

Generic Emergency Evacuation Plan

Loughborough
University

Rutland Building

LAST UPDATED July 2015

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 Rutland Building comprises of 4 floors. Only 3 floors are accessible by using the lifts. Emergency egress using these lifts is possible during an evacuation and this will be controlled by existing Loughborough University management processes. Emergency egress by use of the lifts should only be if it is safe to do so.

Safe refuge areas are available in all stair cores on the first and second floors and provide a EVC System (Emergency Voice Communication System) which links directly to the security gatehouse (see attached floor plan).

Several accessible fire exits are available at ground level.

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 in each stair core (see attached floor plan).

An EVC System (Emergency Voice Communication System) is available in each 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 The Rutland 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:

Accessible fire exits are available on the ground floor of the building.

Safe refuge areas with EVC System (Emergency Voice Communication System) are available in each stair core on first and second floor. One evacuation lift is available in this building (see attached floor plan) 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 Pager, please contact the University Fire Officer on 01509 222182.



YOUR ASSEMBLY POINT IS:

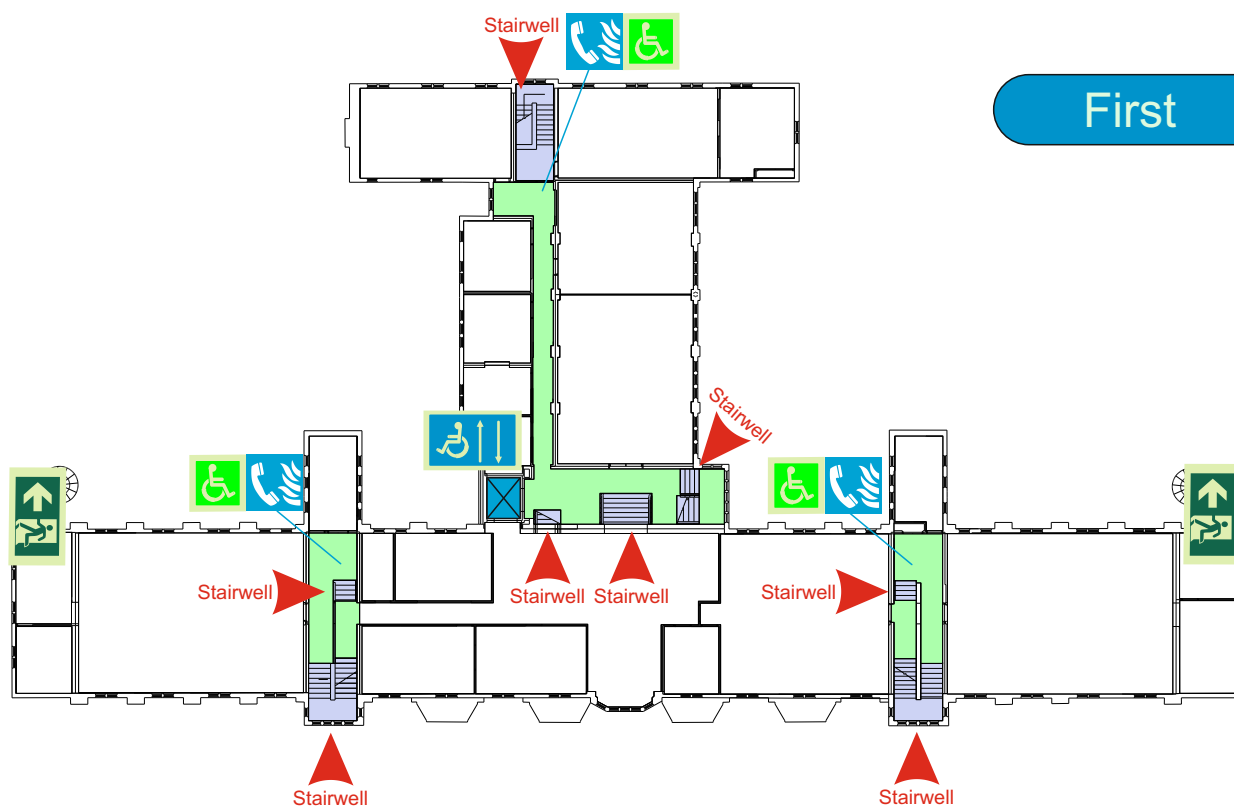
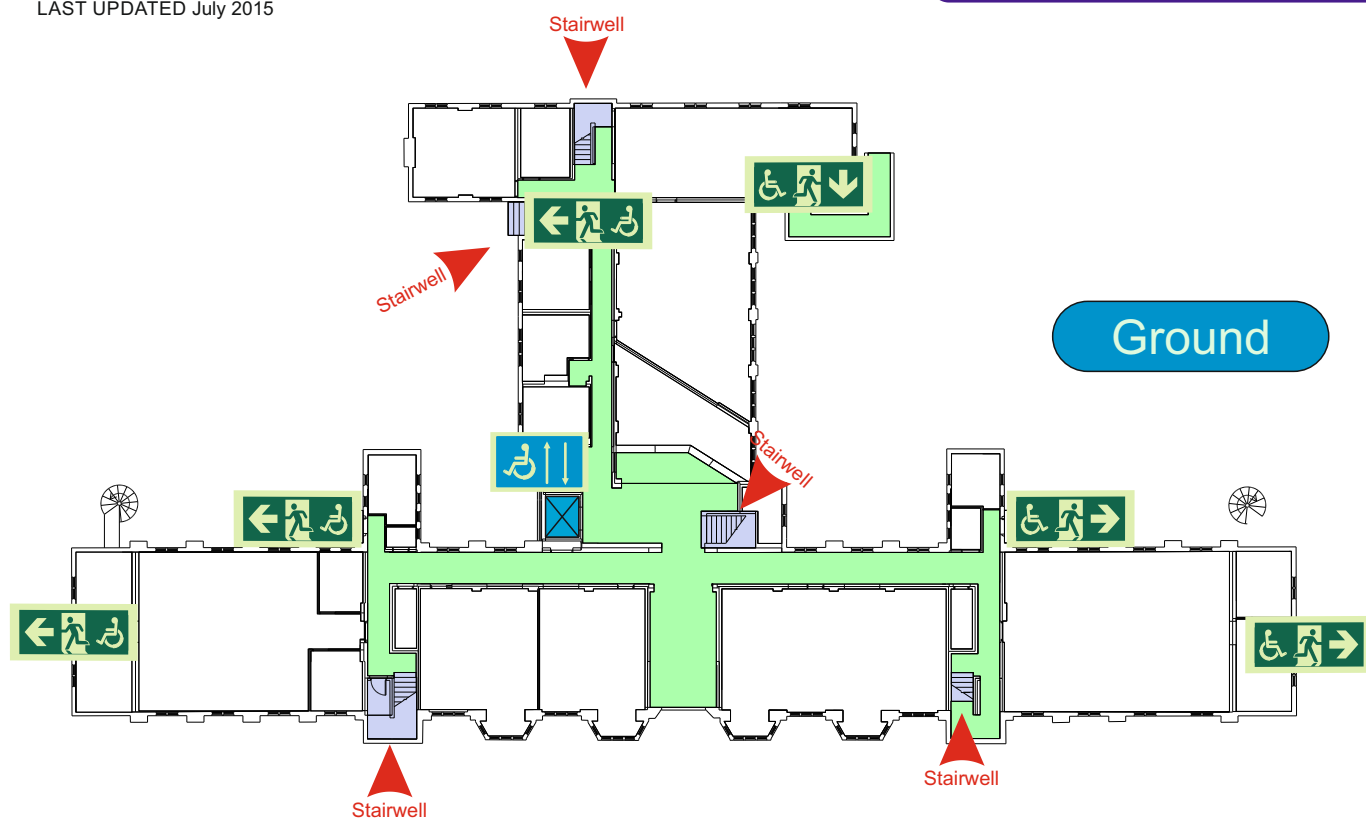
Fire Assembly Point 10

