

Generic Emergency Evacuation Plan

Loughborough
University

Stem Building

LAST UPDATED September 2017

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:

Stem building comprises of 3 floors. All 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 both stair cores on the first & second floors and provide an 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 and one exit on the first floor staircase one.

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 Stem 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 both stair cores on the first and second floor levels.



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:

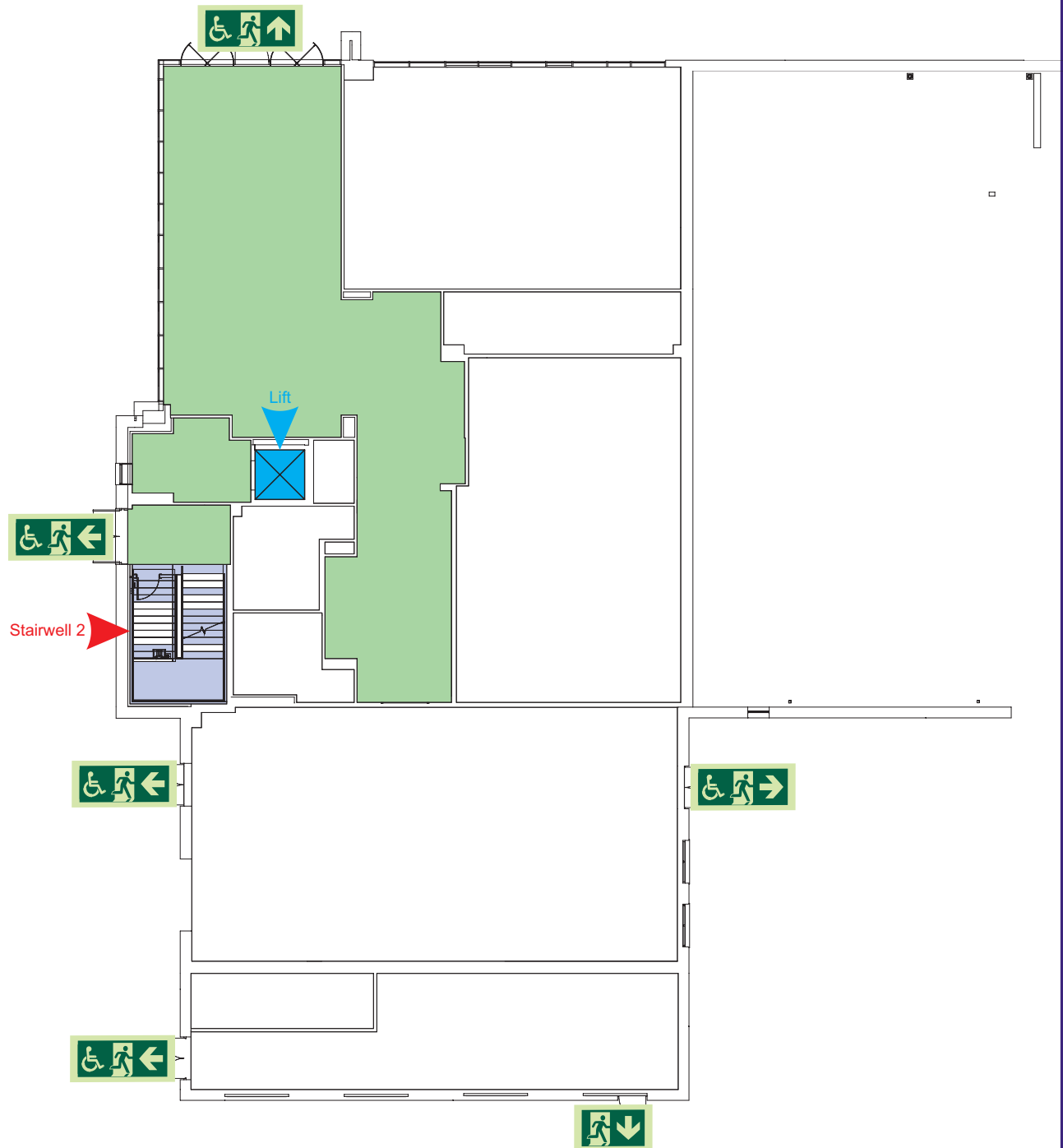
Fire Assembly Point 'Car Park'

