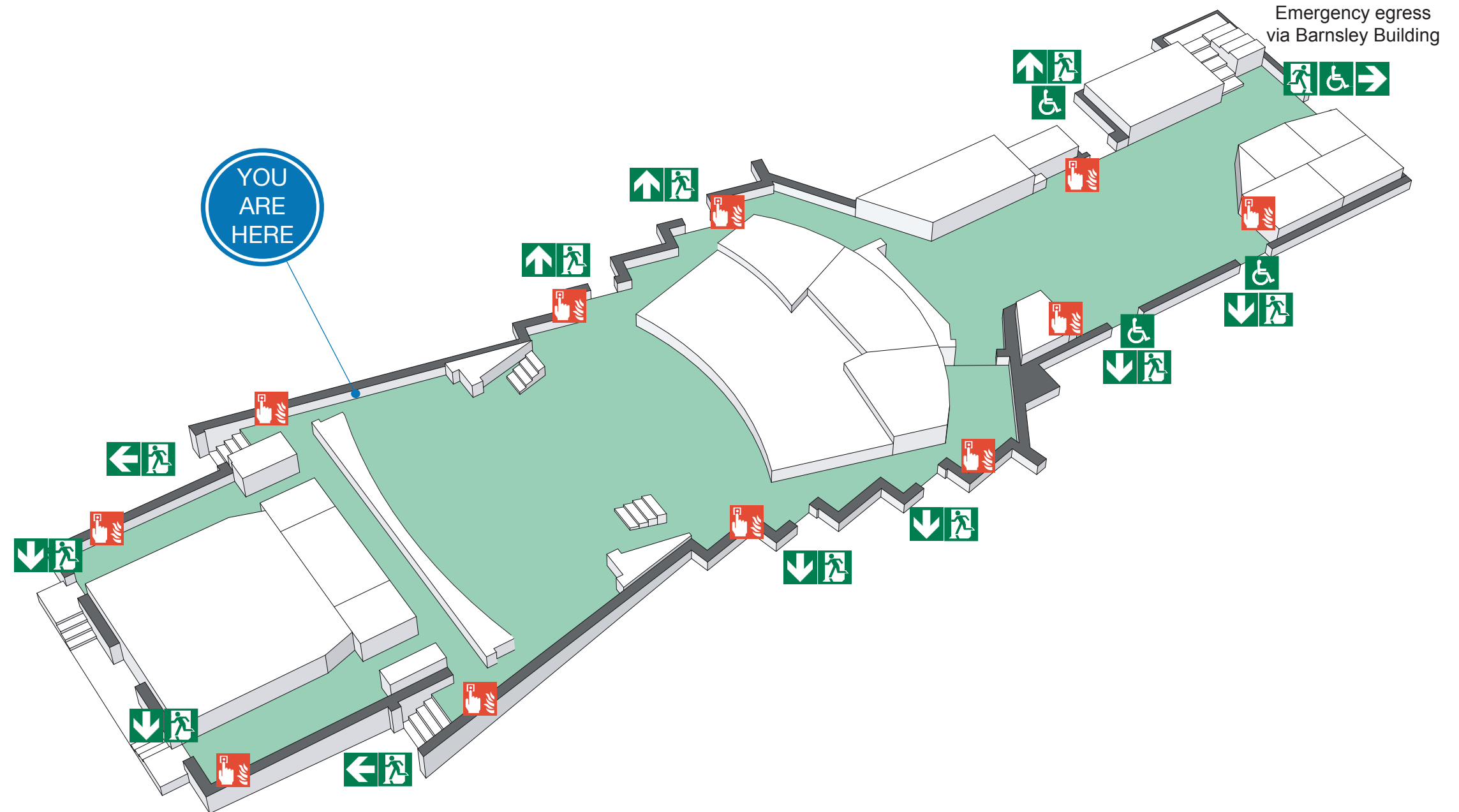
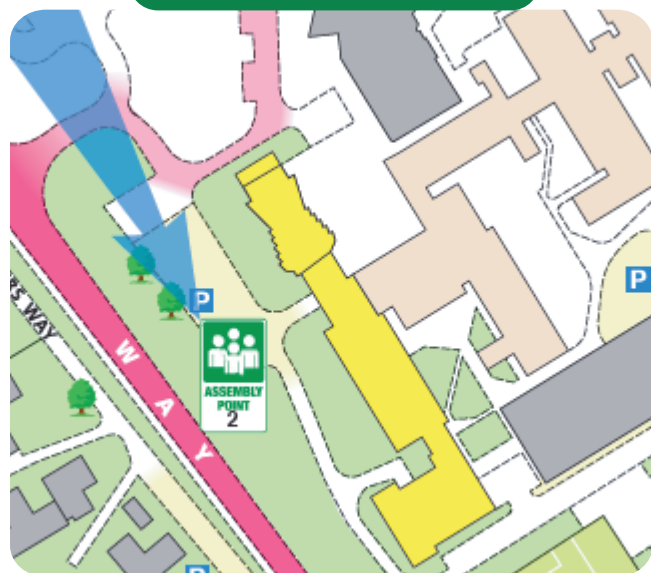
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## ASSEMBLY POINT