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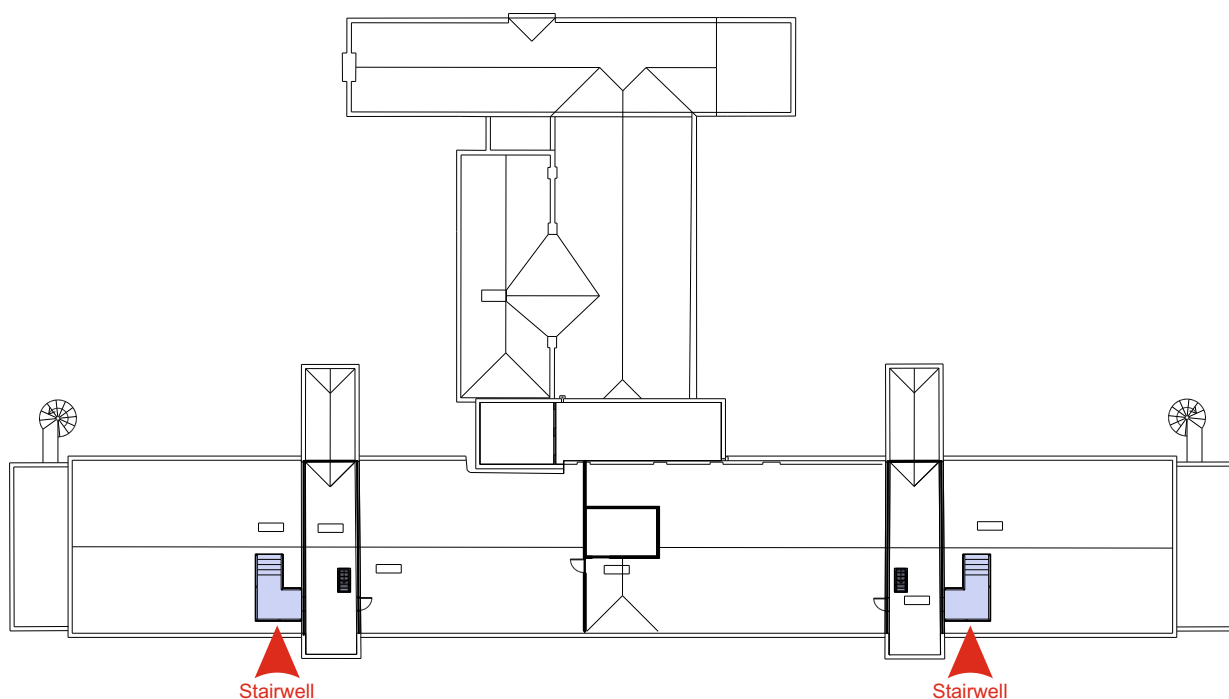
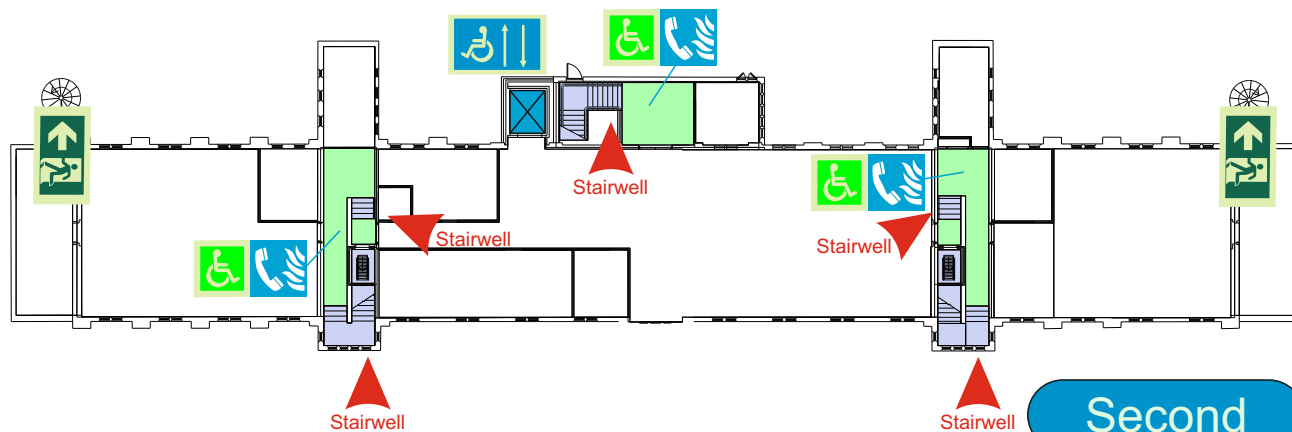


