

SportPark Building

Reviewed: March 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 Officer on 01509 222182.

The building:

The building construction predominantly comprises of a steel framed building with a glazed/concatenate curtain walling, on concrete floors under a flat concrete roof.

The building is predominantly offices, consisting of four pavilions of three, four and five floors and is multi tenanted occupancy. Access to the building is by the main entrance at ground floor that open into the reception foyer offering access to, a cafeteria area, offices, meeting rooms and three internal, enclosed protected (60-minute) staircases all of which contain passenger/evacuation lifts that serve all upper floors. There are also three enclosed external escape staircases that at ground floor, via a push bar final exit door, disperses directly to outside (ultimate safety). The building has several emergency exits at ground floor level. Pavilion 4 also has an alternative escape staircase built into the back corner of the building. (See attached floor plans).

Each internal and external staircase has a safe refuge area located on the landing level and provides an Emergency Voice Communication (EVC) System which links directly to security.

Action required on hearing the fire alarm:

Upon activation of a Manual Call Point, Heat/Smoke detector or Aspiration system sounders will alarm, initiating a full simultaneous evacuation for all occupants.

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 at each landing level in the internal or external staircase enclosures. (See attached floor plan).

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.

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



Your Assembly Points Is:

Car park

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 fire alarm system is a voice alarm system which says "", in addition, the building is installed with Visual Audio Devices (VADs) which flash/strobe to alert the hard of hearing.

Each internal and external staircase landing has the provision of a safe refuge area with emergency voice communication systems (EVCS) - see attached plans.

The evacuation lifts and can be used by trained staff (LU Security) to attain full evacuation from the building.

Accessible access is available at the main entrance. The fire assembly point is located in the car park. Fire Action Notices 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 security on the emergency number 0800 526 966. In the event of a delay call 999 for the Fire Service, giving the correct location of the building.



Do not attack fire with an 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 Marshal, Security 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.

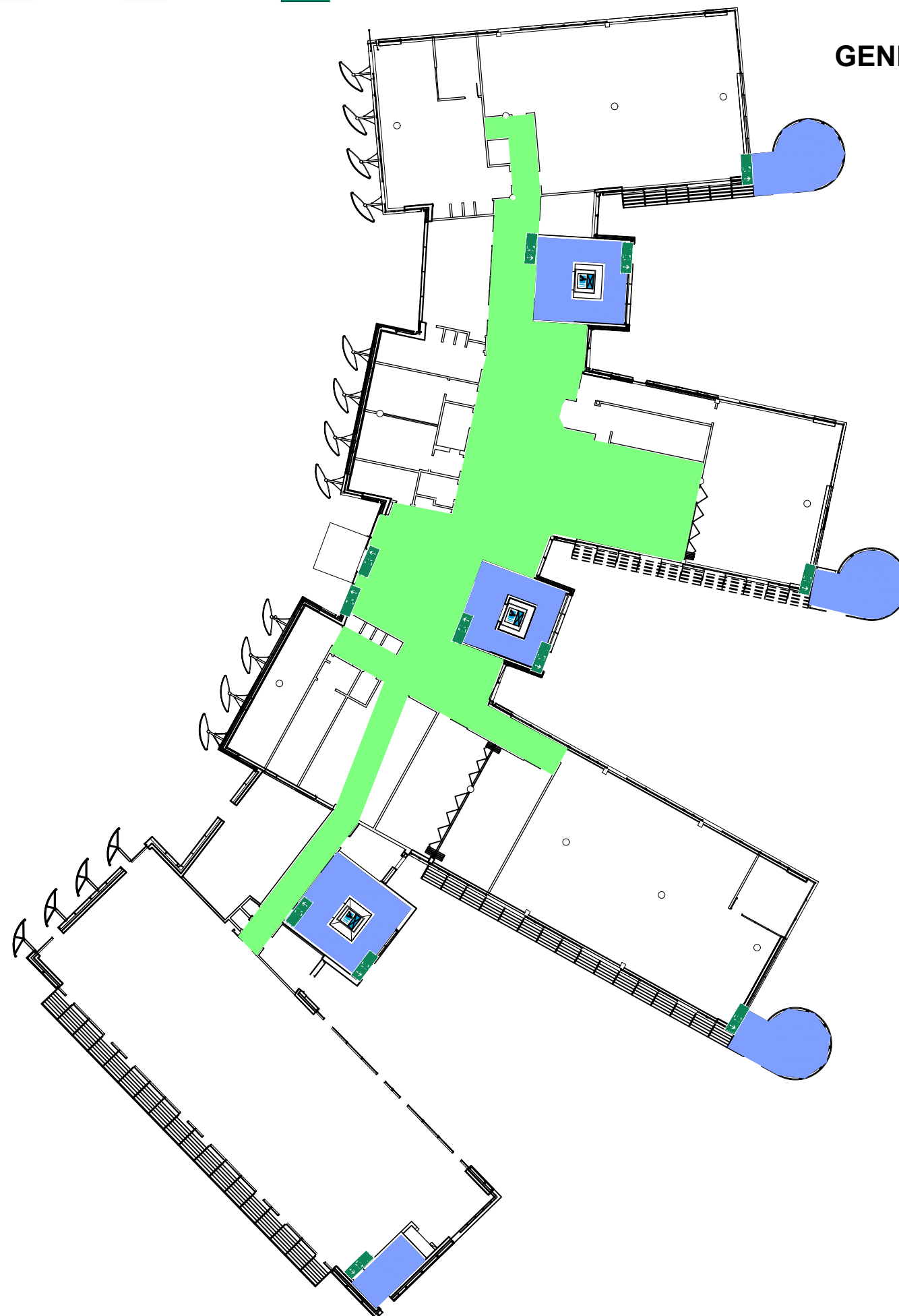
Assembly point 'CP' is allocated to this building, which is shown in yellow





