GENERIC EMERCENCY EVACUATION PLAN

William Morris Student & William Morris Learning #625 & #626

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 University Fire Safety Team on 01509 222182.

The Building

The building is comprised of 2 floors and has two distinct areas.
William Morris student is comprised of two floors and the second floor is only accessible via the two internal staircases. There are several exits are ground floor (see floor plan).
William Morris learning is only one floor and has two accessible exits.

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.

Recommendations and Equipment Provided

All visitors to this building should familiarise themselves with the layout of the building and with the fire alarm signals.
Security's emergency contact number is **888** (internal lines) or **0800526966**.

Equipment Provided

- Automatic Fire Detection and Alarm System, including signalling to the security gatehouse with 24/7 monitoring and response
  - Beacons – these may not be throughout but in specific locations, please check if you require these
- Emergency lighting and wayfinding signage
- Fire extinguishers for trained staff
- Power Assisted doors
- Evacuation chair response from security when notified

Fire Assembly Point: 34

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Fire Action Notice

Fire Action Notices can be found in all buildings within the university, adjacent to manual call points.

They stipulate the action to take if a fire is discovered, or in the event of the fire alarm sounding in the building.

Please familiarise yourself with the instructions stated in the notice and comply in the event of a fire or fire alarm.

In the event of fire, call security on 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.

Fire Doors

Fire doors are designed to resist the spread of fire for a period of time, normally a minimum of 30 minutes. This allows time for people to leave the building via an escape route if other routes are compromised in the event of a fire.

Please ensure that you do not prevent any door with this label from shutting and if you find a door that does not shut then please report to Estates and Facilities Management.

Fire Alarm

The fire alarm systems in most of our buildings rely on smoke and heat detectors in much the same way as any system you might have at home.

Our buildings are more complex than domestic premises and therefore include the additional measure of Manual Call Points (MCP) which will actuate the fire alarm system in the building AND alert security.

If you see fire, ensure your own safety first and if possible, actuate an MCP by pushing the plastic window.

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Fire Extinguishers

Fire Extinguishers can be found in most buildings and are provided only for trained staff to use.

Please report any missing or damaged extinguishers to the appropriate building contact, or in their absence to Estates and Facilities Management.

Green Break Glass

To maintain security and safety on site, many doors are secured with magnetic locks (or similar) that only release when the correct key card is used or when the fire alarm activates.

Should you come to a fire escape route door that appears to be locked (or has not released correctly) there will be a green break glass unit nearby which will release the door.

Push the plastic window in to operate the lock override.

Refuge Points

Refuge Points are provided where fire exits cannot be accessed by a disabled person. They are situated in zones where there is sufficient space for a wheelchair user without blocking the route for others.
In the refuge area you will usually find an Emergency Voice Communication Systems (EVCS) with instructions for its use. These communicate with the main security gatehouse so users can ask for assistance, including their attendance with an evacuation wheelchair or if applicable, to operate the evacuation lift.
The EVCS are addressable; the location is displayed to security upon activation, should voice communication be challenging.

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Evacuation Lifts & Chairs

Evacuation lifts are installed in some buildings and are designed to assist those less ambulant, or those in need of level access, in the event of an emergency.

Upon activation of the building fire alarm or a manual switch, the lifts travel to the main exit floor and shut down to prevent their use. Trained staff (including security) can take control of the lift and return the car to the floor where a person requires assistance for their evacuation.

Security staff are also trained in the use of evacuation chairs, located at the main gatehouse, and transported when required.

Emergency Lighting and Wayfinding Signage

Emergency Lighting and wayfinding signage is provided in buildings to enable occupants to escape safely in an emergency.

They are designed and located to ensure points of emphasis are luminated, including but not limited to escape routes, staircases, changes of level, change of direction, outside and near each final exit, exit doors and refuge areas.

Fire Assembly Points

All buildings have a designated fire assembly point. These can be found on the fire action notices within the building and are provided as part of the information within this GEEP.

Upon leaving the building, please make your way to the designated fire assembly point so that fire marshals and security colleagues can relay information to occupants quickly and effectively.