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Roof



Accessible final exit



Evacuation lift



Safe refuge



Evacuation coms



Non evacuation lift

FIRE ESCAPE PLAN



IN CASE OF FIRE



Sound Alarm
Operate nearest fire alarm call point



Telephone internal emergency number 888 or 0800526966 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 10

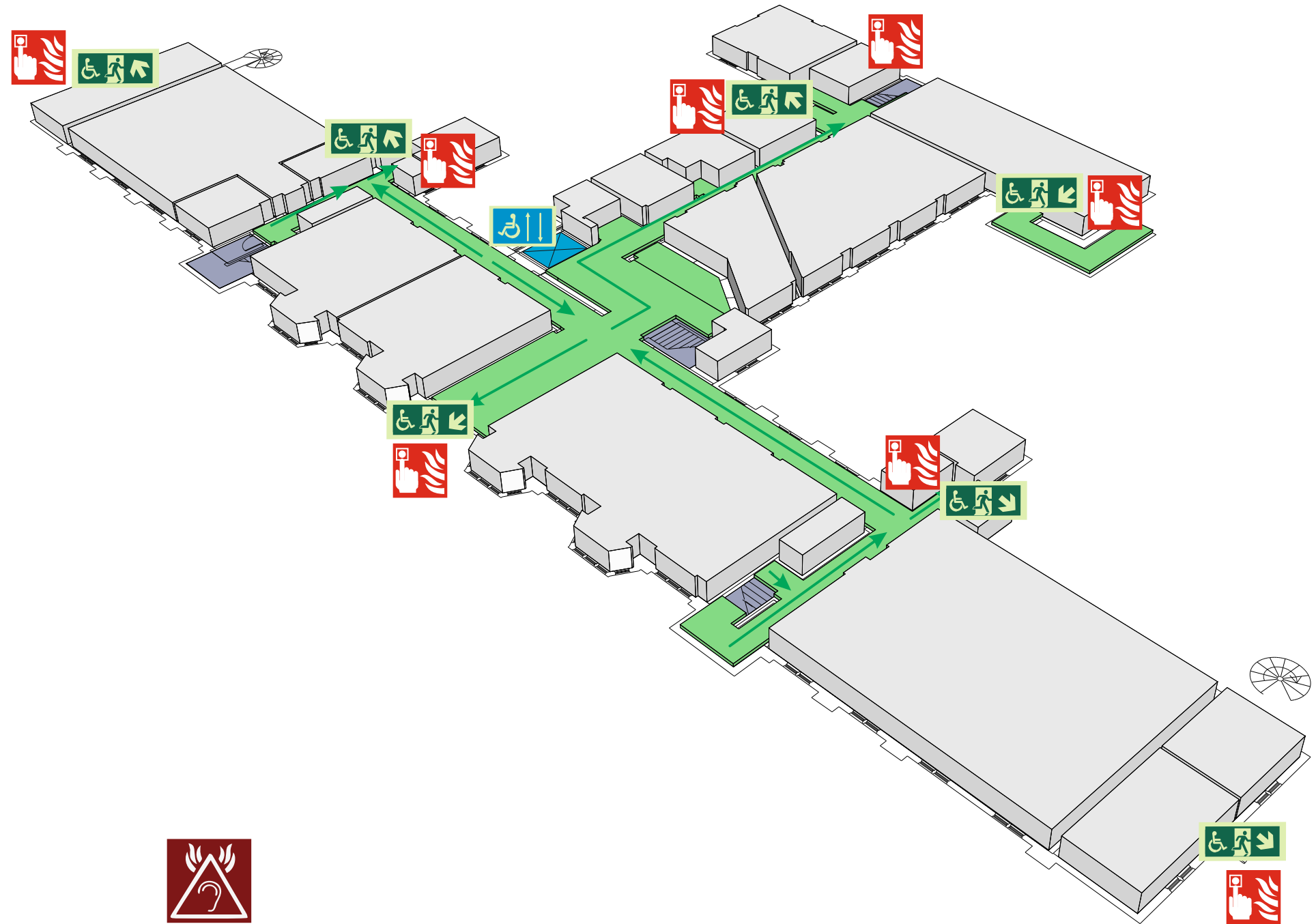


When alarm is given: Do not panic Do not run. Leave the building following fire emergency exit signs



Leave the building following 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 10



The Deaf Alert system is installed in the building.
Please contact the University Fire Officer on 01509 222182 for further advice.