081 SPORTPARK
GROUND FLOOR

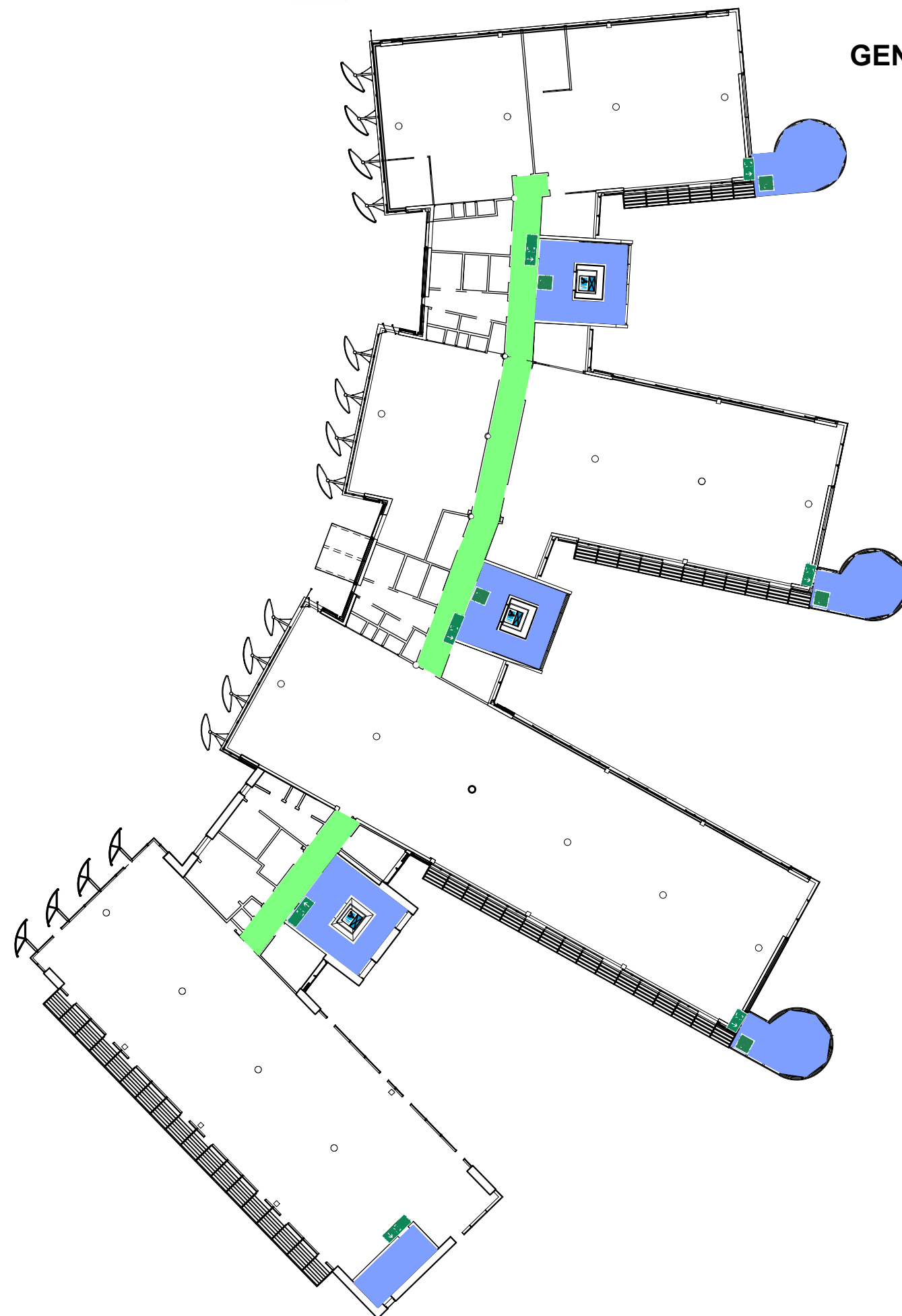
GENERIC EMERGENCY EVACUATION PLAN (GEEP)





