

Herbert Manzoni

Reviewed: December 2023

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 Safety Lead on 01509 222182.

The building:

Herbert Manzoni is comprised of 2 floors. Both floors are directly accessible from outside.

A safe refuge area is available in the central staircase and provided with an Emergency Voice Communication System (EVCS). This only needs to be used should the first floor accessible exit be unavailable, and the external spiral staircase not be appropriate for the occupant.

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 the safe refuge located in the protected stair core (see floor plan).

An EVCS is available in the 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 this building 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 the first floor, with a disabled emergency call-point that links directly to security located in the central staircase refuge area.

Accessible fire exits are available from both floors of the building (see attached plans).



Your Assembly Point Is:

Fire assembly point 19

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 19



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 19 is allocated to this building which is shown in yellow



ASSEMBLY POINT 19 - Herbert Manzoni Building



012-HERBERT MANZONI GROUND FLOOR LEVEL

GENERIC EMERGENCY EVACUATION PLAN (GEEP)





012-HERBERT MANZONI GROUND FLOOR LEVEL

GENERIC EMERGENCY EVACUATION PLAN (GEEP)

