

The NCCAT Labs 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 insulated composite cladding/panels to the external walls, concrete floor slabs under a profiled steel sheet roof.

The building is solely occupied by one organization and is used primarily as an educational/research establishment consisting of two floors incorporating an internal two protected staircase and passenger lift.

The main entrance to the building is via swipe access-controlled doors that lead into the reception lobby incorporating a protected staircase and passenger lift. A corridor leading off the ground floor lobby provides access to eight test cells and a two-story plant room with a protected staircase at the end. Both internal protected stairwells discharge directly to ground floor level that disperses directly to outside (ultimate safety)

The building offers several final exits at ground floor (See floor plans)

Action required on hearing the fire alarm:

Upon activation of any device (Manual Call Point, Heat/smoke detector or Aspiration system) the sounders will alarm, initiating a full simultaneous evacuation for all occupants.

If able, you should leave the building immediately by the nearest fire Escape route (see attached floor plan) exit the building and report to the assigned assembly point for the building.

If you are unable to evacuate the building vertically from the 1st floor unaided, you should proceed to the safe refuge located on lift landing (See attached floor plans).

An EVC system is available in the 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.

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



Your Assembly Points Is:

5 (Service Road Charnwood/Garendon)

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:

The entrance lobby protected staircase at 1st floor has the provision of a safe refuge area (see attached plans).

An emergency voice communication system (EVC) is provided in the refuge.

There is 1 passenger lift installed to the building serving both levels (see attached plans). This lift is **NOT** an evacuation lift.

Accessible access is available at the main entrance of the building at the ground floor level.

The fire assembly point is located **5 (Service Road Charnwood/Garendon)**; each "Fire Action Notice" displays the location of the 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:-**