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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 526966. 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 building and go to assembly point. Your assembly point is:

Assembly Point 34

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, Warden 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.

OTHER EMERGENCY

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.

Disabled Emergency Call Point

Refuge Point

Disabled persons refuge/evacuation Location

This refuge point gives safe refuge from the effects of smoke and fire for a minimum of 30 minutes.
Pressing the 'Push for Help' button will put you in touch with the Security Gatehouse.
Your safe evacuation can be triggered as soon as you press the 'Push for help' button.

PLACING A CALL
To call for assistance, press and release the red 'Push for Help' button. You will hear a telephone ring tone and the button will flash faster.
A member of Security at the main Gatehouse, will respond.

If the security Gatehouse operator wants you to respond, they will ask you to press the 'Push for Help' button.

TALKING TO THE GATEHOUSE
Press and hold the 'Push for Help' button. Wait for the button to light up and a double-beep to sound, then talk clearly into the microphone situated just above the button.
When you have finished talking, release the button.

Always inform the operator of your name, disability, any special assistance required, and location.

You should keep calm and avoid any unnecessary stress.
Wait in the designated refuge area until assistance arrives.

Do not take risks.
Do not leave the refuge point area without the assistance of a Fire Marshal, University Security, or the Fire and Rescue Service.

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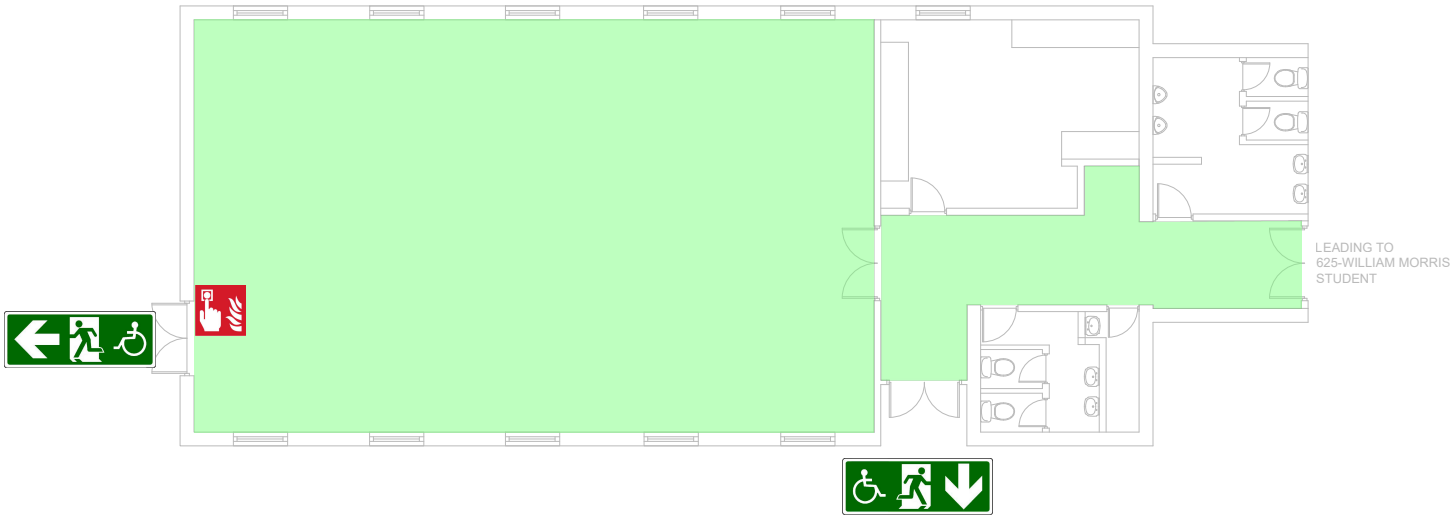