081 SPORTPARK
FIRST FLOOR

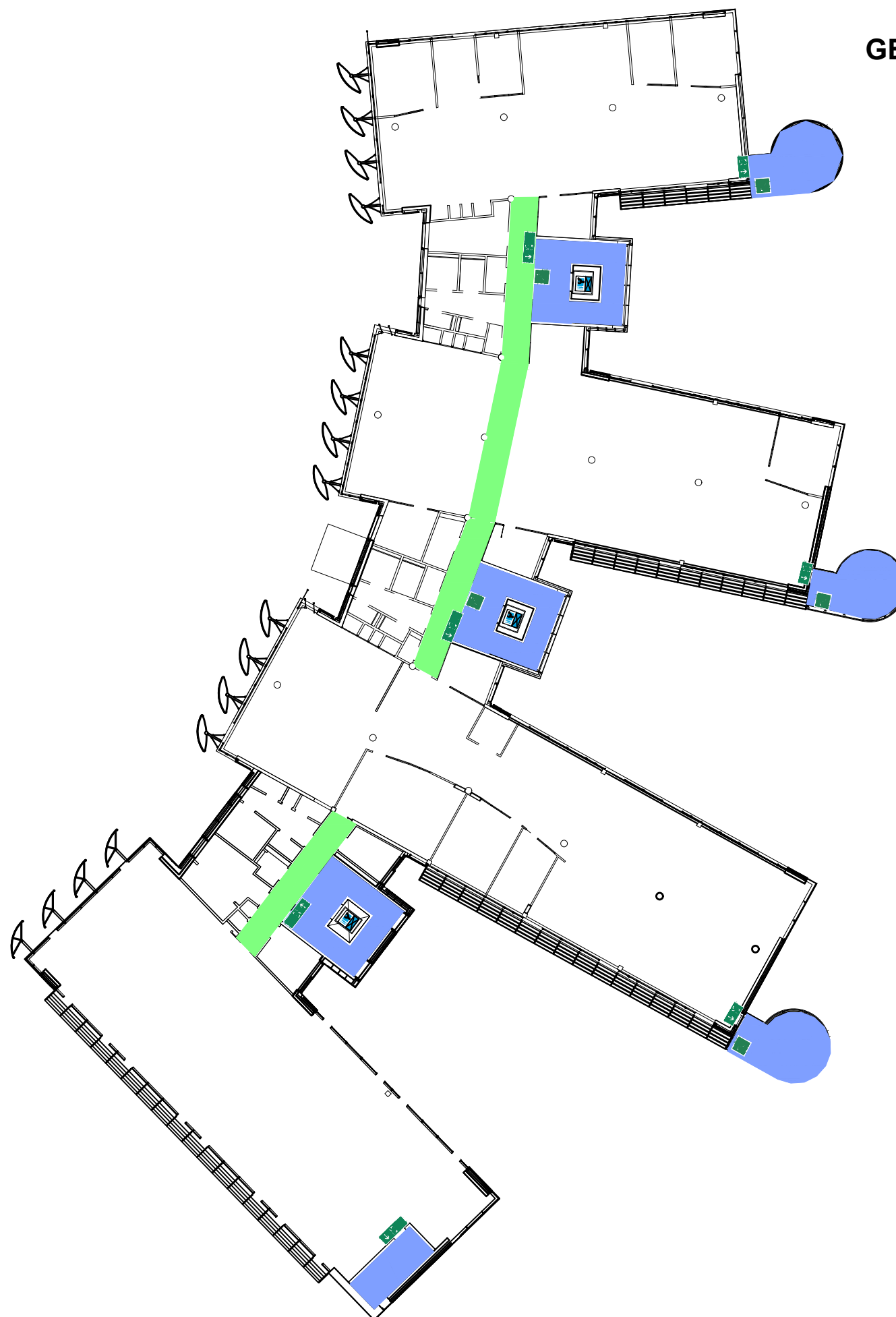
GENERIC EMERGENCY EVACUATION PLAN (GEEP)