ASSEMBLY POINT 5



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

 Final exit

 Accessible final exit

 Safe refuge

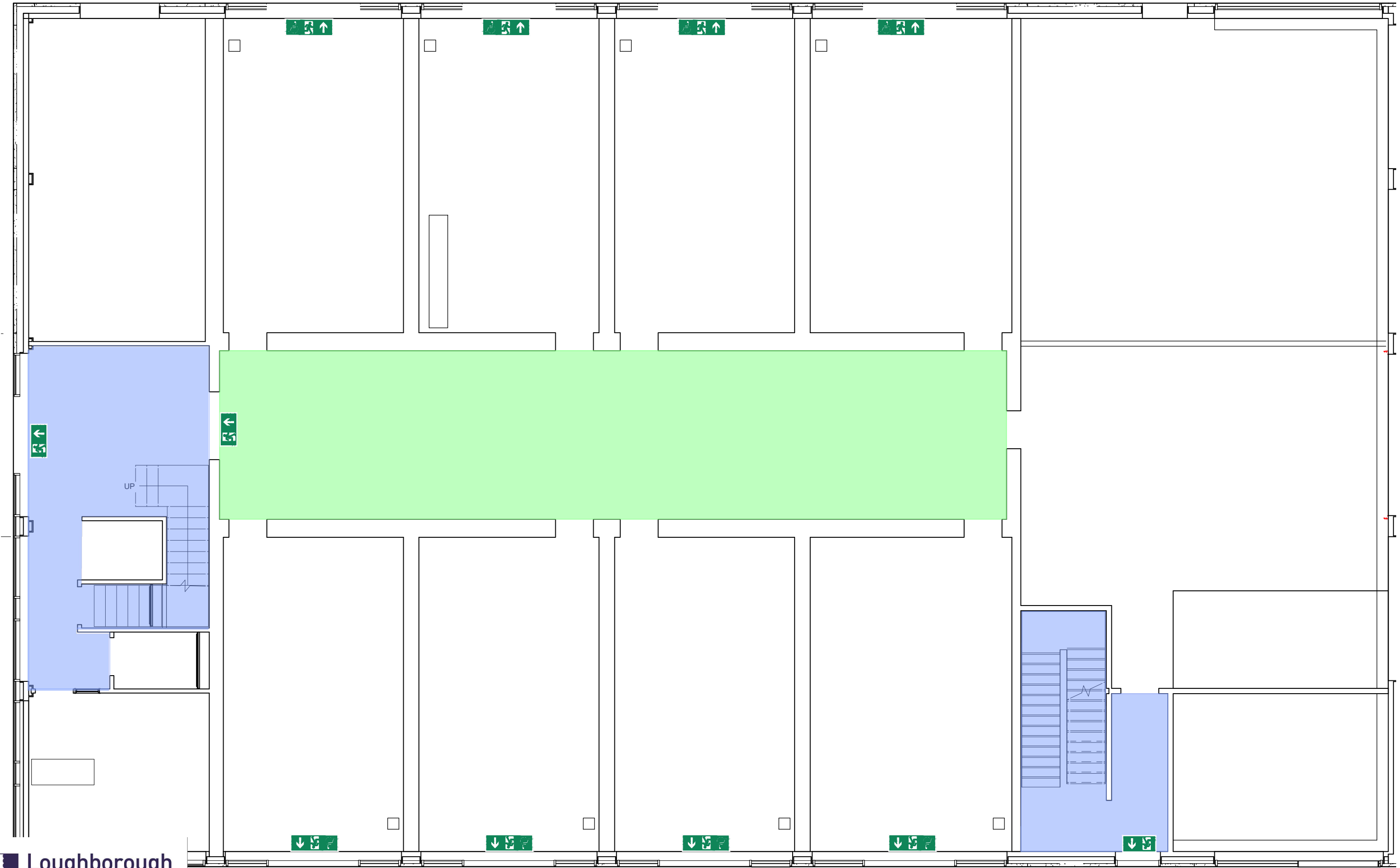
 Evacuation lift

 Assembly point

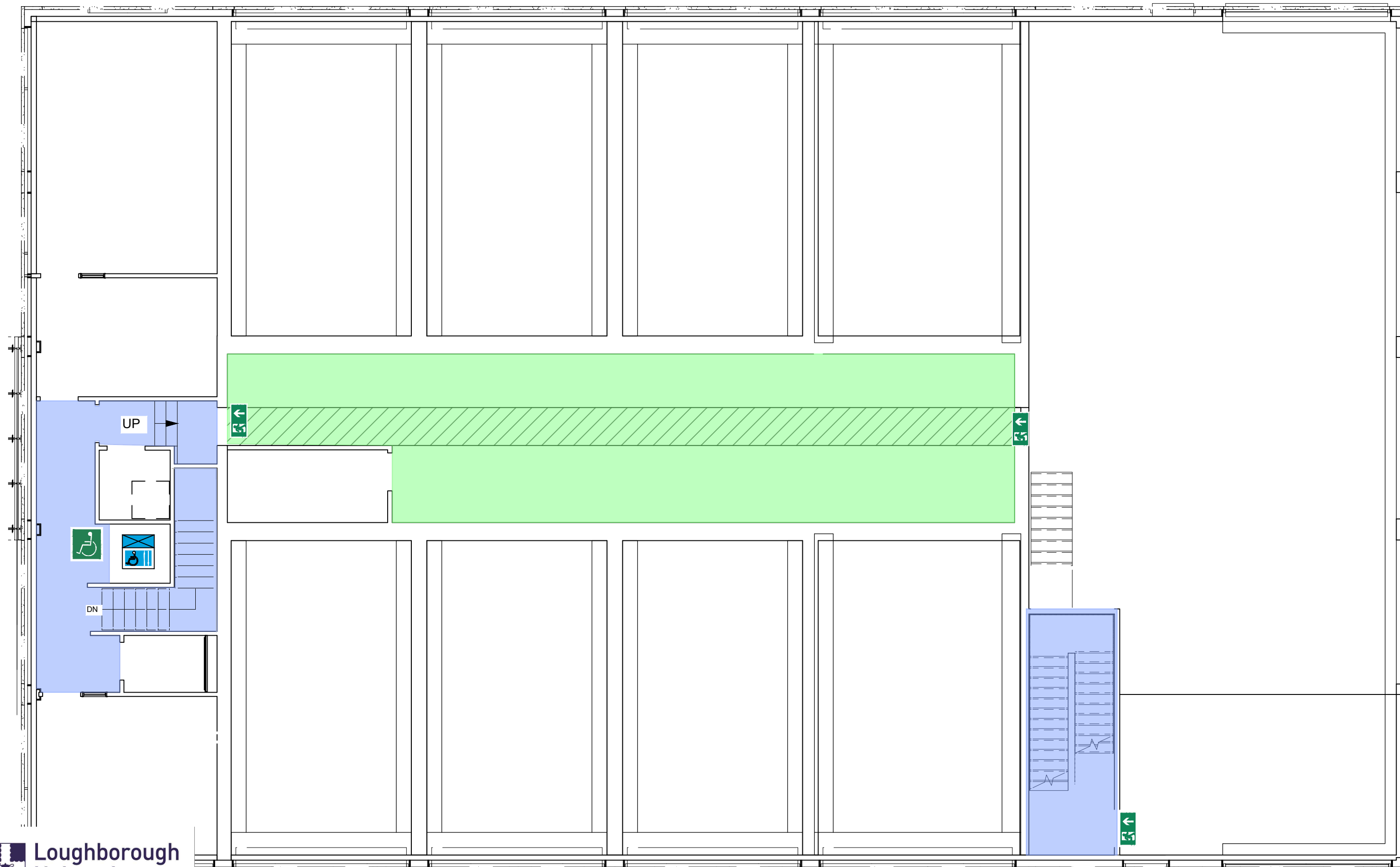
225-NCCAT LABS

GROUND FLOOR

GENERIC EMERGENCY EVACUATION PLAN (GEEP)



GENERIC EMERGENCY EVACUATION PLAN (GEEP)



The NCCAT Office & UTC 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 insulated composite cladding/panels to the external walls, concrete floor slabs under a profiled steel sheet roof.

The building is solely occupied by one organization and is used primarily as an educational/research establishment and is split into two areas, one area is primarily an office block consisting of four floors incorporating an internal protected staircase and passenger lift. The adjacent area is primarily a high bay area with workshops, laboratory test facilities and plant rooms that as an internal protected staircase and an open access stairs to the testing bays.

The main entrance to the building is via PIR controlled doors that lead into the reception foyer with corridors leading off providing access to internal staircases, passenger lift and wheelchair platform lift located in the high bay area.

Both internal protected stairwells discharge back into the building at ground floor level where final exit to (ultimate safety) is attained via an entrance foyer or corridor.

The building offers several final exits at ground floor (See floor plans)

Action required on hearing the fire alarm:

Upon activation of any device (Manual Call Point, Heat/smoke detector or Aspiration system) the sounders will alarm, initiating a full simultaneous evacuation for all occupants.

If able, you should leave the building immediately by the nearest fire escape route (see attached floor plan) exit the building and report to the assigned assembly point for the building.

