

## The DAV 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 building construction predominantly comprises of a three-storey concrete framed building with concrete curtain walling/cladding, on concrete floors under a flat concrete roof.

The building comprises of four floors WU – W2 and is multi occupancy, educational and research building comprising of office use, laboratory research, test areas and storage on all floors. Access to the building is available at several points around the external perimeter of the building. (See attached floor plans).

The building has the provision of six internal 60-minute protected stairwells that at ground floor disperses directly to outside (ultimate safety) with the addition of an accommodation staircase and external escape staircase to the Northeast elevation of the building.

The lift lobby and each internal staircase has a safe refuge area located in landing level and provides an Emergency Voice Communication (EVC) System which links directly to security.

There is 1 passenger/evacuation lift installed to the building serving all floor levels (see attached plans).

There are also two wheelchair platform lifts, one lift provides access of the ramped pavement from University Road, up to the cafeteria on WO level and the other lift provides access between levels W0 – W1. Neither of these should be used in the event of a fire.

### Action required on hearing the fire alarm:

The building operates a double knock fire alarm system that: Upon activation of a Manual Call Point, Heat detector, Aspiration system or two smoke detectors) the sounders and voice alarm will alarm, initiating a full simultaneous evacuation for all occupants.

The fire alarm system is configured to provide Voice Alarm and will alert: **"Fire has been reported – all occupants evacuate the building and assemble at the assembly point"** 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.

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 internally at each passenger lift landing level or the protected staircase landing level. (See attached floor plans).

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

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

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



Your Assembly Points Is:

**30 Service Road adjacent Burleigh Court Hotel**

### 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 internal lift lobby or staircase landing has the provision of a safe refuge area (see attached plans).

There are emergency voice communication systems (EVC) in the refuges

There is 1 passenger/evac lift installed to the building serving all floor levels (see attached plans). This lift is an evacuation lift and can be used by trained staff (LU Security) to were necessary to attain full evacuation from the building .

There is 1 wheelchair lift installed in the high bay area serving the split level to the 1<sup>st</sup> floor (see attached plans). This lift is **NOT** an evacuation lift and **MUST NOT** be used during a fire incident .

Accessible access is available at several points of the building at the ground floor level (see attached plans).

The fire assembly point **30** is located to the South-eastern side of the building adjacent Burleigh Court Hotel. "Fire Action Notice" display the location of the assembly point relevant to the building.

## LOUGHBOROUGH UNIVERSITY EMERGENCY INSTRUCTIONS

### IN CASE OF FIRE



Sound the alarm. Operate the nearest fire alarm call point.



Telephone 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 building and go to assembly point. Your assembly point is

**ASSEMBLY POINT 30**



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



Do not re-enter the building unless told to do so by the Fire Marshal, Warden or Fire Service.



In the event of a first aid emergency, call 999 and immediately inform Security on the above numbers that an ambulance or paramedic is on its way to campus.



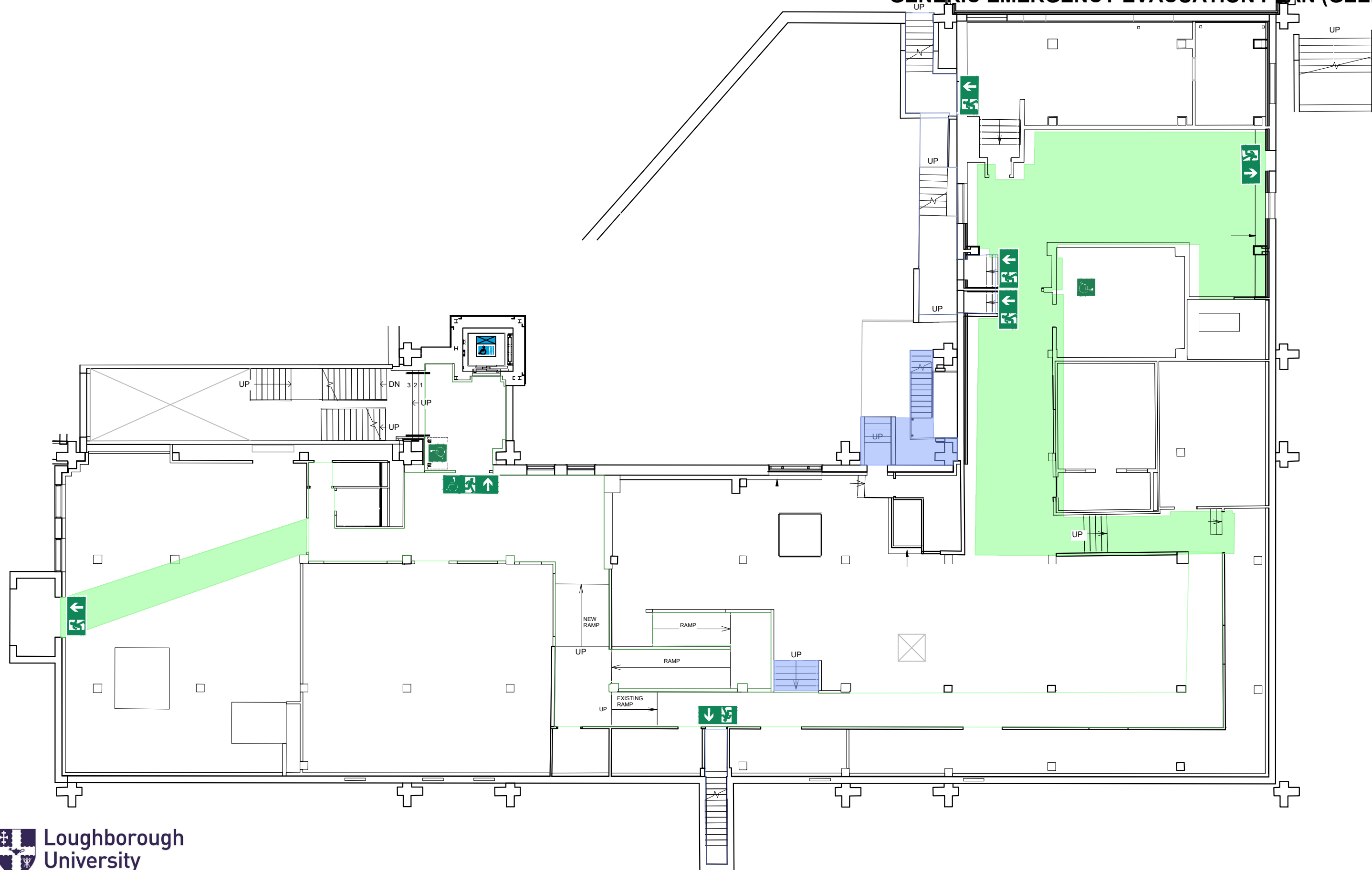
In case of other emergencies, contact LU Security on the above numbers. In the event of any delay in contacting Security, call 999 for the relevant emergency service.

Assembly point 30 is allocated to this building which is shown in yellow



ASSEMBLY POINT 30 - Sir David Davies (W Building)