Escape Route

Stairwell

Accessible Final Exit

Final Exit

Manual Call Point

Safe Refuge

Evacuation Lift

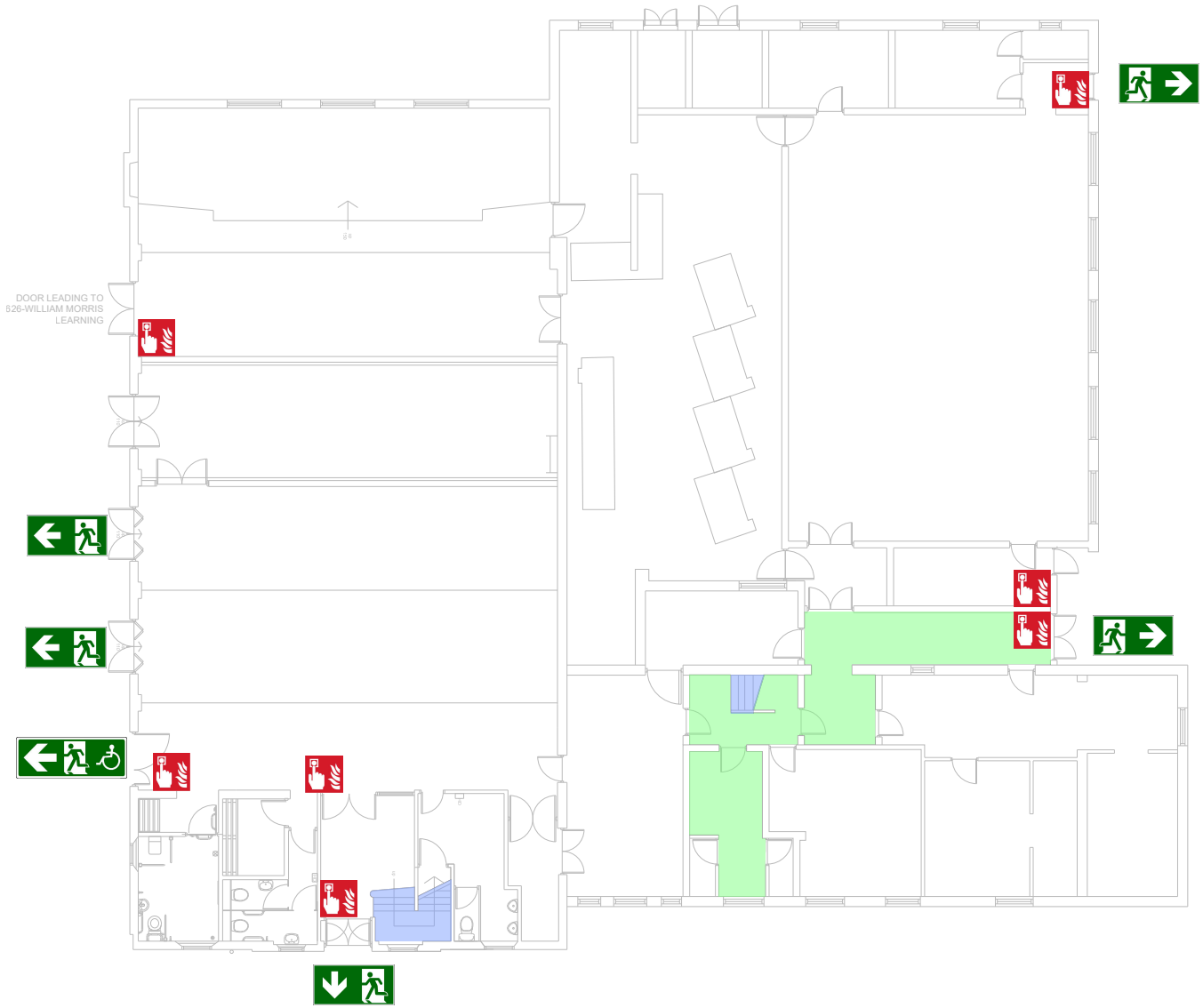
Non Evacuation Lift

GENERIC EMERGENCY EVACUATION PLAN

626 - William Morris Learning

Ground Floor

Loughborough University



Escape Route

Stairwell

Accessible Final Exit

Final Exit

Manual Call Point

Safe Refuge

Evacuation Lift

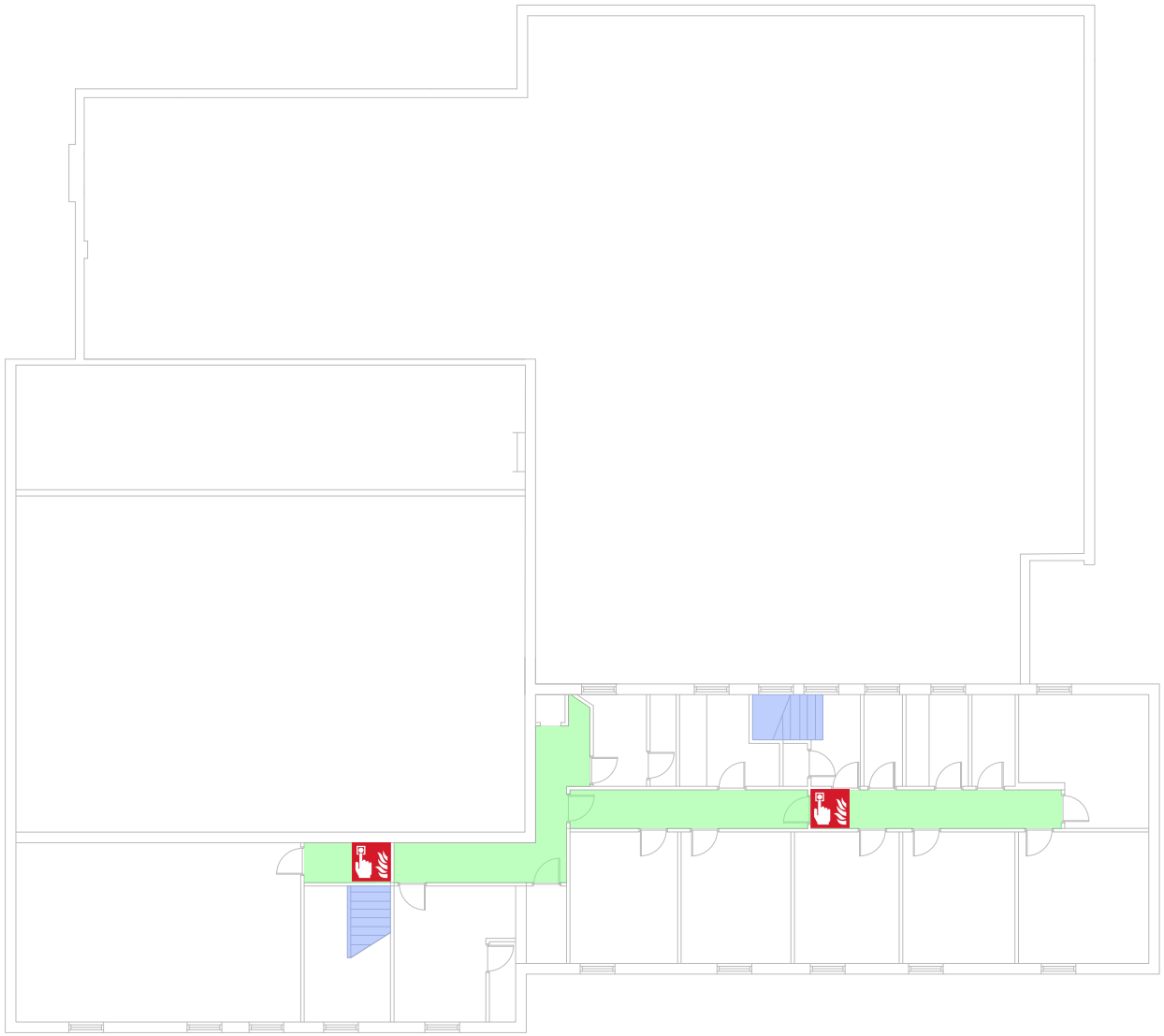
Non Evacuation Lift

GENERIC EMERGENCY EVACUATION PLAN

625 - William Morris Student

Ground Floor

Loughborough University



Escape Route

Stairwell

Accessible Final Exit

Final Exit

Manual Call Point

Safe Refuge

Evacuation Lift

Non Evacuation Lift

GENERIC EMERGENCY EVACUATION PLAN

625 - William Morris Student

First Floor

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