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Ground



Accessible final exit



Evacuation lift



Safe refuge



Evacuation
coms



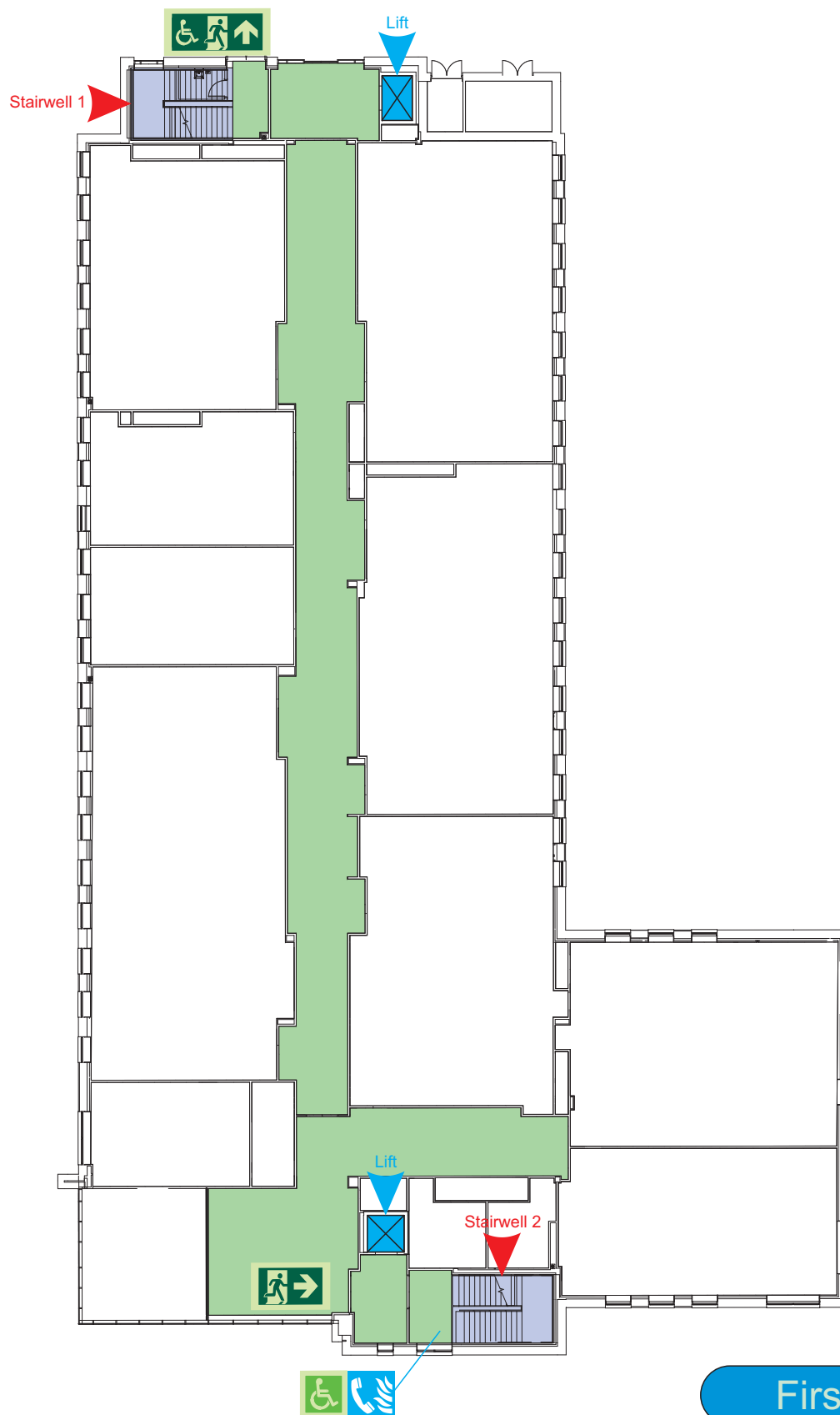
Non
evacuation
lift

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First



Accessible final exit



Evacuation lift



Safe refuge



Evacuation coms



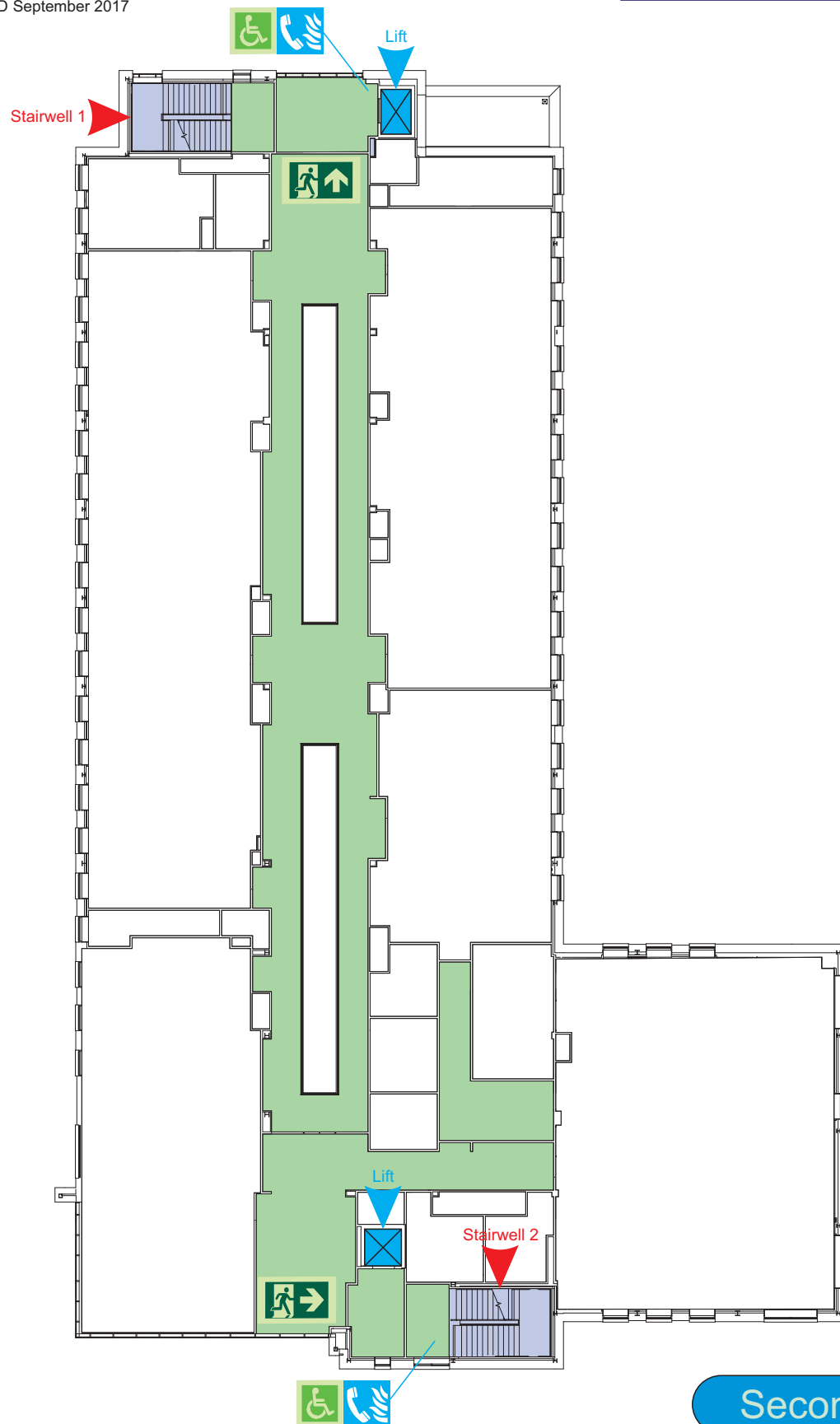
Non evacuation lift

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Second



Accessible final exit



Evacuation lift



Safe refuge



Evacuation
coms



Non
evacuation
lift

FIRE ESCAPE PLAN

LOUGHBOROUGH UNIVERSITY FIRE INSTRUCTIONS

ANY PERSON DISCOVERING A FIRE



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



Telephone Security on the emergency
number 0800 526966.