NOTE ambulant persons escaping via the office internal staircase (levels 1-4) following the primary escape route will be redirected should the final exit (ultimate safety) via the entrance foyer be untenable due to the presence of fire/smoke and **MUST** follow the Secondary escape route identified by **RED ALTERNATIVE ESCAPE SIGNAGE** that re-directs to the 2nd floor, where entry is gained into the high bay testing facility, from here you will descend via the open staircase following the **GREEN ESCAPE SIGNAGE** to the final exit door.

If you are unable to evacuate the building unaided, depending upon your location you should proceed to one of the safe refuges located at: each passenger lift landing level (levels 1-4) open staircase in the high bay area level 1 or the protected staircase landing level 1. (See attached floor plans).

An EVC system is available in each of the safe refuges (lift landing lobby, open staircase high bay area level 1 or the protected staircase landing level 1). 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 internal passenger lift is possible during an evacuation and this will be controlled by existing Loughborough University management processes.

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



Your Assembly Points Is:

5 (Service Road Charnwood Building)

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 lift lobby landing internally, open staircase high bay area level 1 or the protected staircase landing level 1 has the provision of a safe refuge area (see attached plans).

There is emergency voice communication system (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 1st 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 the main entrance of the building at the ground floor level. There are additional final exits from the laboratories on the ground floor (see attached plans).

The fire assembly point is located **5 (Service Road Charnwood/Garendon)**; each "Fire Action Notice" displays the location of the 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.