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Fire alarm call point.



Fire exit.



Wheelchair accessible exit.



Fire escape route.



Assembly point.



Safe Refuge.



Evac Lift.



Evac Coms



Non Evac Coms

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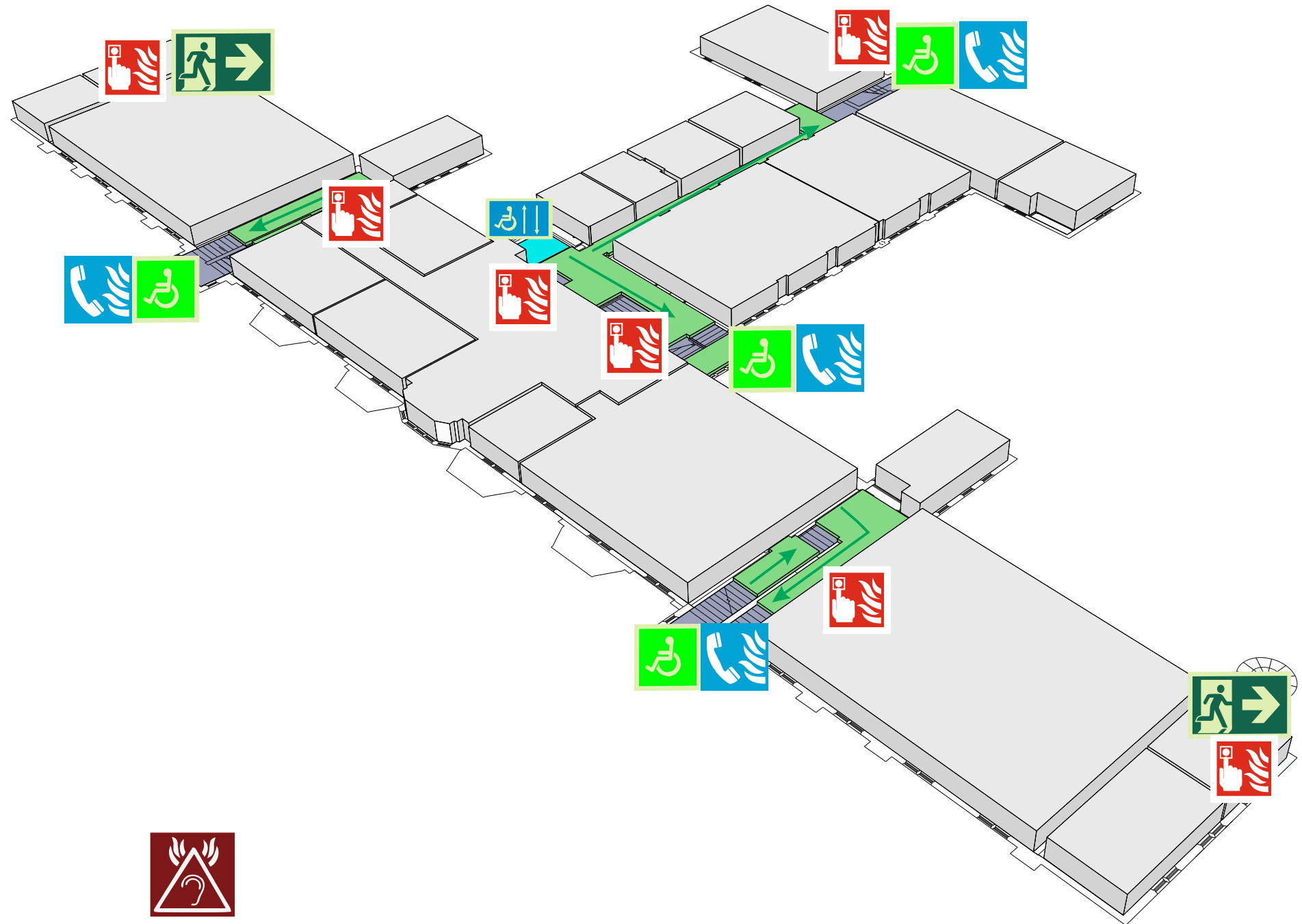