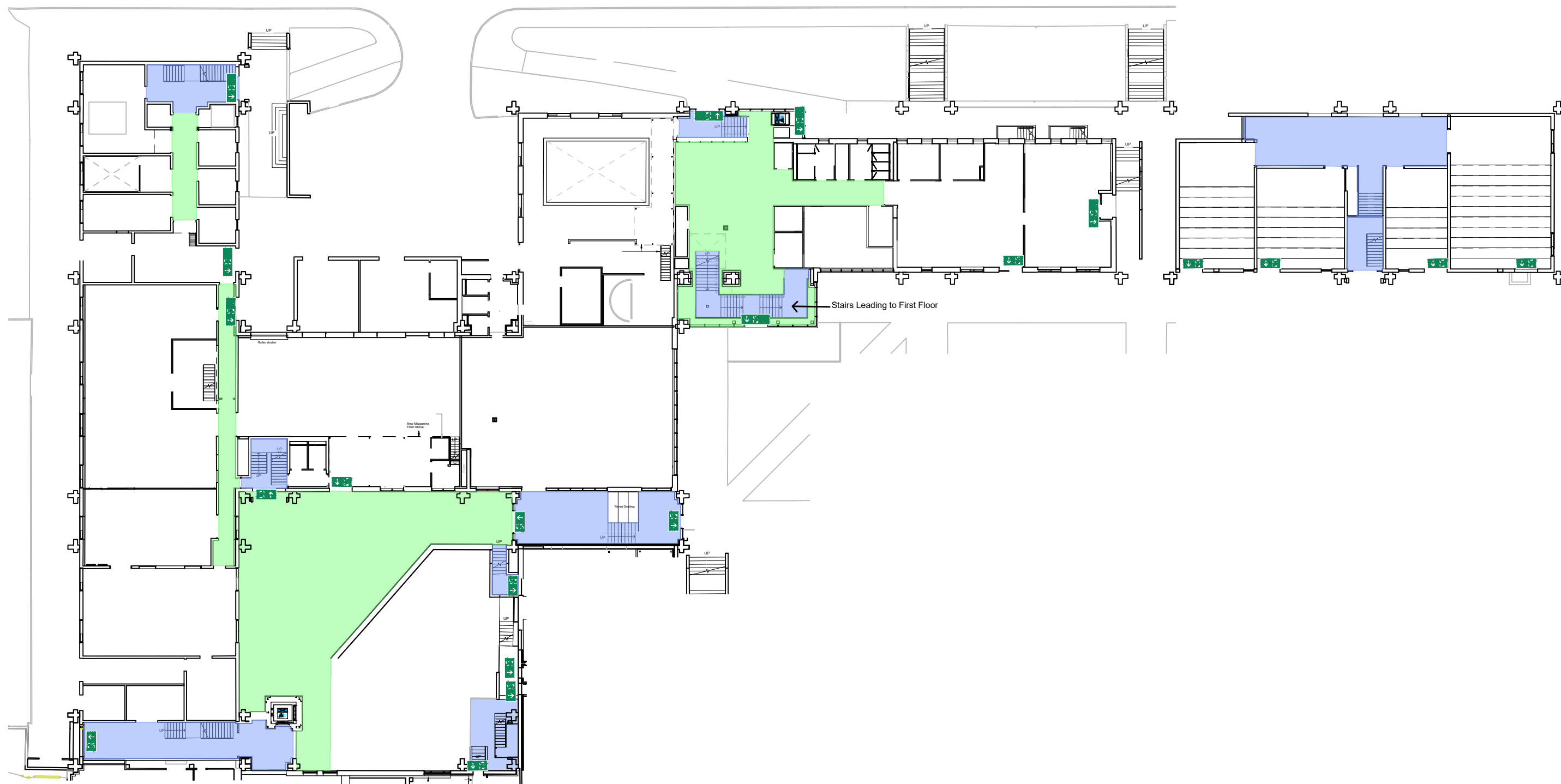
## GENERIC EMERGENCY EVACUATION PLAN (GEEP)





032 SIR DAVID DAVIES  
GROUND LEVEL

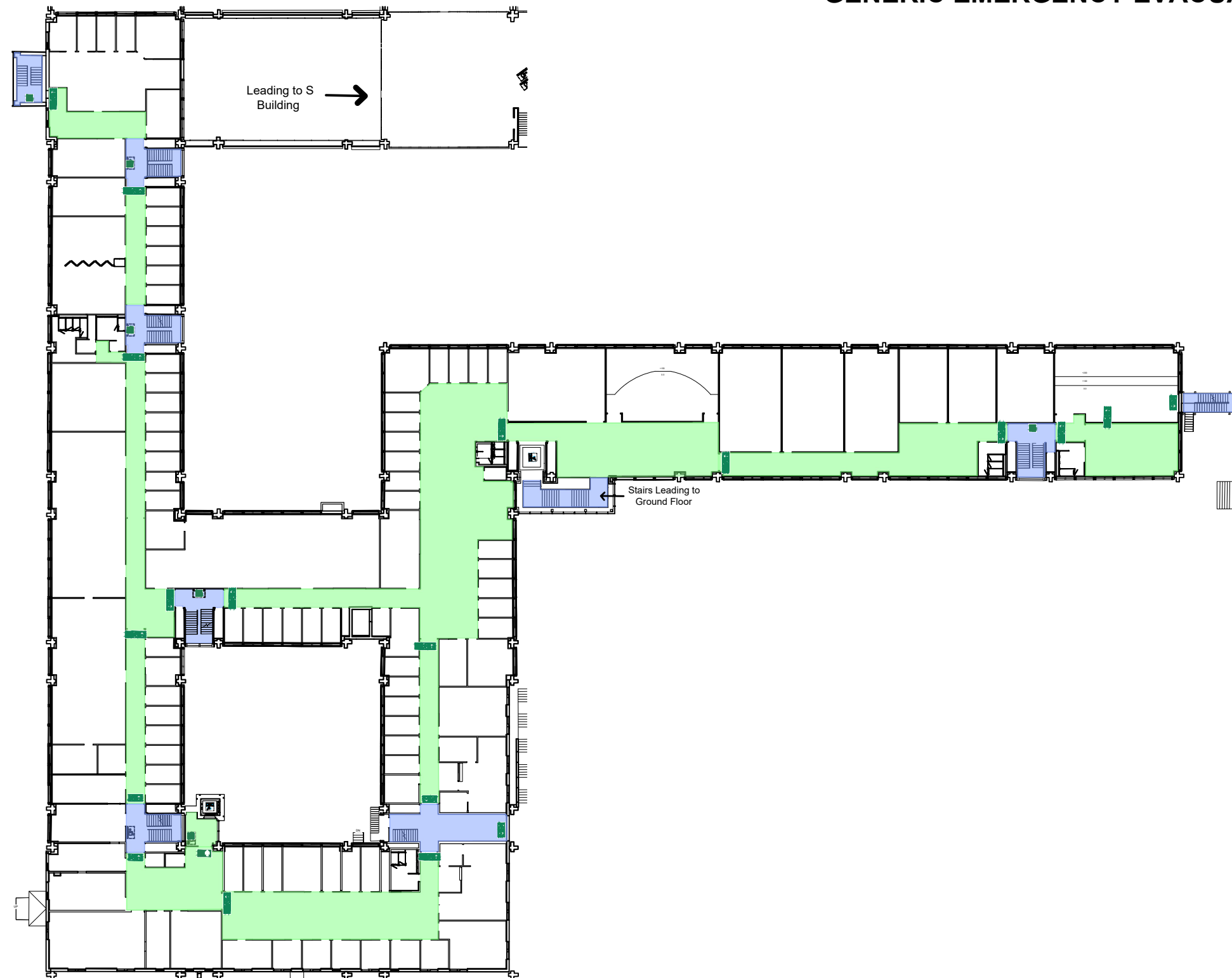
GENERIC EMERGENCY EVACUATION PLAN (GEEP)





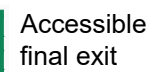
032 SIR DAVID DAVIES  
FIRST LEVEL

GENERIC EMERGENCY EVACUATION PLAN (GEEP)