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 'Car Park'

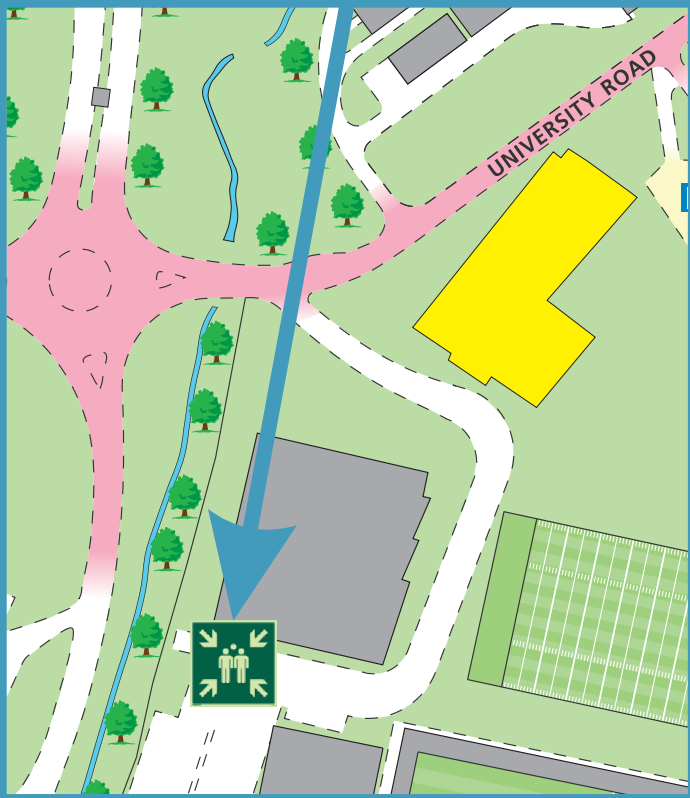


When alarm is given - do not panic, do
not run.
Leave the building following the fire
emergency exit signs.



