

STEWART MASON BUILDING

LAST UPDATED 13TH JUNE 2013

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 Stewart Mason building is comprised of 2 floors. Both floors are accessible via the lift in the main entrance.

The building has accessible emergency exits that lead to the fire assembly point from ground floor.

The first floor has three stair cores none of which are accessible emergency exits. one stair core (see attached floor plan) is a designated safe refuge area and provides a disabled emergency call point which links directly to security.

A link to the James France is accessible on the first floor. This can be used as an alternate emergency exit if it is safe to do so.

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).

A disabled emergency call point 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.

If it is safe to do so, and you are unable to access the safe refuge on first floor an alternate emergency egress is possible by using the link into the James France building.

Other recommendations:

It is recommended that all visitors to the Stewart Mason Building should familiarise themselves with the fire alarm signals and floor layout of the building. Floor plans and fire equipment locations have been provided with this document.

Equipment provided:

In addition to the general alarm, one safe refuge area is available on the first floor. A disabled emergency call point that links directly to security is located in each of the safe refuge areas.

Accessible fire exits are available on the ground floor of the building (see attached plans), and these are to be used as primary exit from the main stair cores.



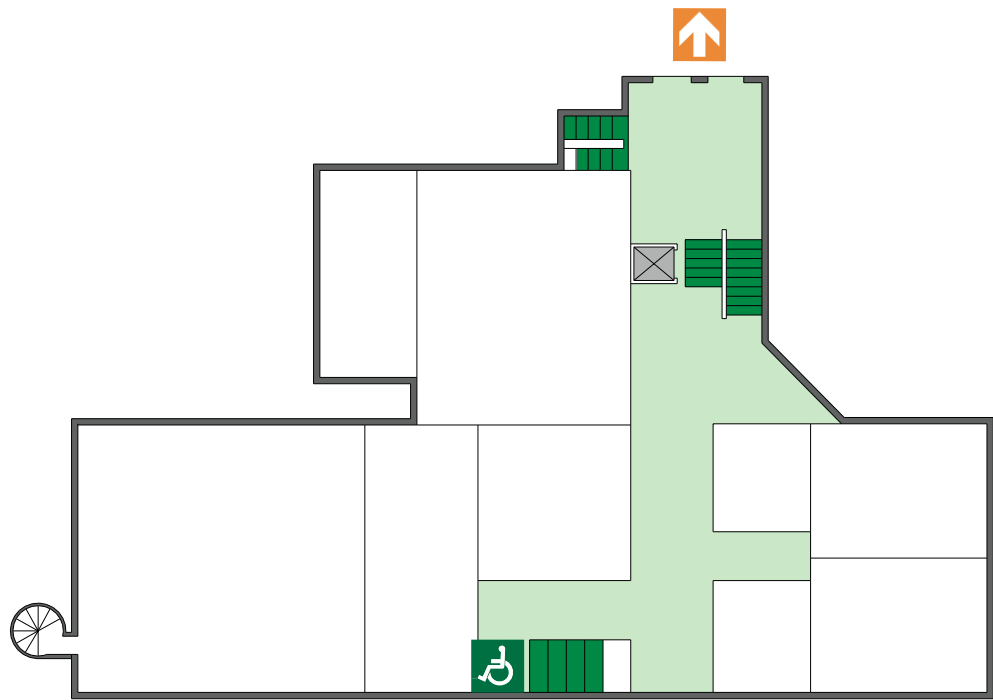
YOUR ASSEMBLY POINT IS:

Fire assembly point 12a - Opposite Brockington Extension

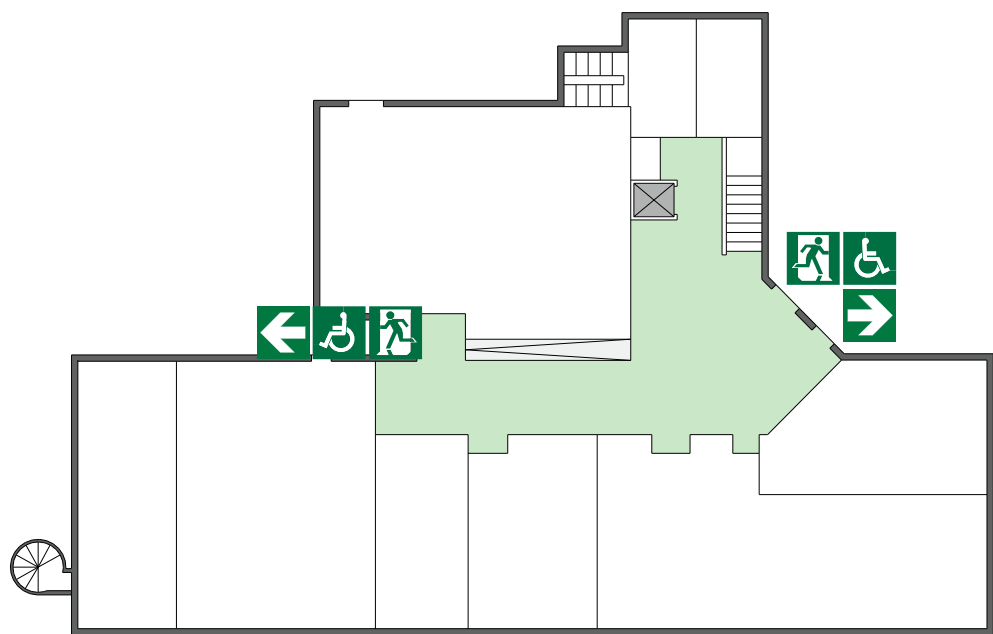
STEWART MASON BUILDING

Alternate emergency egress
to James France building.

First



Ground



Accessible final exit



Safe refuge



IN CASE OF FIRE



Operate nearest fire alarm call point



Telephone internal emergency number 888 or 0800 526966 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 :-

**Opposite Brockington Extension
Assembly point 12A**



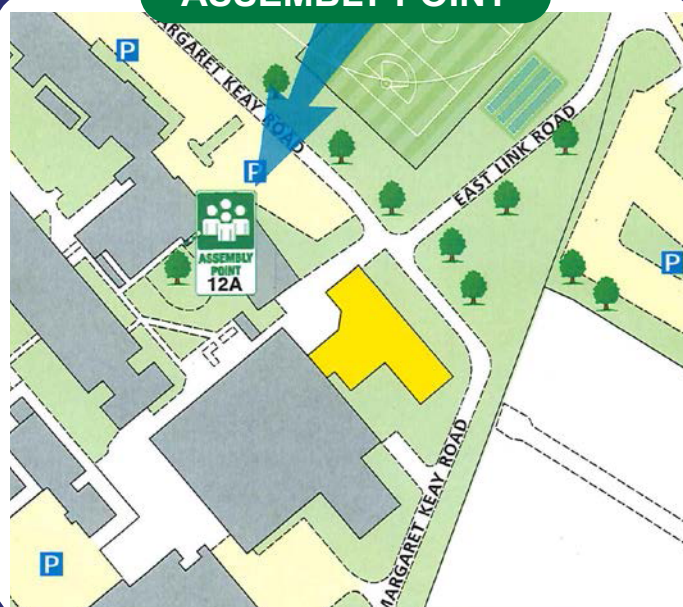
When alarm is given :- do not panic, do not run.



Leave the building following fire emergency exit signs.