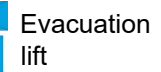




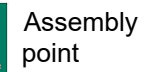
Final  
exit



Accessible  
final exit

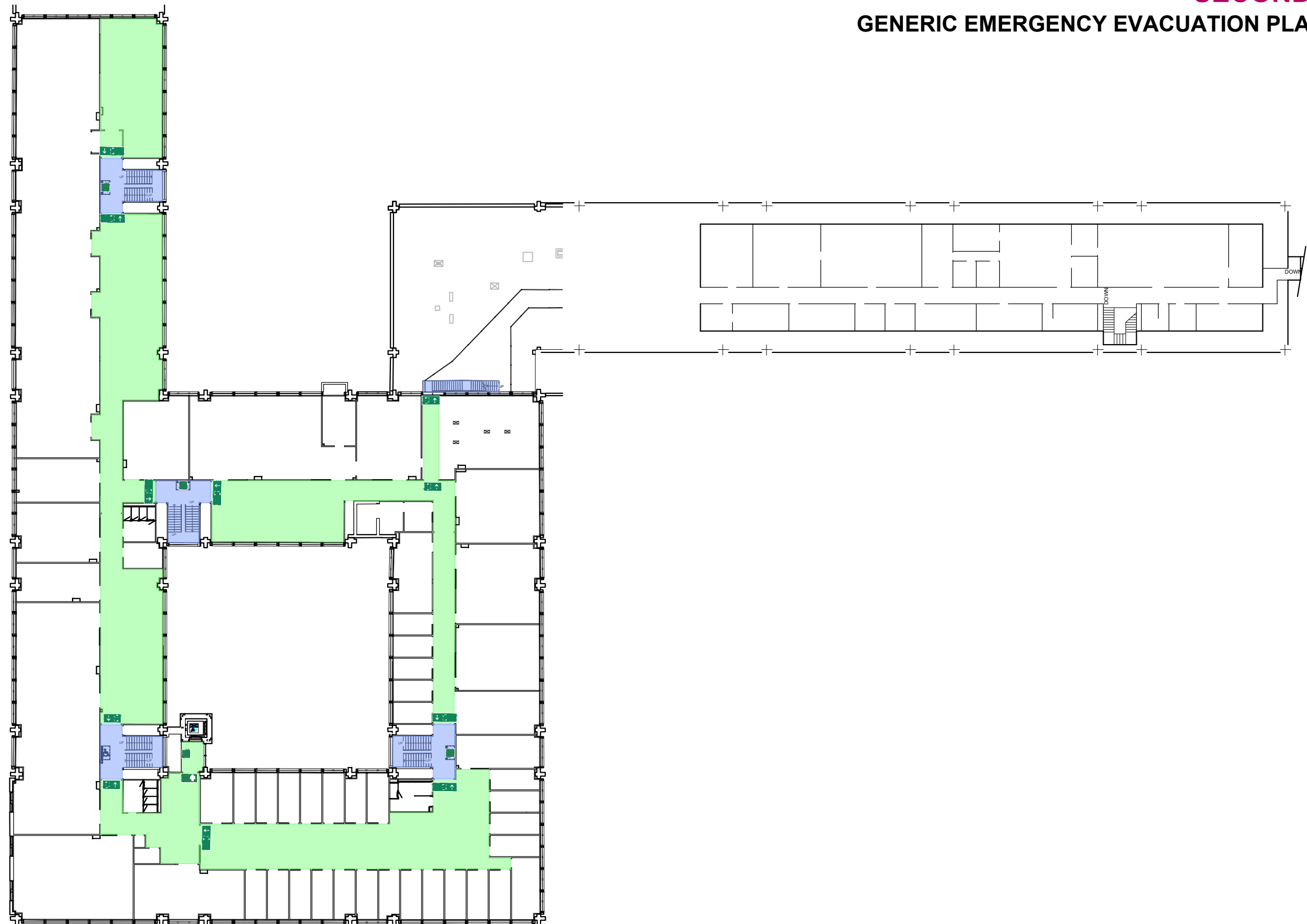


Evacuation  
lift



Assembly  
point

## GENERIC EMERGENCY EVACUATION PLAN (GEEP)







## 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 :-

**Assembly Point 30**



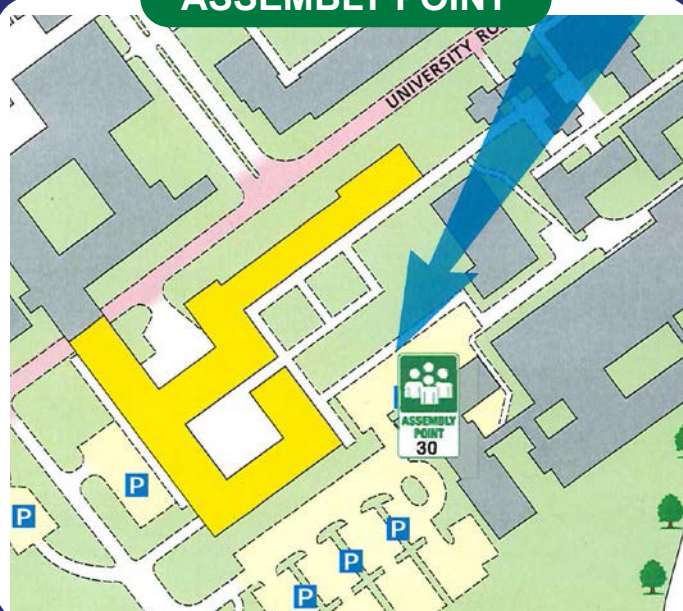
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Leave the building following fire emergency exit signs.

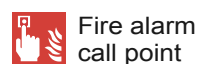
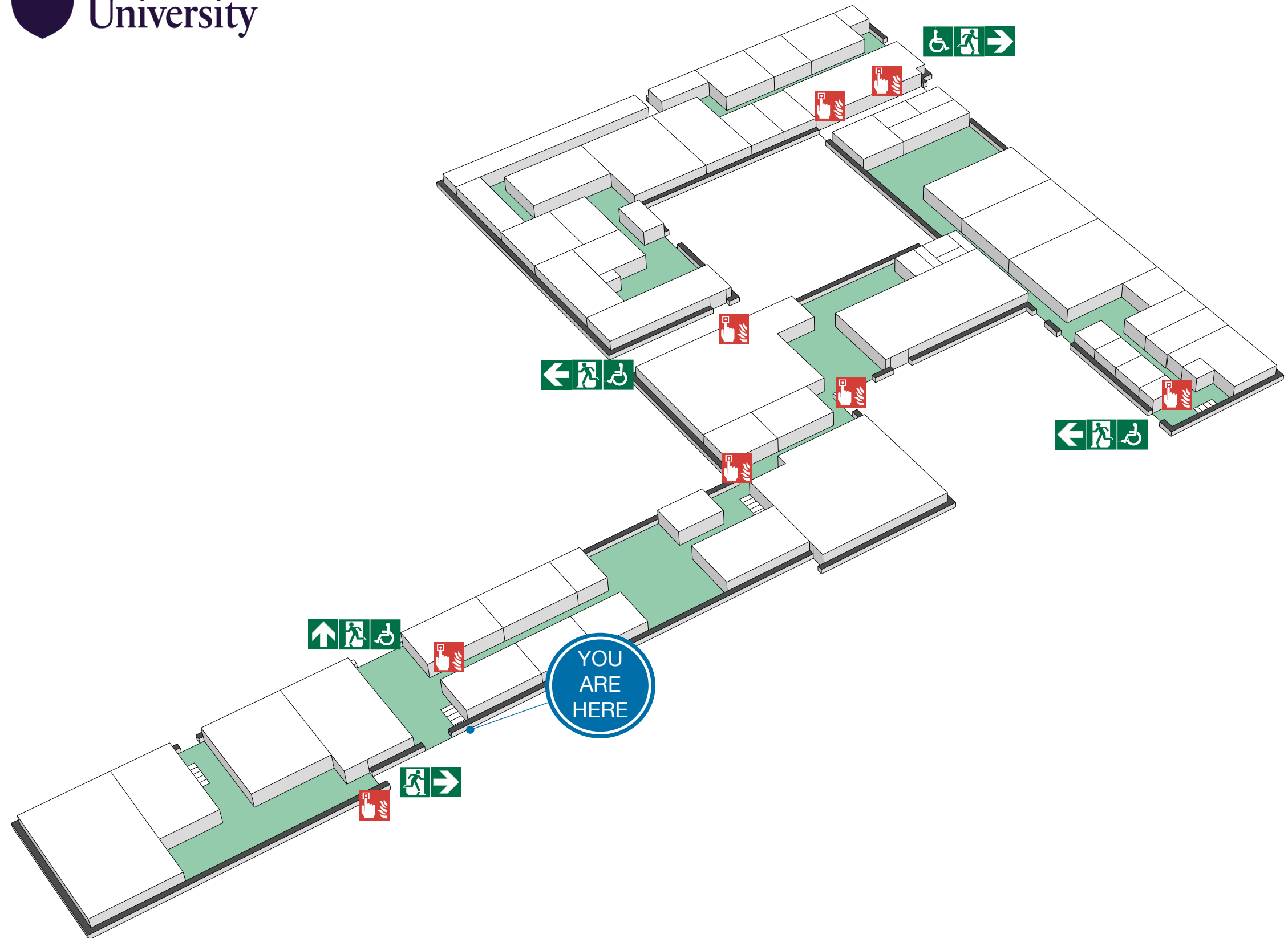
**DO NOT** re-enter the building until told to do so by either the Fire Marshal, Loughborough University Security or the Fire Service.