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

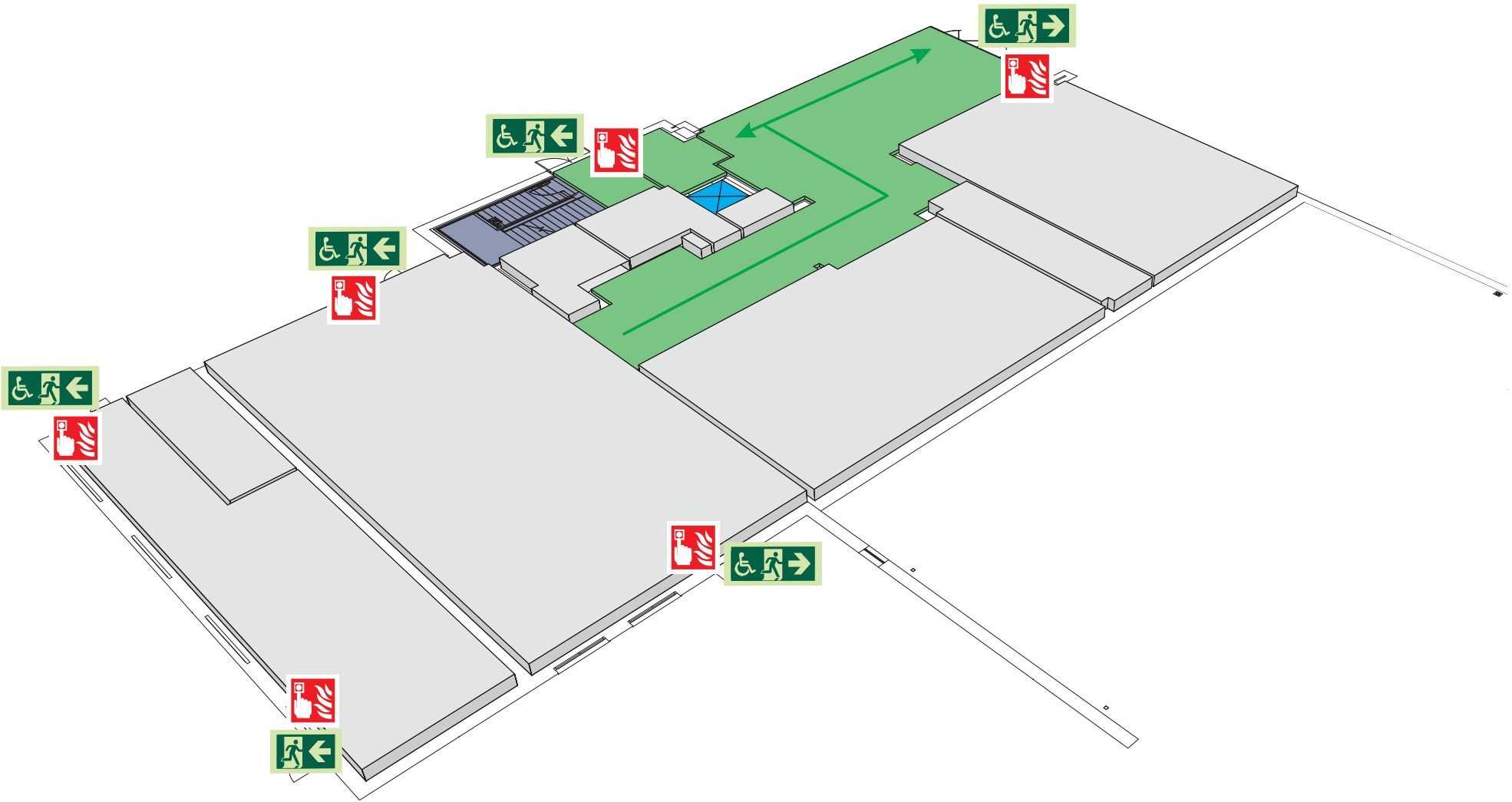
ASSEMBLY POINT 'CAR PARK' IS ALLOCATED
TO THE BUILDINGS SHOWN IN YELLOW



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simplydesignsolutions

Stem Building Ground Floor



Fire alarm