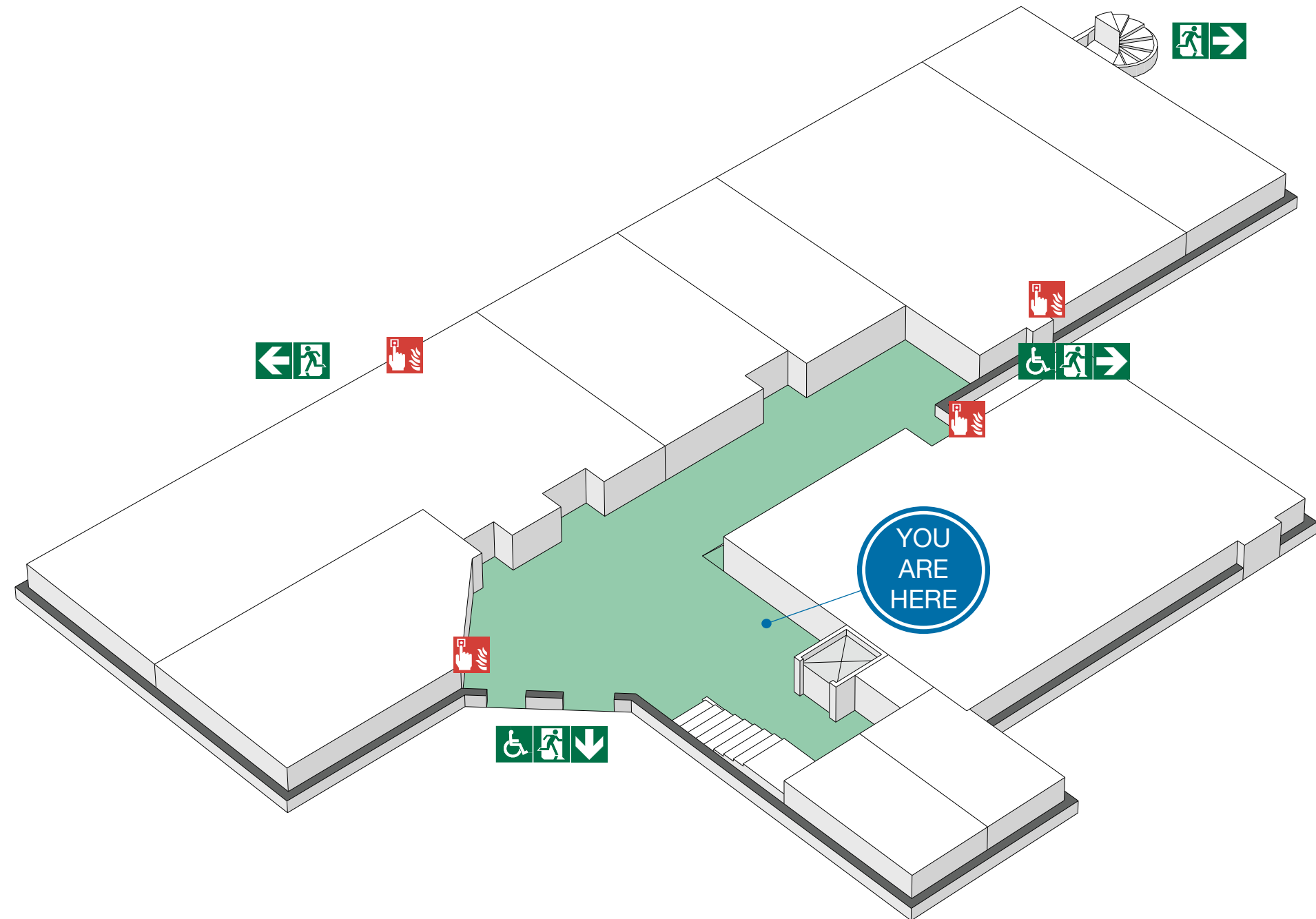
DO NOT re-enter the building until told to do so by either the Fire Marshal, Loughborough University Security or the Fire Service.