## ASSEMBLY POINT



# FIRE ESCAPE PLAN

LOUGHBOROUGH UNIVERSITY  
SIR DAVID DAVIES - GROUND FLOOR



Fire alarm call point



Wheelchair accessible exit



Fire exit



Fire escape route



Assembly point



Safe refuge



Lift

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LOUGHBOROUGH UNIVERSITY  
SIR DAVID DAVIES - GROUND FLOOR



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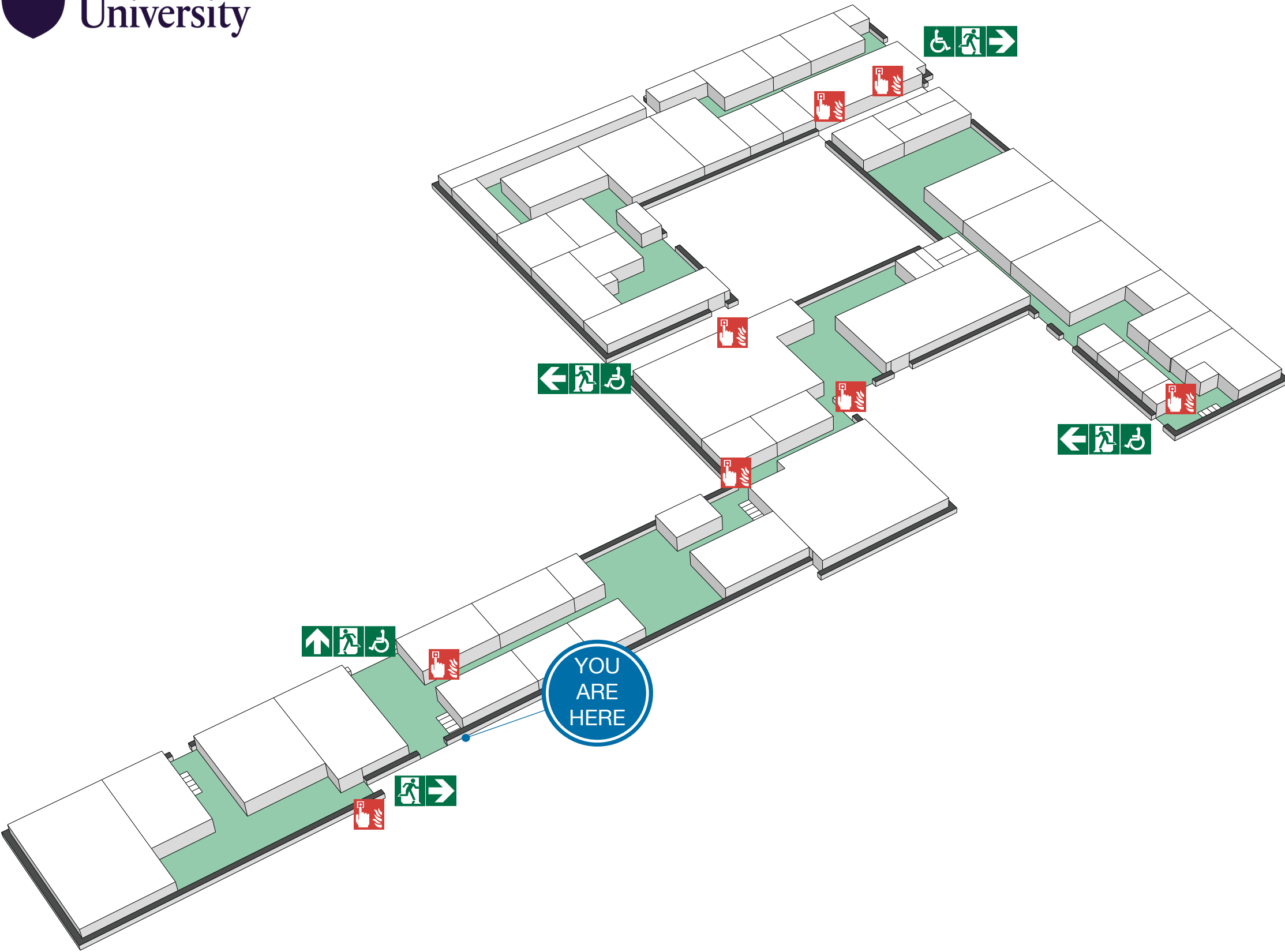
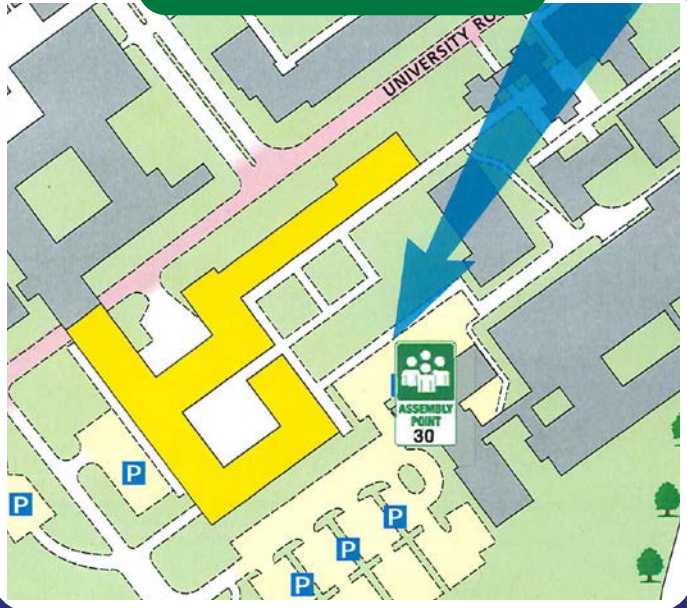
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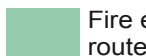
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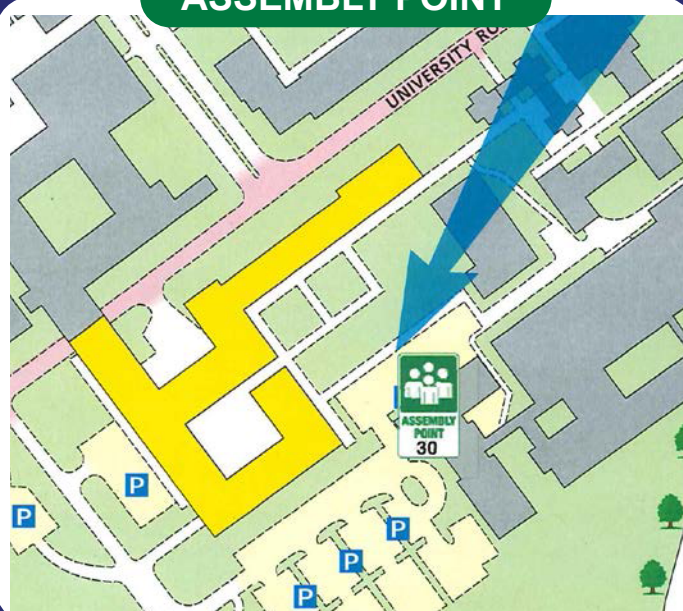
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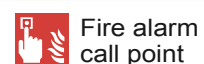
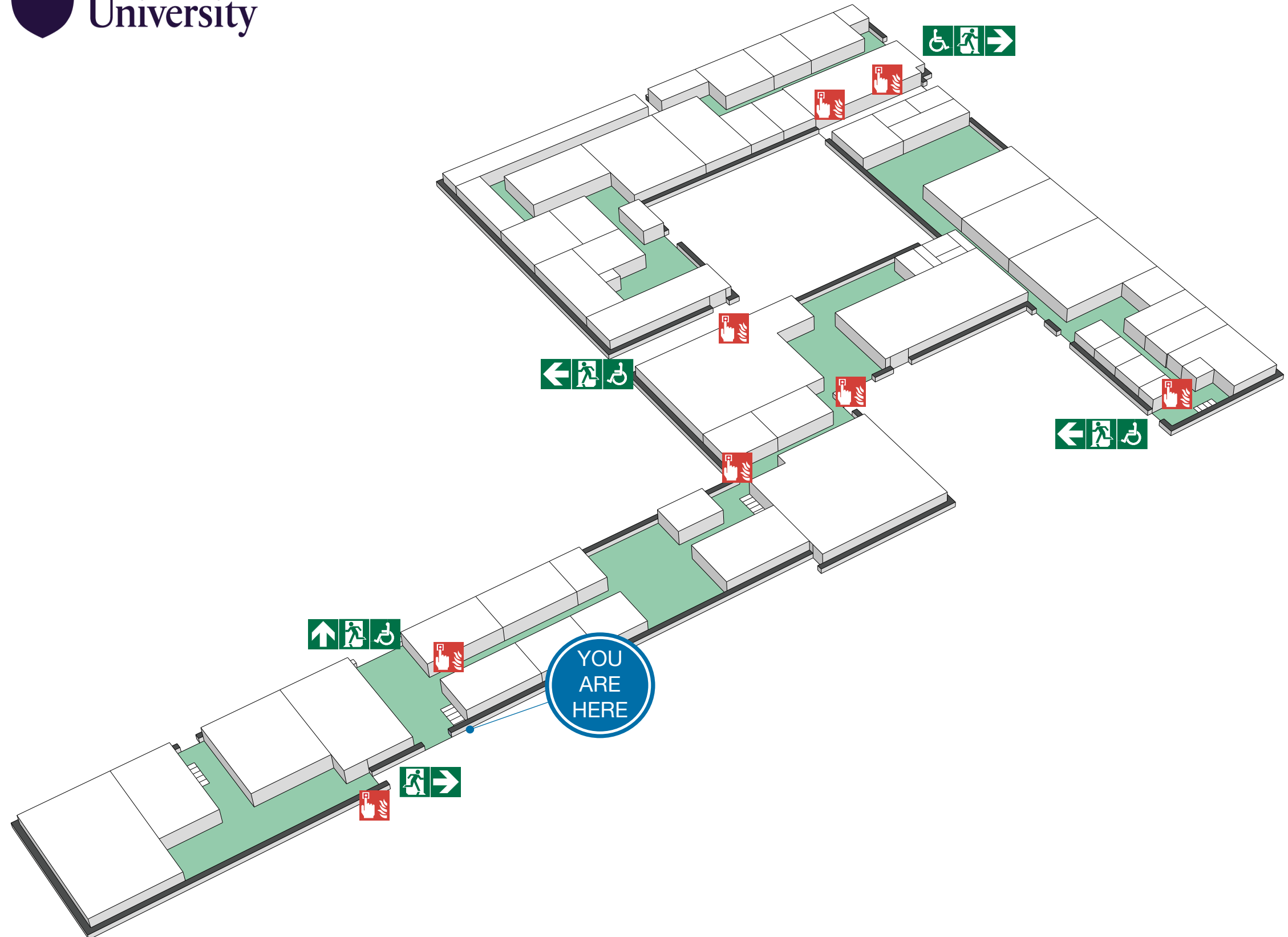
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## ASSEMBLY POINT