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Fire alarm call point



Wheelchair accessible exit



Fire exit



Fire escape route



Assembly point



Safe refuge



Lift

# FIRE ESCAPE PLAN

LOUGHBOROUGH UNIVERSITY  
COPE AUDITORIUM - FIRST FLOOR



## IN CASE OF FIRE



Operate nearest fire alarm call point



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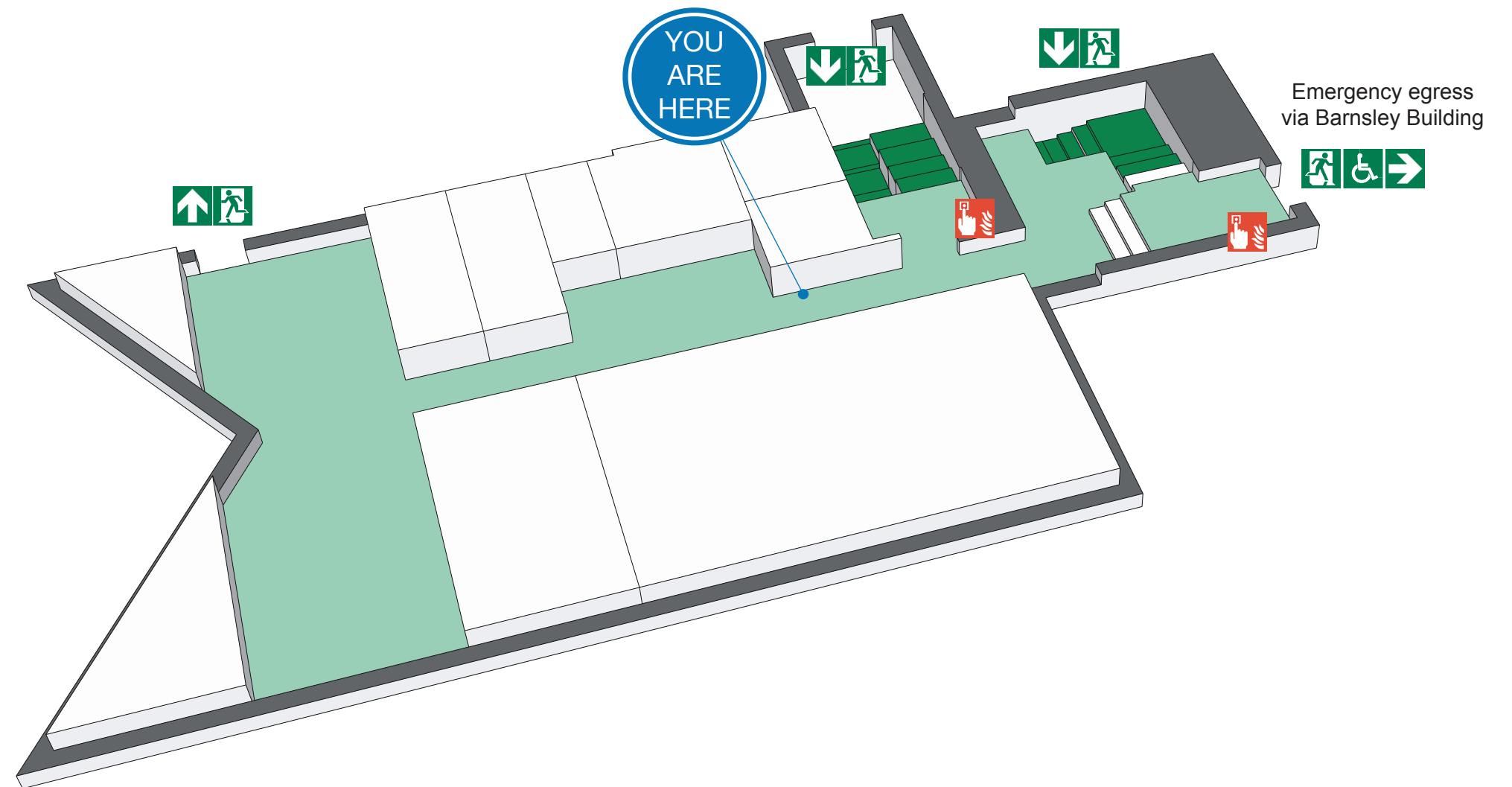
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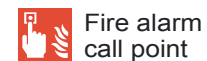
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## ASSEMBLY POINT



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Fire alarm call point



Wheelchair accessible exit



Fire exit



Fire escape route



Assembly point



Safe refuge



Lift