Call point



Fire exit



Wheelchair
accessible exit



Fire escape route



Assembly point



Safe refuge



Evac lift



Evac coms



Non evac coms

Loughborough
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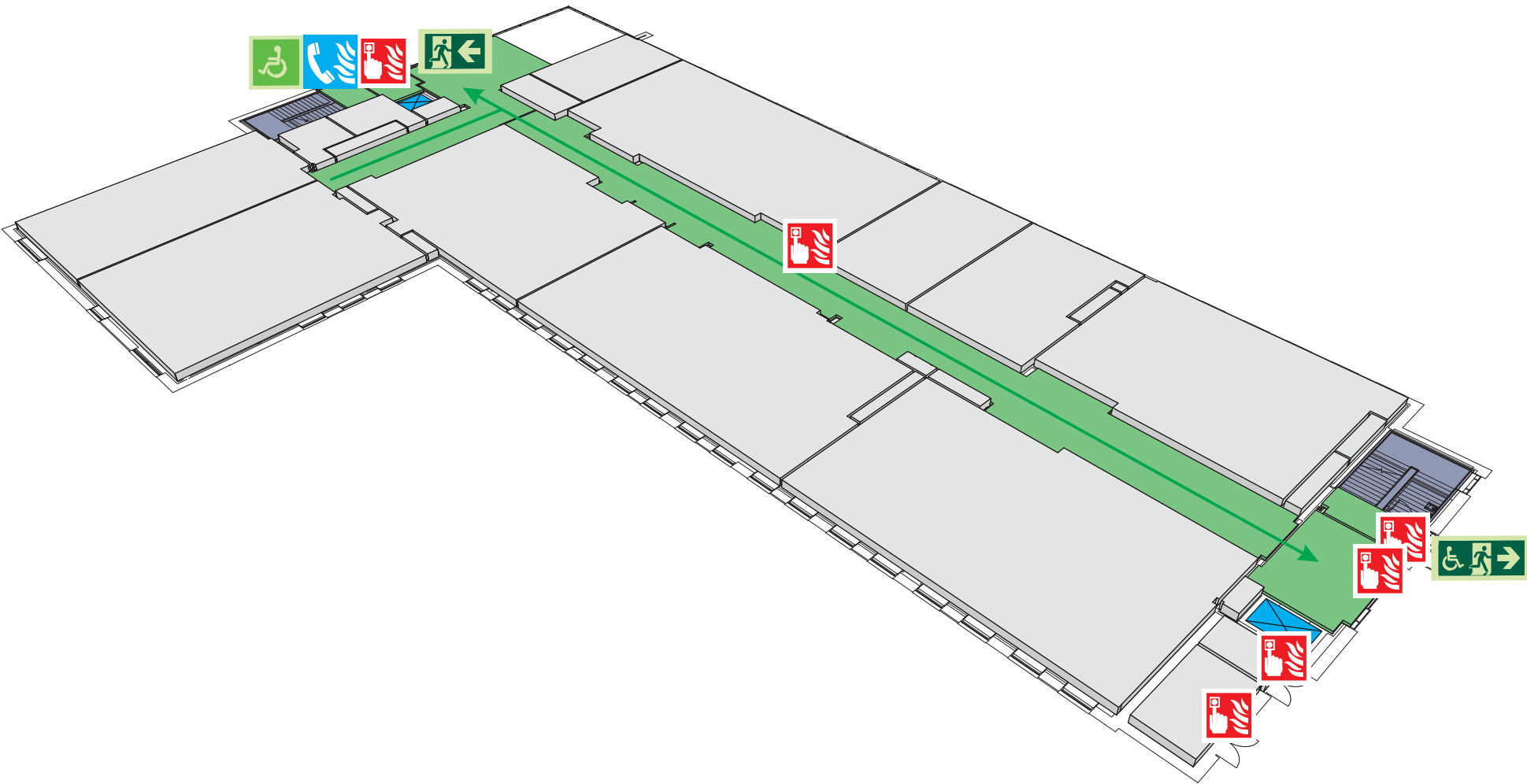
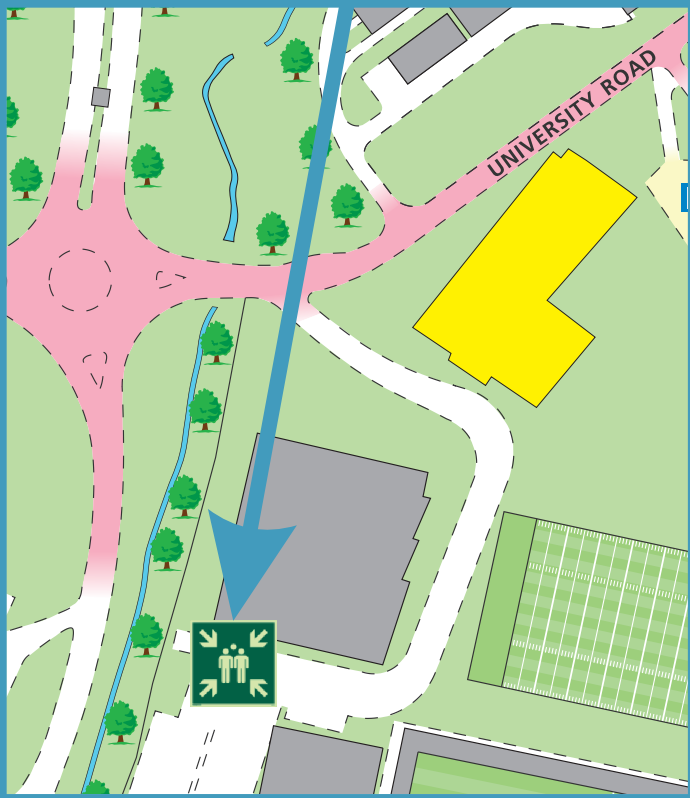