# FIRE ESCAPE PLAN

LOUGHBOROUGH UNIVERSITY  
SIR DAVID DAVIES - GROUND FLOOR



Fire alarm call point



Wheelchair accessible exit



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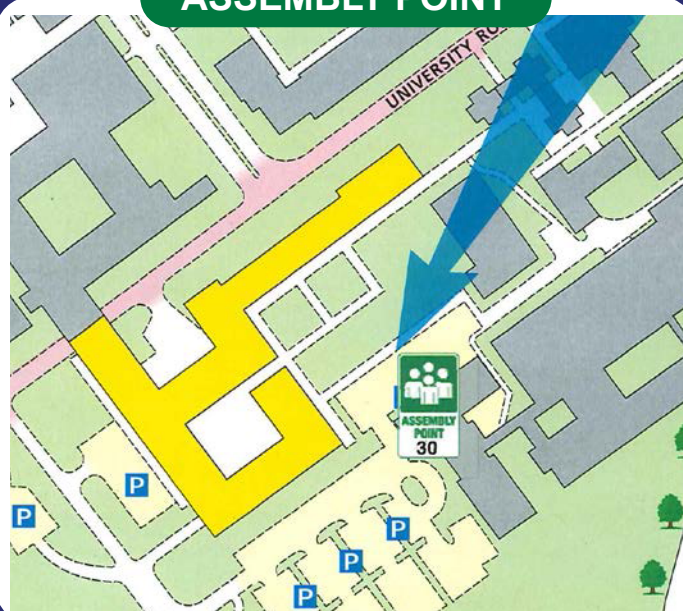
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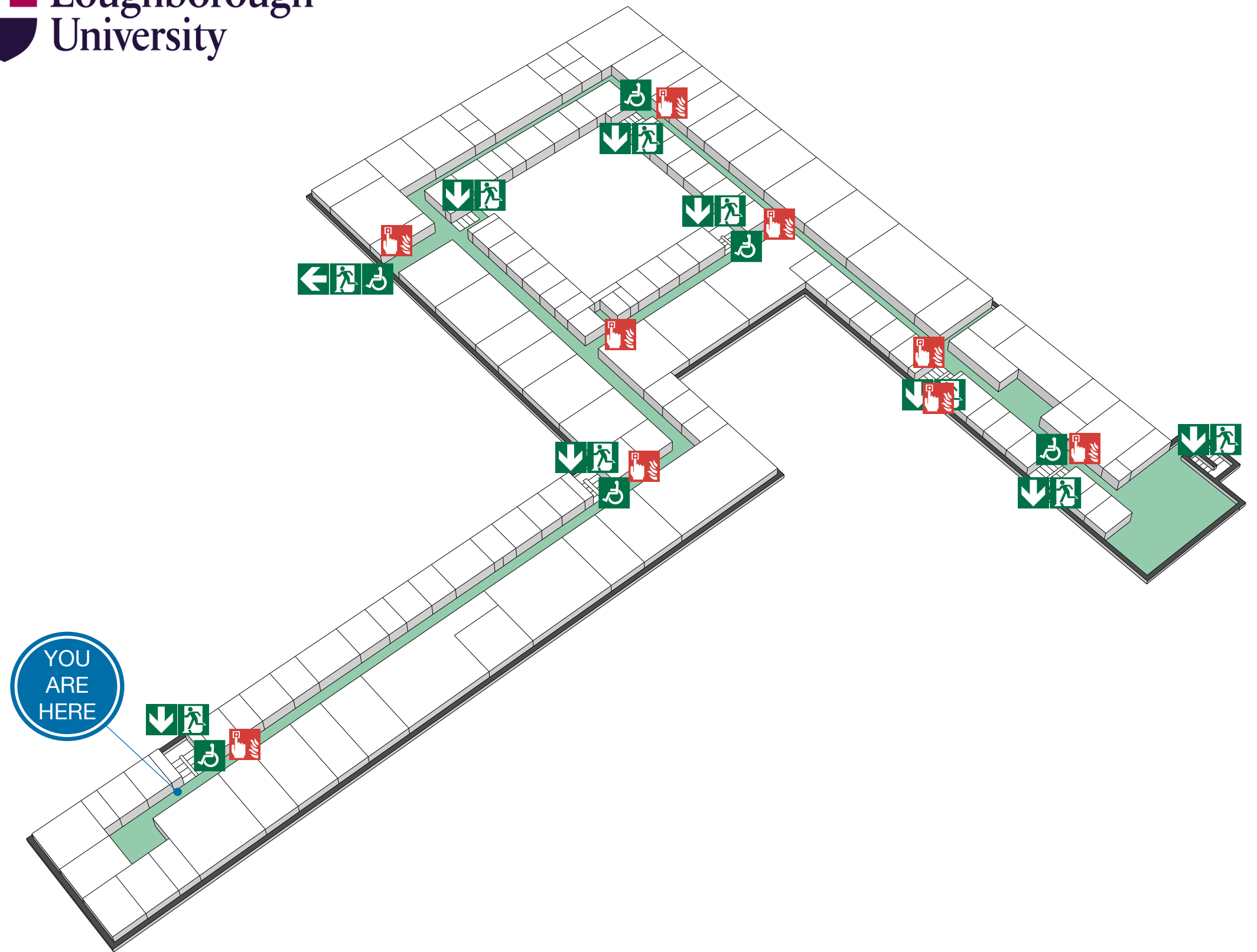
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## ASSEMBLY POINT



