

## Design School

LAST UPDATED 17th January 2014

### **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 Design School is comprised 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 all staircores on the first and second floors and provide a disabled emergency call point which links directly to security (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).

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.

### **Other recommendations:**

It is recommended that all visitors to The Design School 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 auditorium and alternate evacuation through the Barnsley building at ground level is possible.

Safe refuge areas with disabled emergency call points are available in each stair core on levels 1 and 2.

An evacuation lift is available in this building 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 device, please contact the University Fire Officer on 01509 222182.

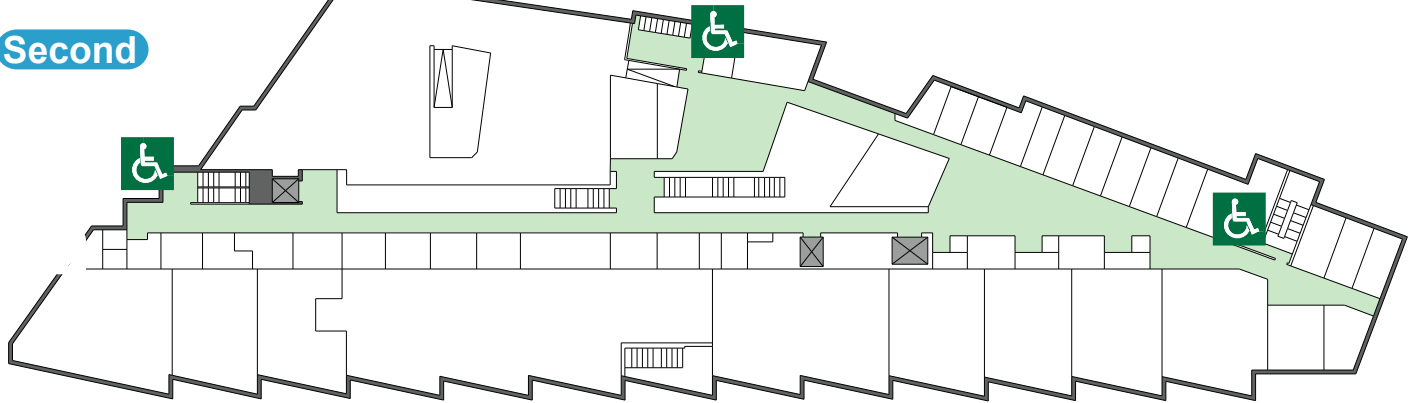


**YOUR ASSEMBLY POINT IS:**

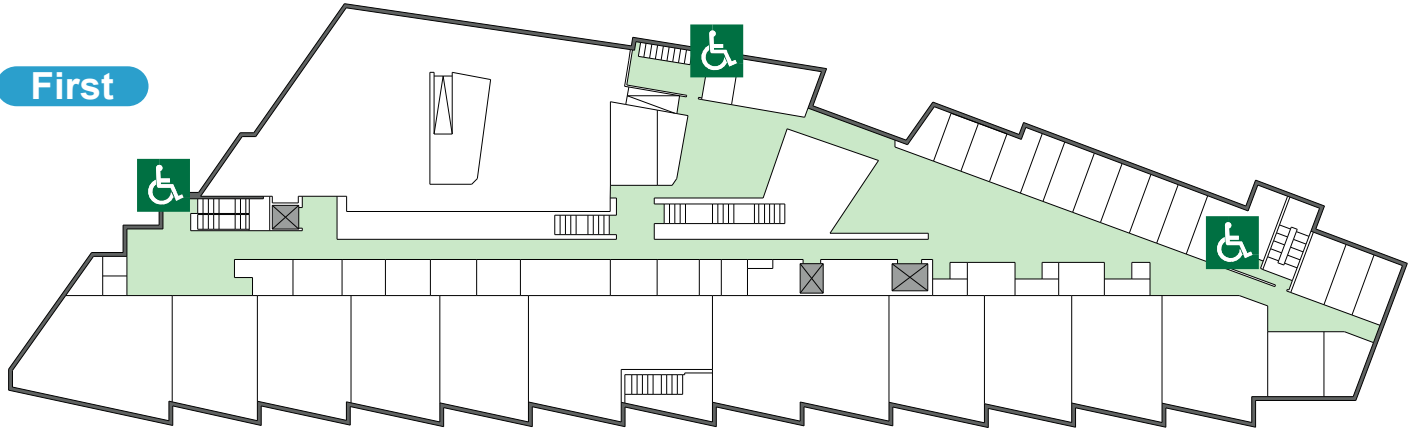
Fire assembly point 4B - Car Park at the end of the building

Design School

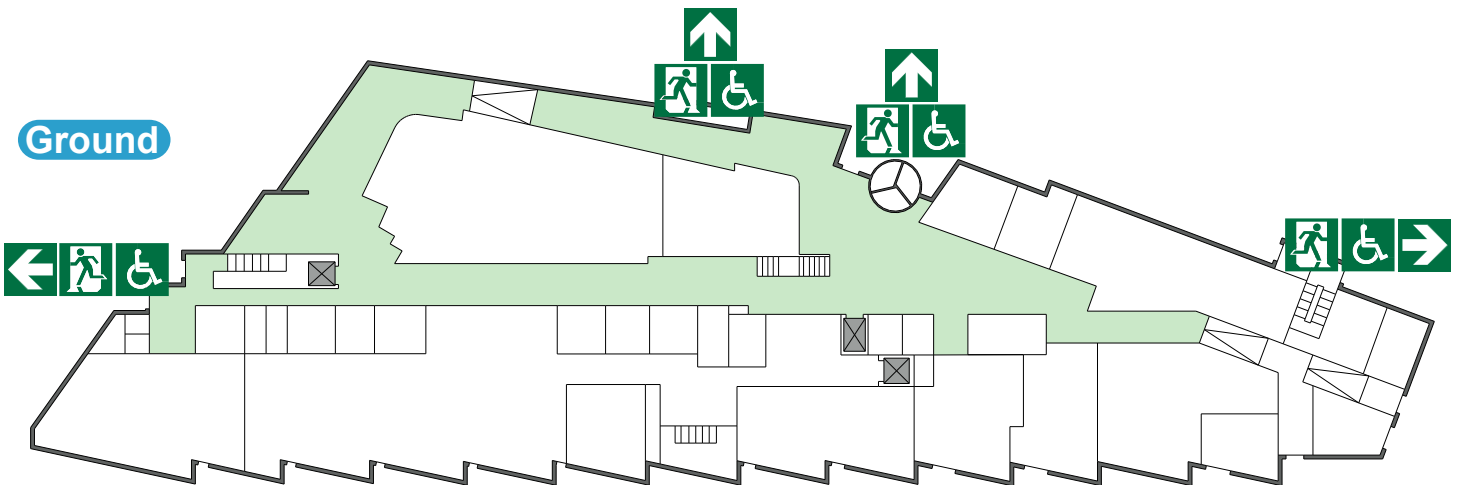
Second



First



Ground



Accessible final exit



Wheelchair lift.



Safe refuge