081 SPORTPARK
SECOND FLOOR

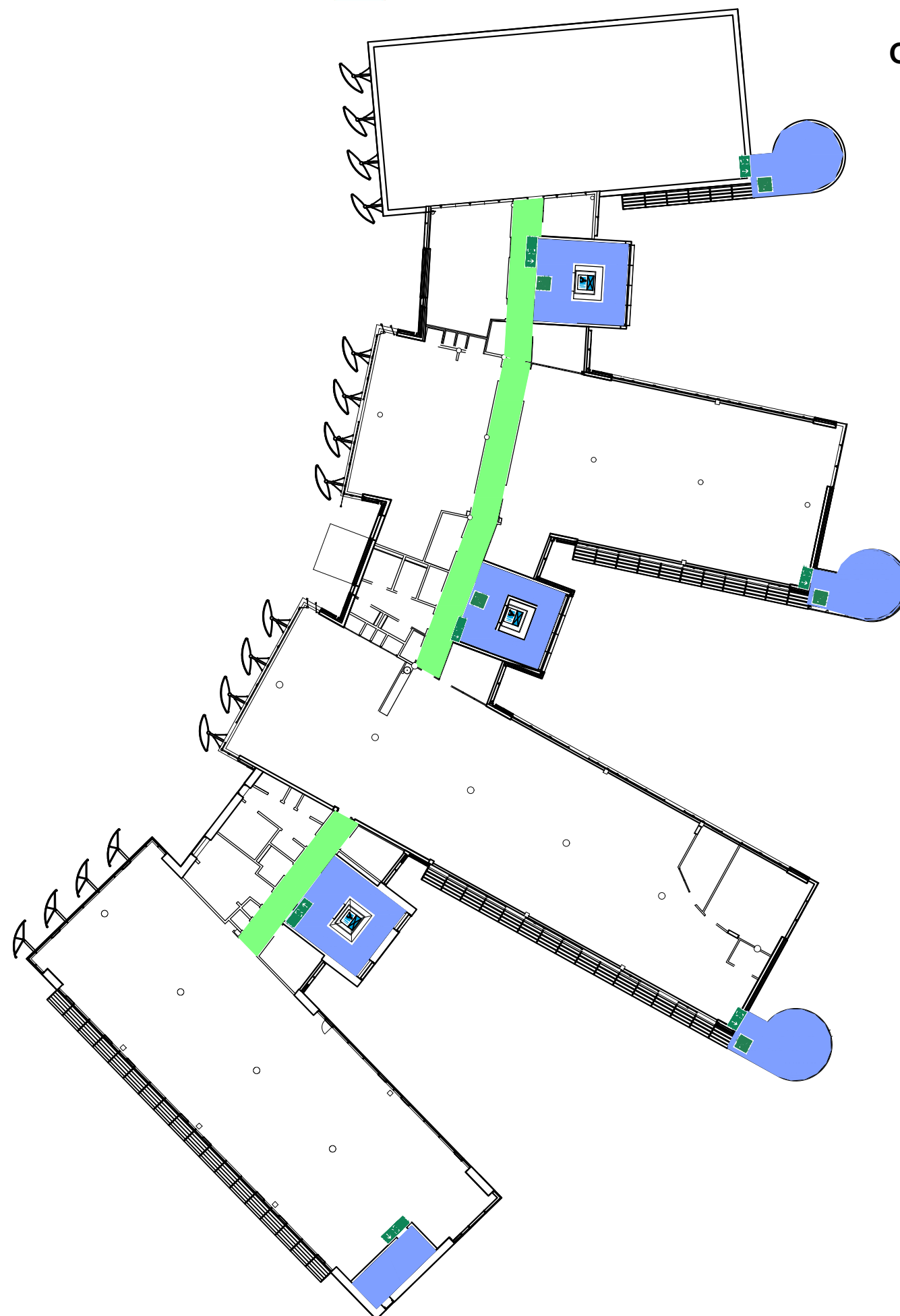
GENERIC EMERGENCY EVACUATION PLAN (GEEP)





081 SPORTPARK
THIRD FLOOR

GENERIC EMERGENCY EVACUATION PLAN (GEEP)





081 SPORTPARK
FOURTH FLOOR

GENERIC EMERGENCY EVACUATION PLAN (GEEP)