# FIRE ESCAPE PLAN

LOUGHBOROUGH UNIVERSITY  
SIR DAVID DAVIES - FIRST FLOOR



Fire alarm call point



Wheelchair accessible exit



Fire exit



Fire escape route



Assembly point



Safe refuge



Lift



# FIRE ESCAPE PLAN



## IN CASE OF FIRE

- Operate nearest fire alarm call point
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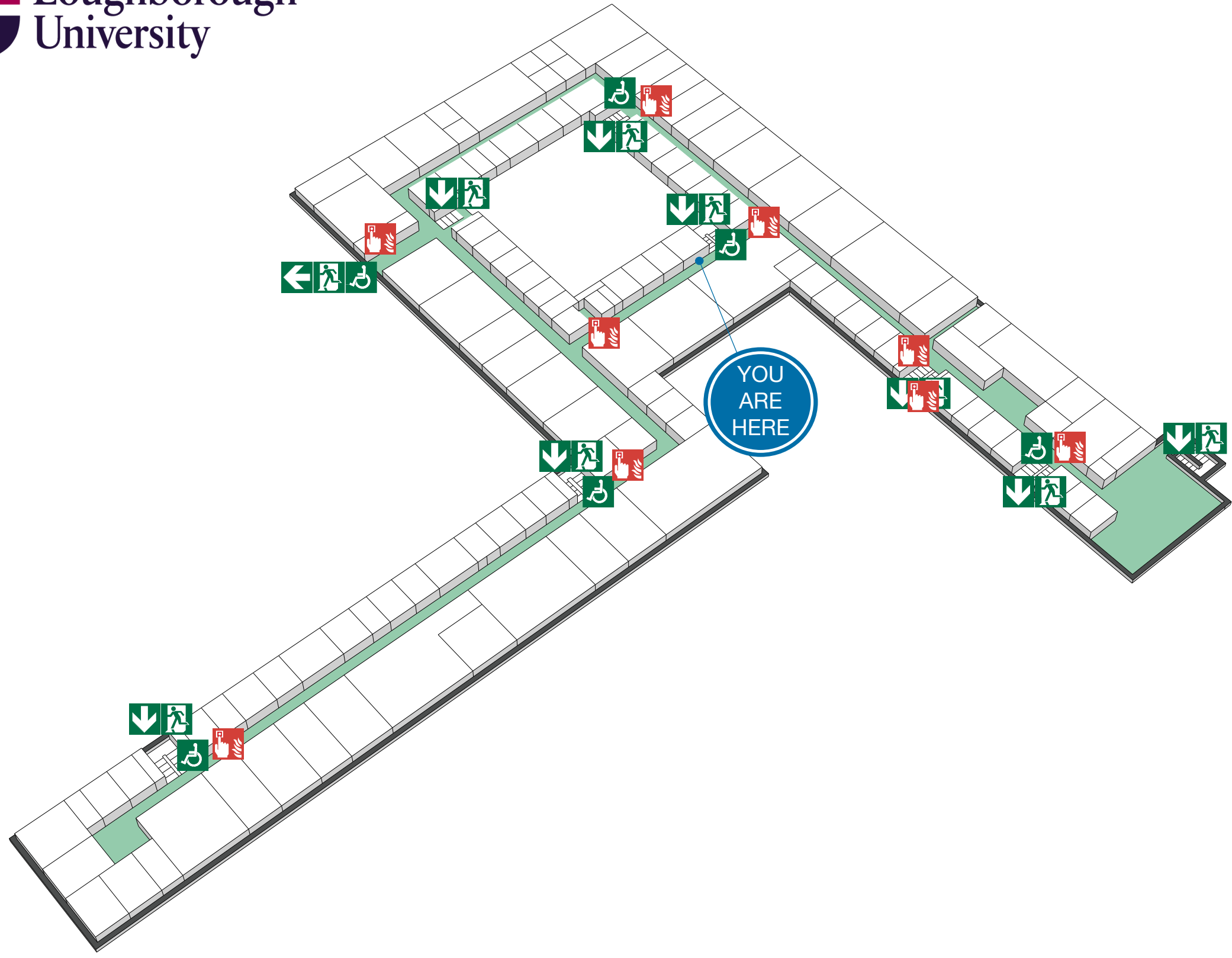
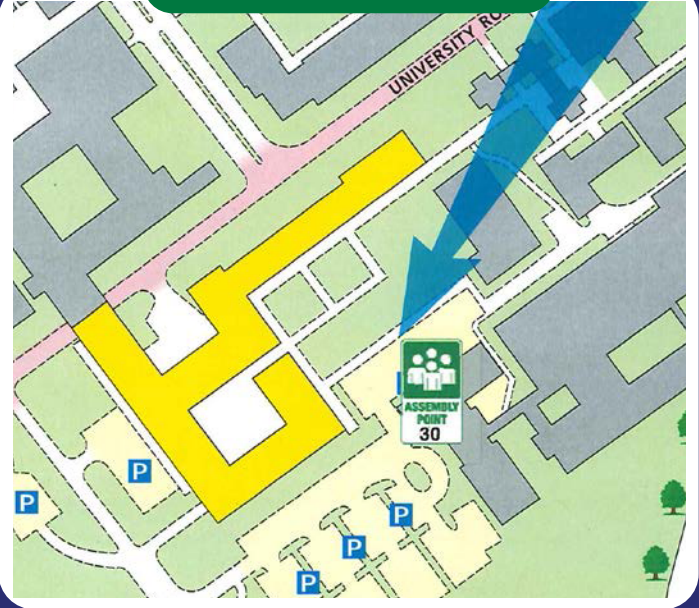
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## ASSEMBLY POINT



# FIRE ESCAPE PLAN

LOUGHBOROUGH UNIVERSITY  
SIR DAVID DAVIES - FIRST FLOOR



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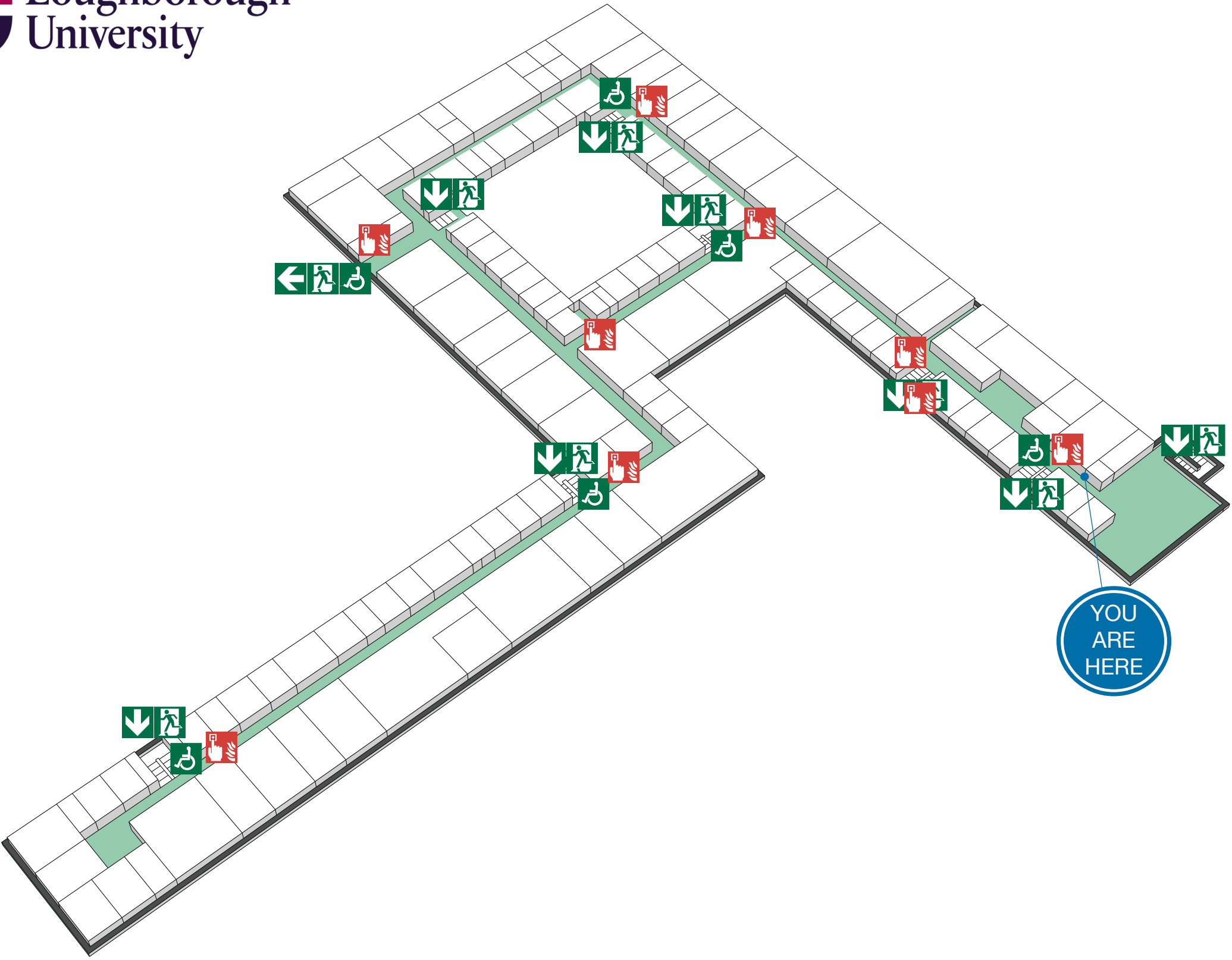
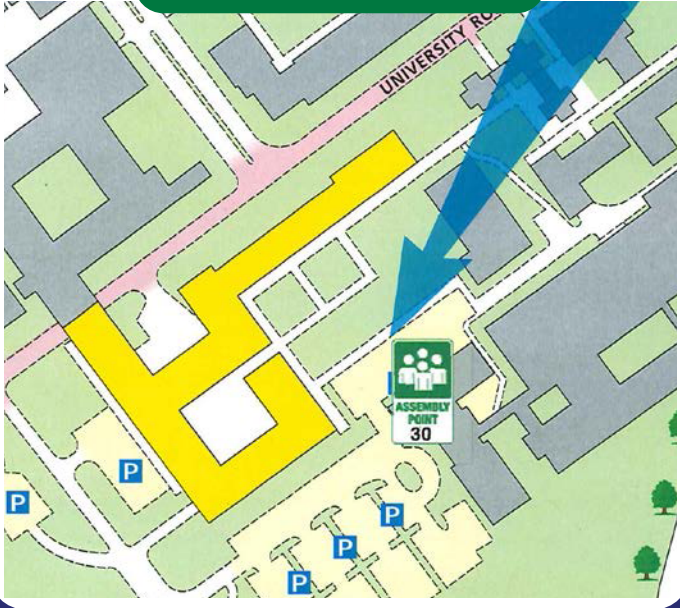
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Fire alarm call point