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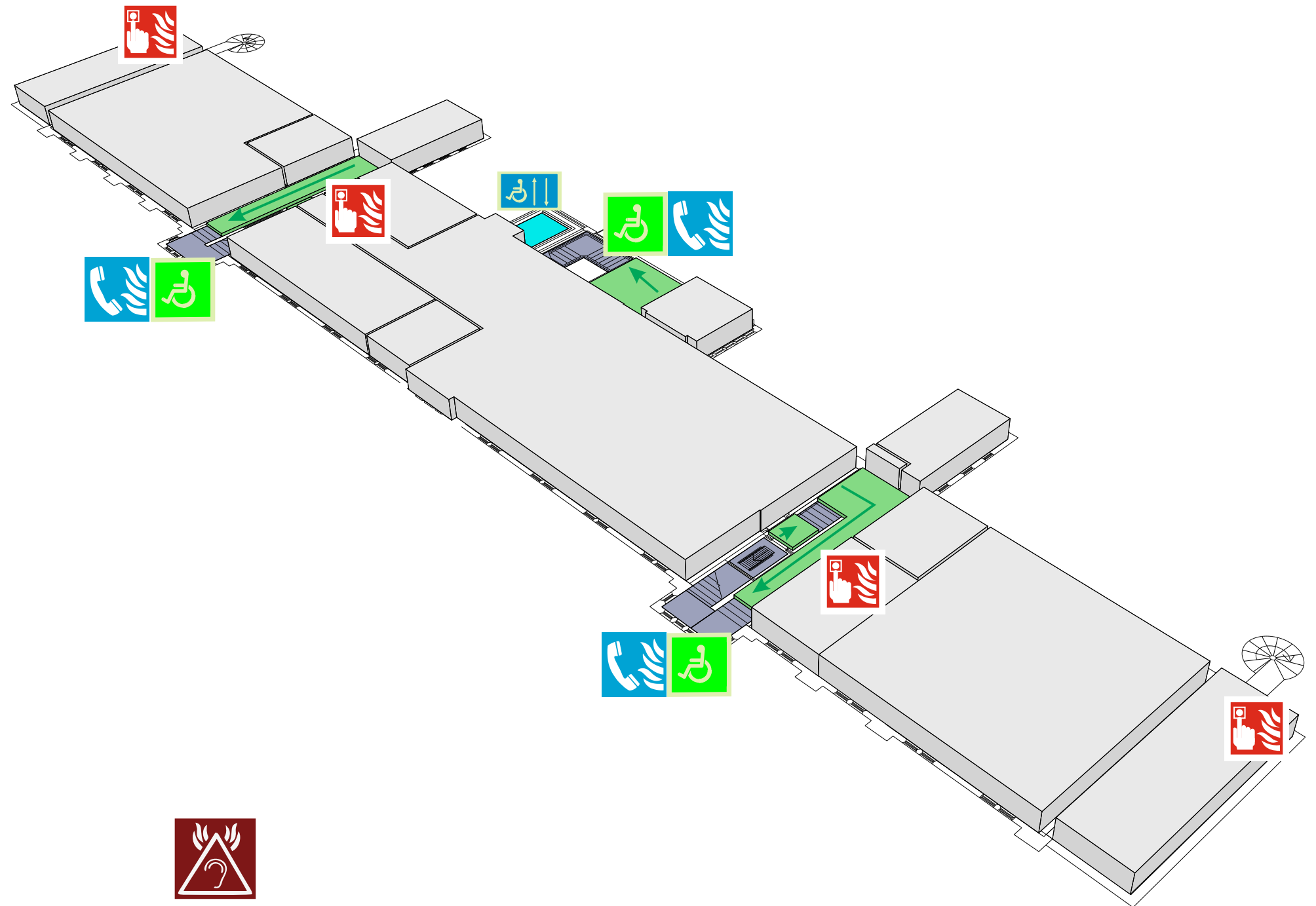