ASSEMBLY POINT



FIRE ESCAPE PLAN

LOUGHBOROUGH UNIVERSITY
STEWART MASON BUILDING - GROUND FLOOR



Fire alarm call point



Wheelchair accessible exit



Fire exit



Fire escape route



Assembly point



Safe refuge



Lift

FIRE ESCAPE PLAN

LOUGHBOROUGH UNIVERSITY
STEWART MASON BUILDING - FIRST FLOOR



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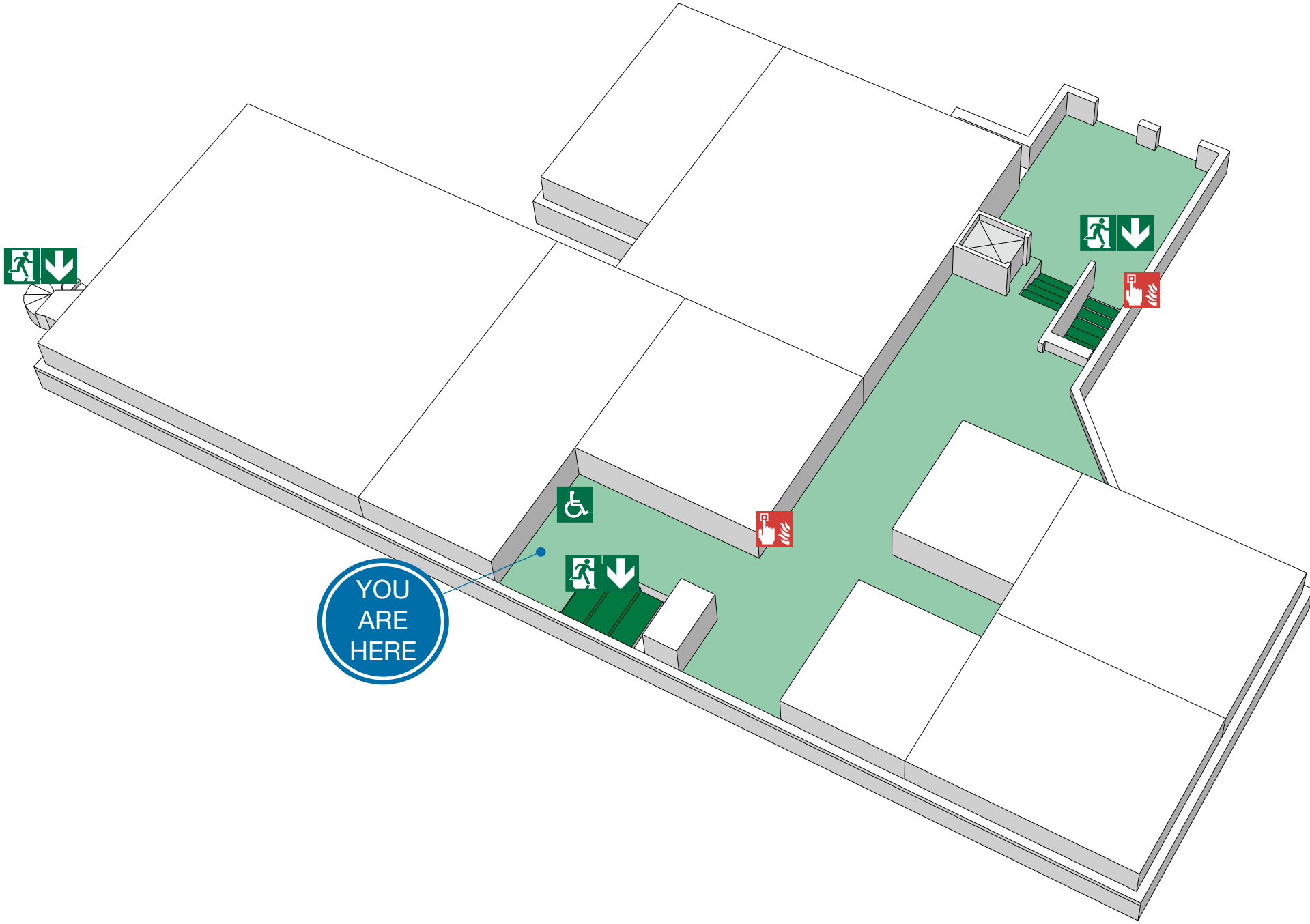
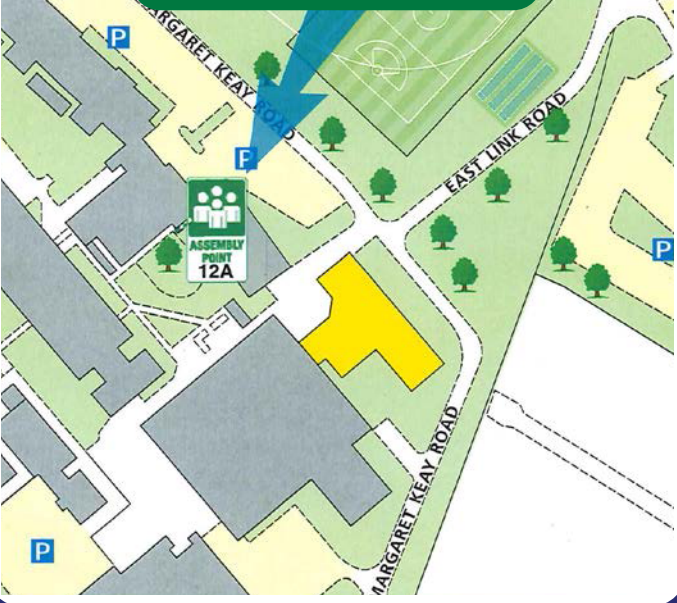
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ASSEMBLY POINT



YOU
ARE
HERE



Fire alarm call point



Wheelchair accessible exit



Fire exit



Fire escape route



Assembly point



Safe refuge



Lift