Wheelchair accessible exit



Fire exit



Fire escape route



Assembly point



Safe refuge



Lift



# FIRE ESCAPE PLAN

LOUGHBOROUGH UNIVERSITY  
SIR DAVID DAVIES - SECOND FLOOR



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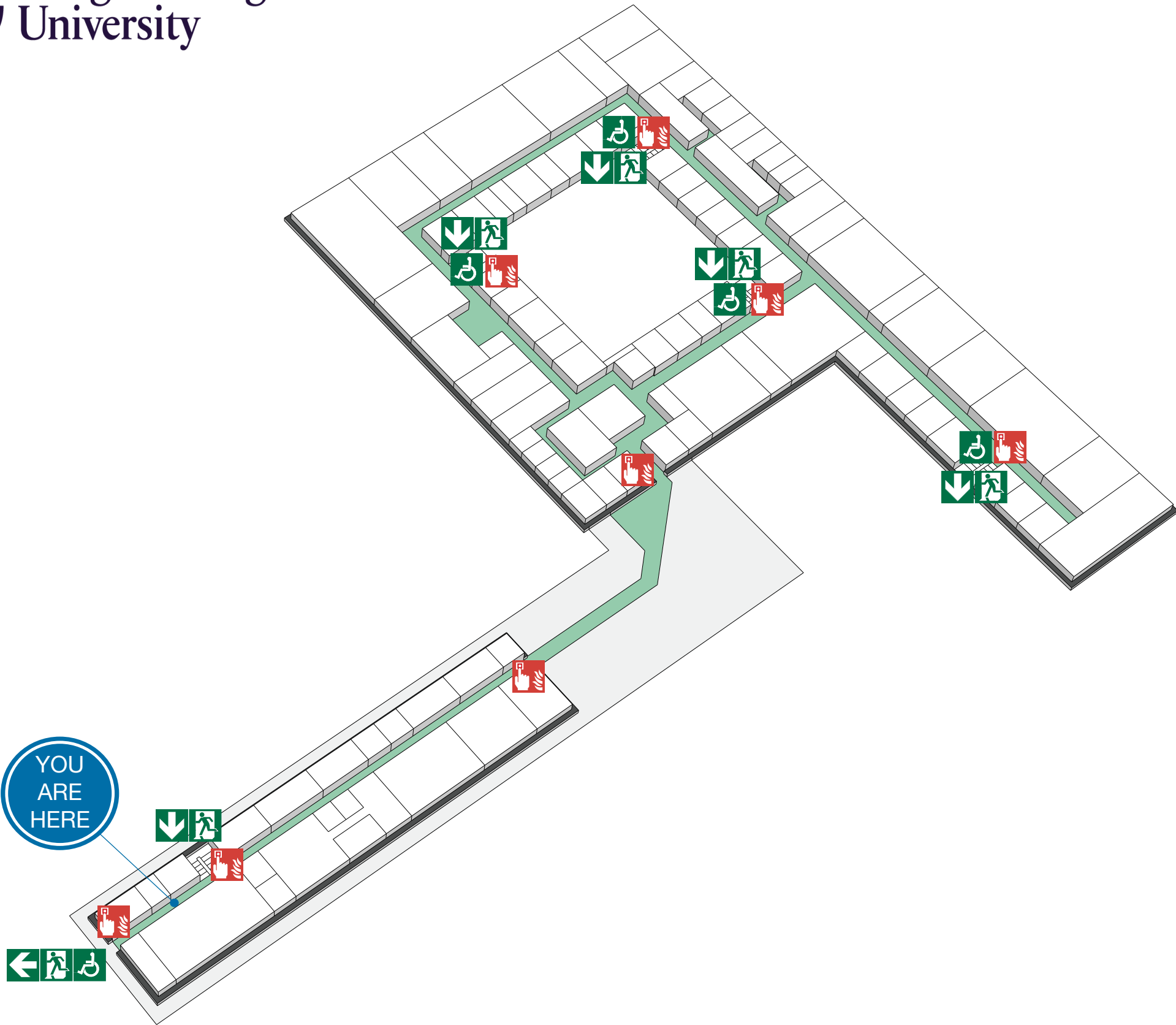
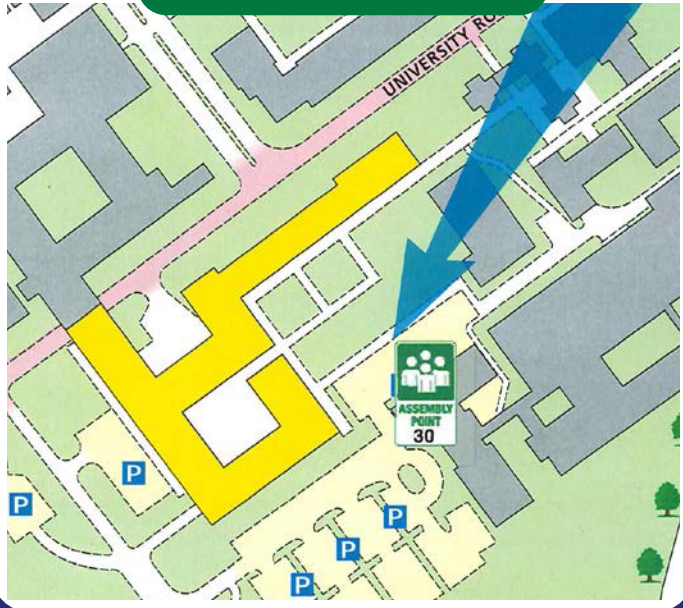
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Fire alarm call point