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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:-

ASSEMBLY POINT 5



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



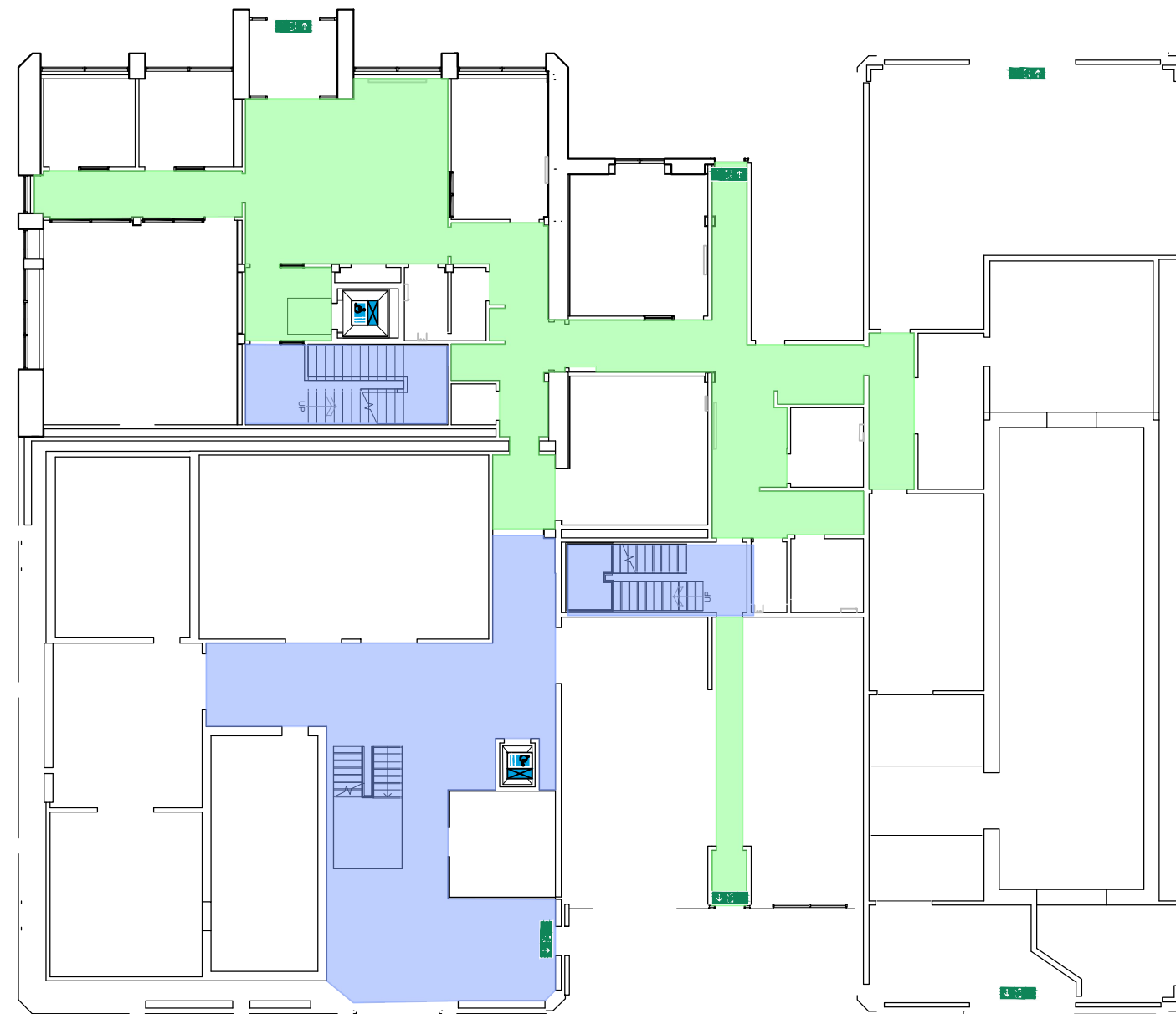
Do not re-enter the building until told to do so by either the Fire Marshal or Loughborough University Security.