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Stem Building First Floor



Fire alarm
Call point



Fire exit



Wheelchair
accessible exit



Fire escape route



Assembly point



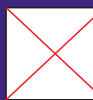
Safe refuge



Evac lift



Evac coms



Non evac coms

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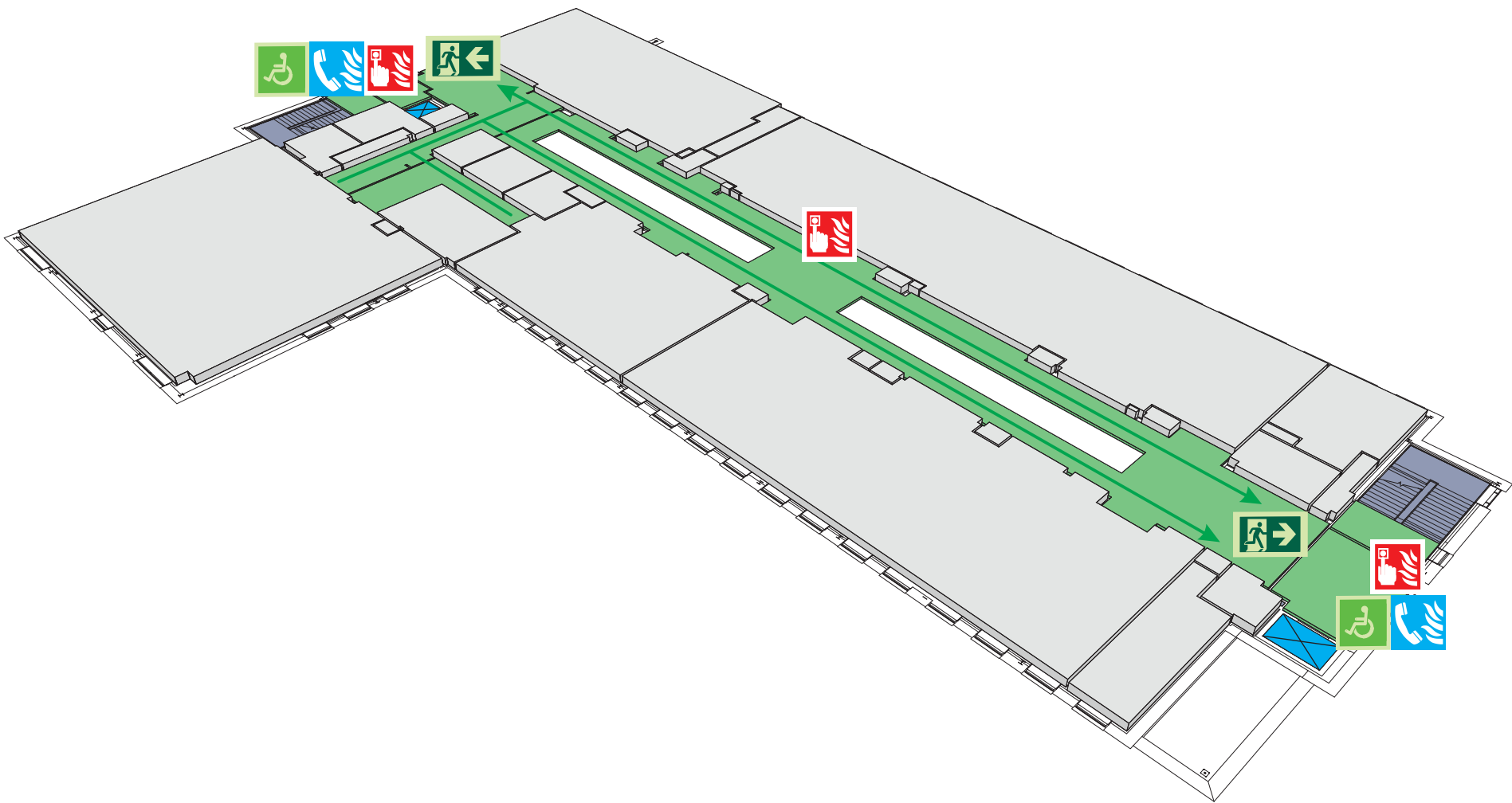
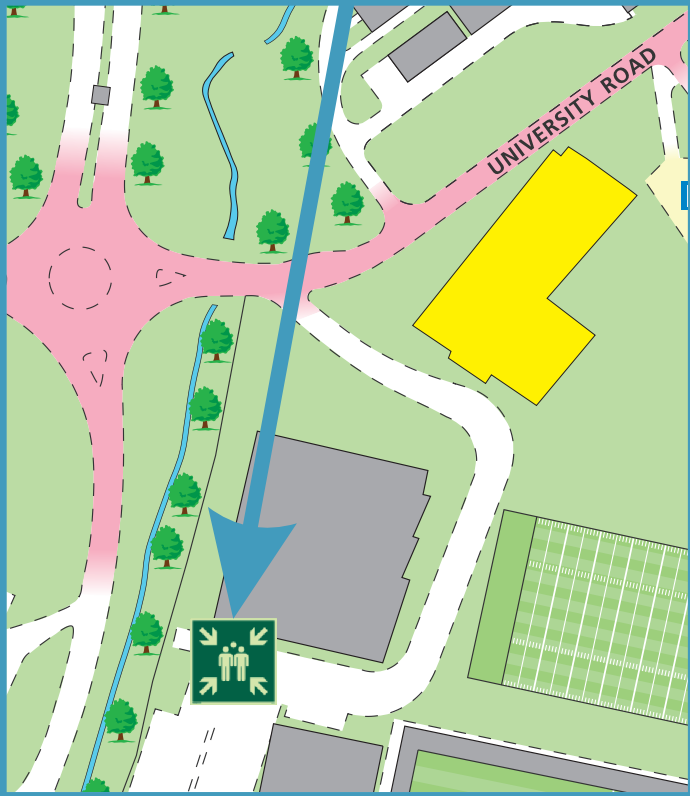


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simplydesignsolutions

Stem Building Second Floor



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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