Wheelchair accessible exit



Fire exit



Fire escape route



Assembly point



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Lift





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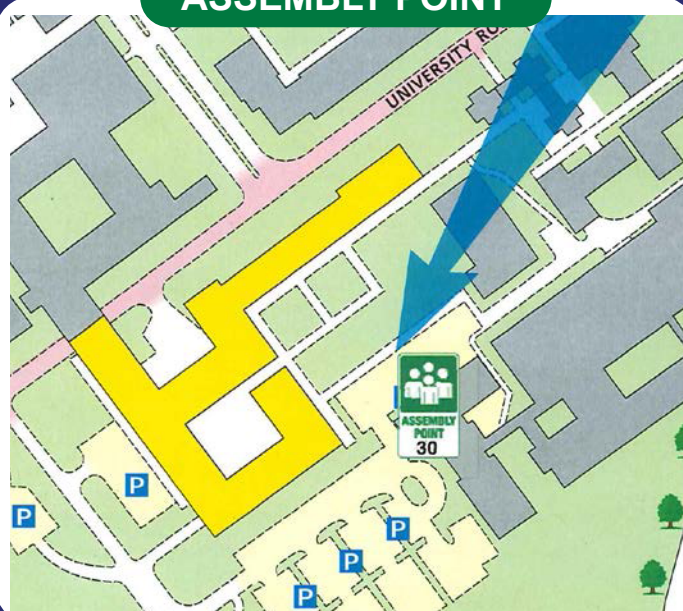
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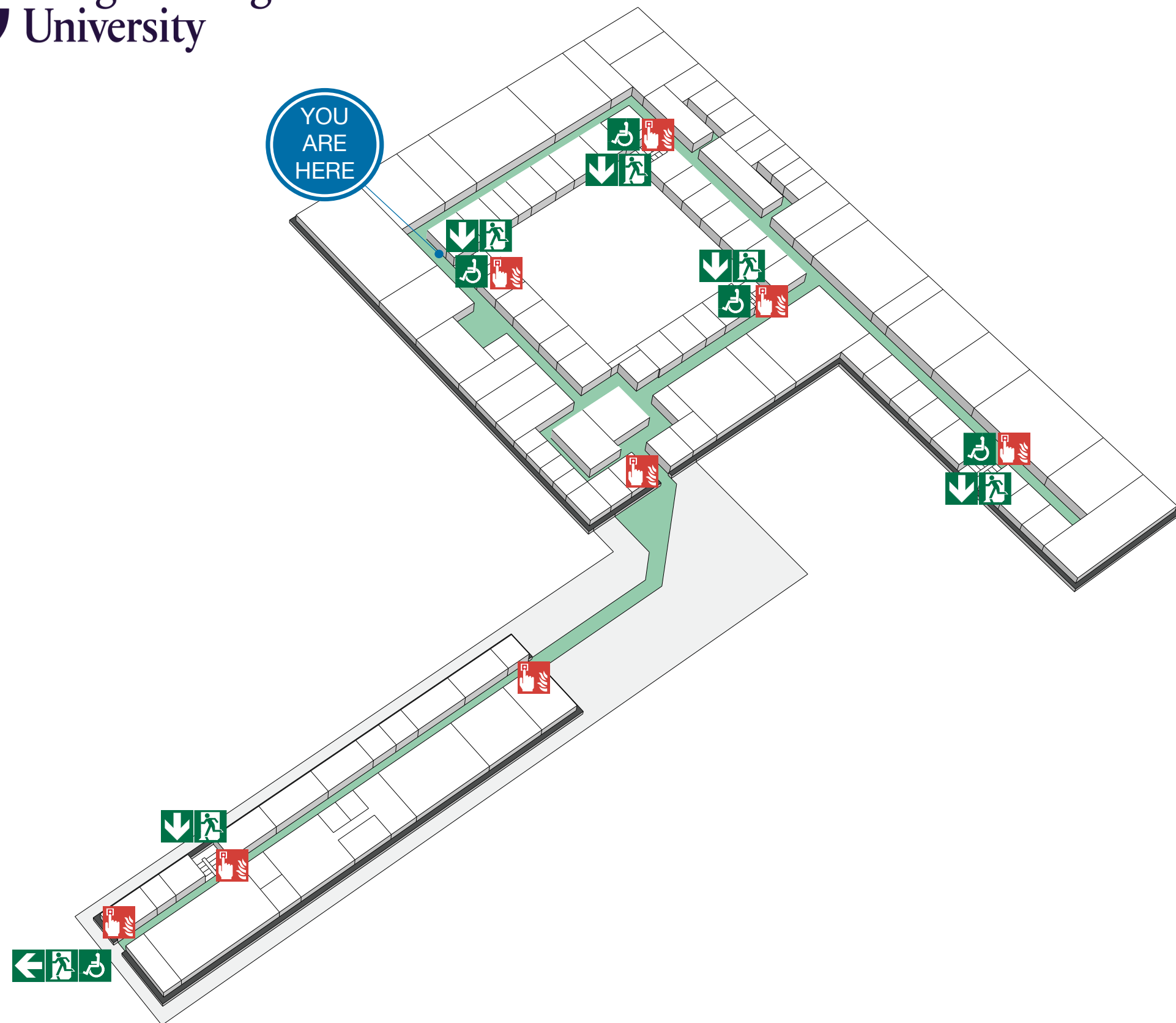
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LOUGHBOROUGH UNIVERSITY  
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Fire alarm call point



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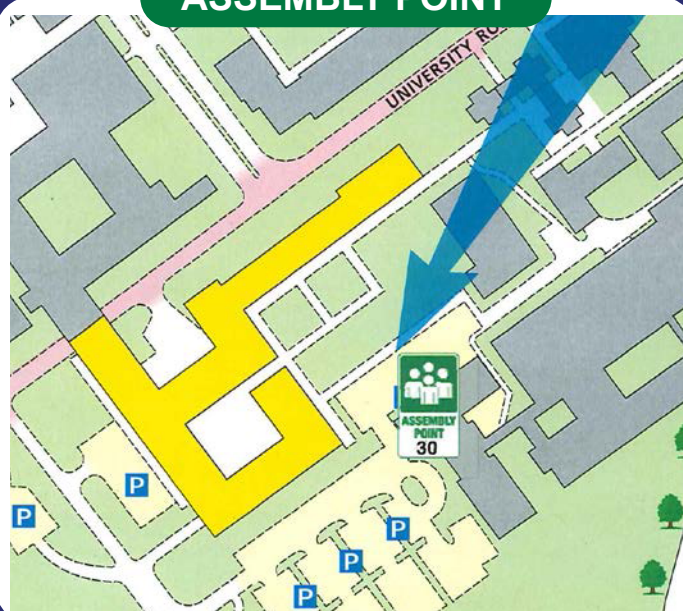
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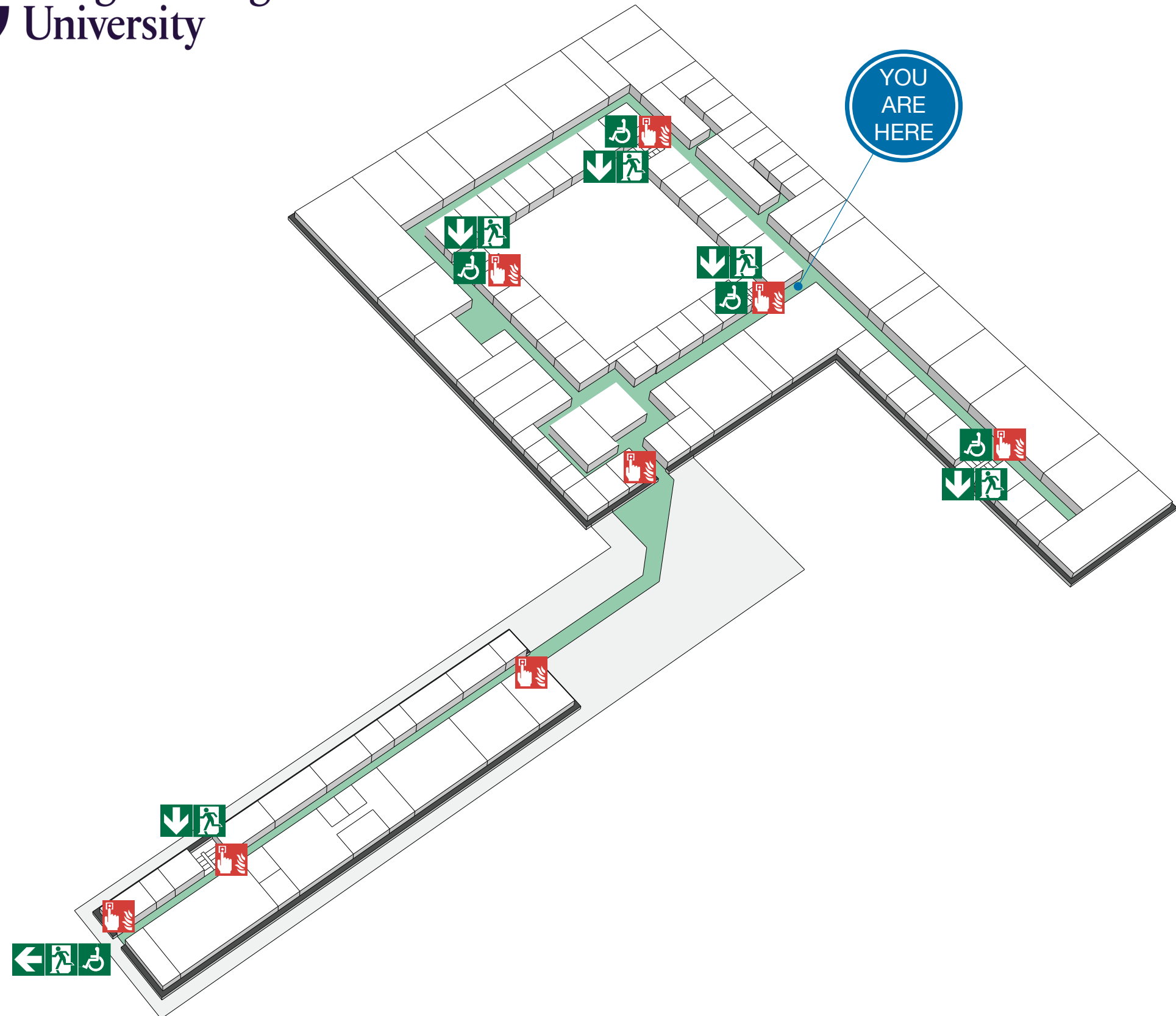
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LOUGHBOROUGH UNIVERSITY  
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Fire alarm call point



Wheelchair accessible exit



Fire exit

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Lift