Holywell Park



060 NCCAT OFFICES & UTC
GROUND FLOOR

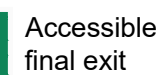
GENERIC EMERGENCY EVACUATION PLAN (GEEP)



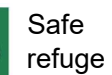
GF Plan



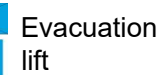
Final
exit



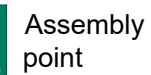
Accessible
final exit



Safe
refuge



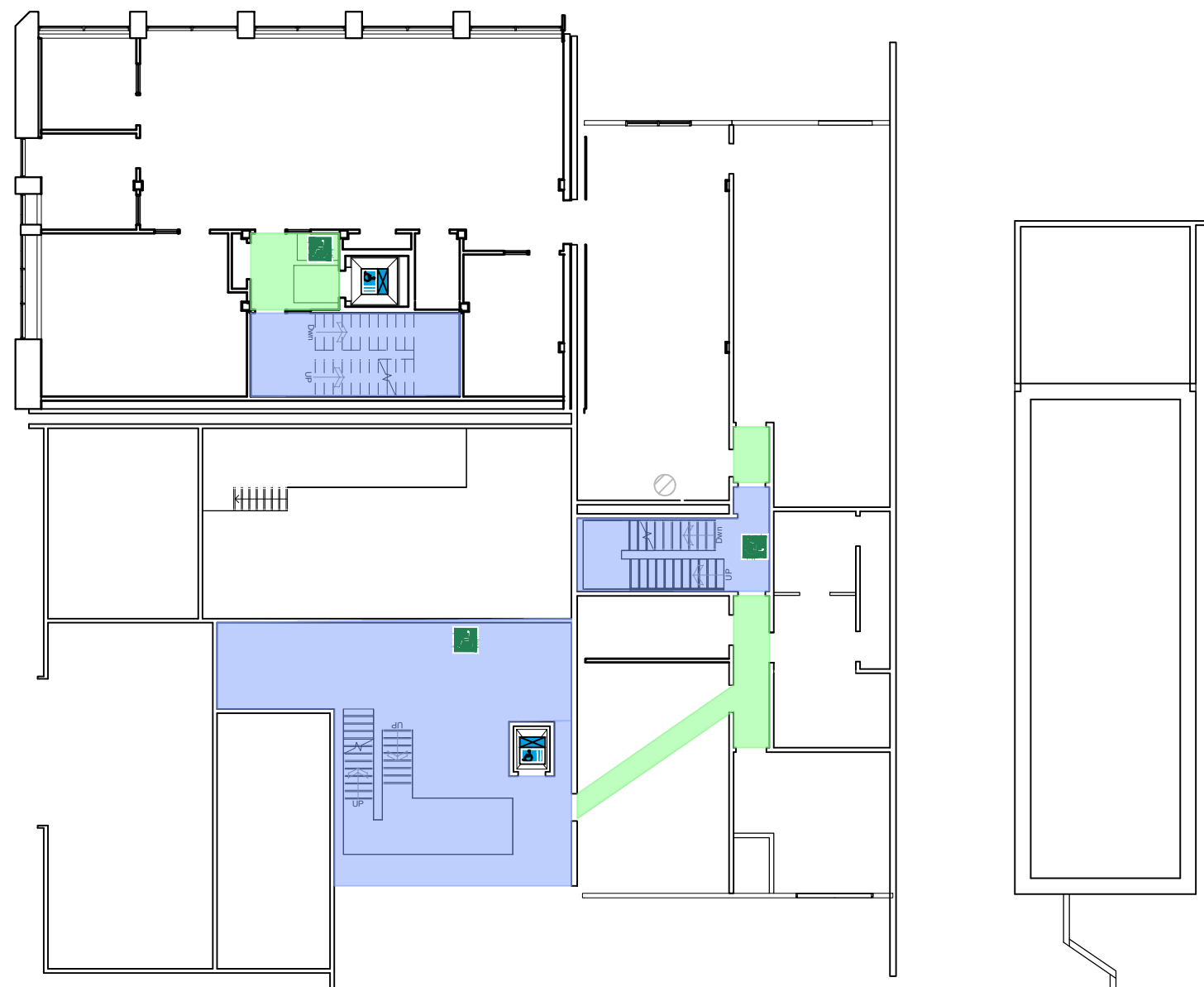
Evacuation
lift



Assembly
point

FIRST FLOOR

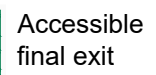
GENERIC EMERGENCY EVACUATION PLAN (GEEP)