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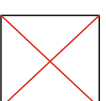
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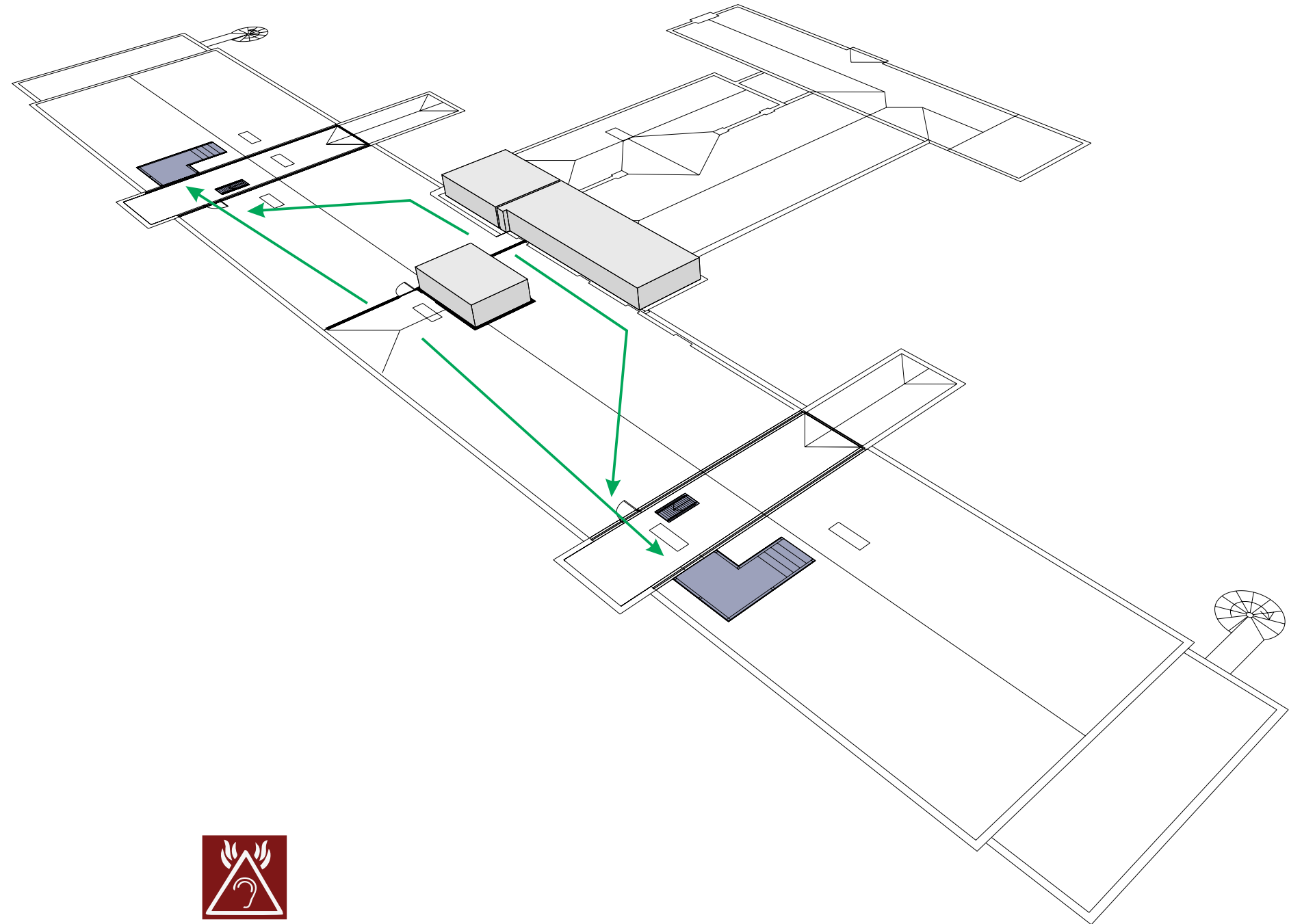


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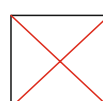
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