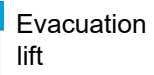
FF Plan



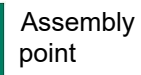
Final
exit



Accessible
final exit



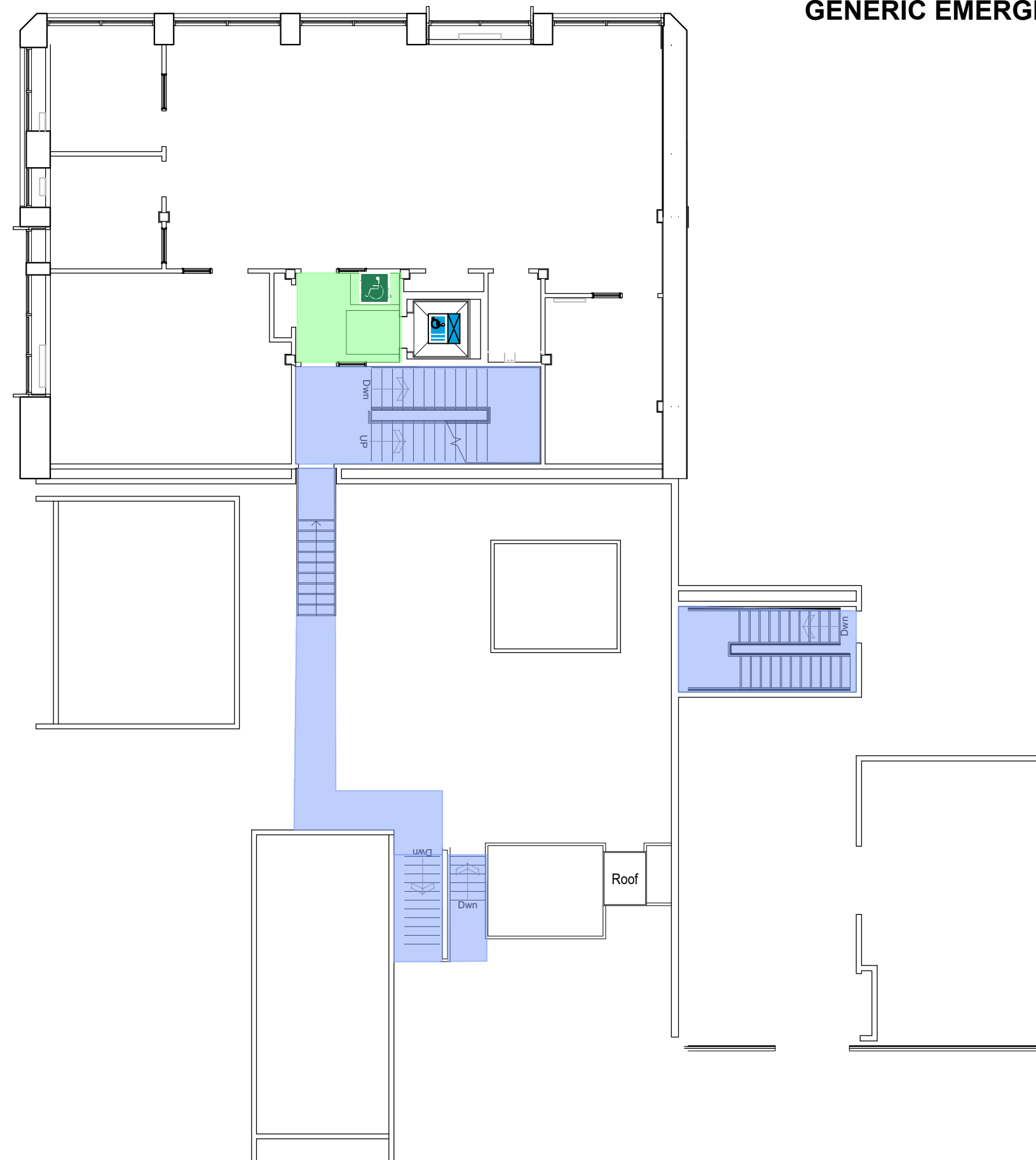
Evacuation
lift



Assembly
point

SECOND FLOOR

GENERIC EMERGENCY EVACUATION PLAN (GEEP)



Loughborough University



Final
exit



Accessible
final exit



Safe
refuge



Evacuation
lift



Assembly
point

060 NCCAT OFFICES & UTC

THIRD FLOOR

GENERIC EMERGENCY EVACUATION PLAN (GEEP)

