

## Martin Hall Building

LAST UPDATED August 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:

Martin Hall building comprises of 2 floors. All floors are accessible by using the lift.

Emergency egress using this lift is not possible during an evacuation.

A Safe refuge area is available on the first floor located by the admin office and provides 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.

### 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 the 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 Martin Hall 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.

a safe refuge area with EVC System (Emergency Voice Communication System) is available on the first and floor level located by the admin office.



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:

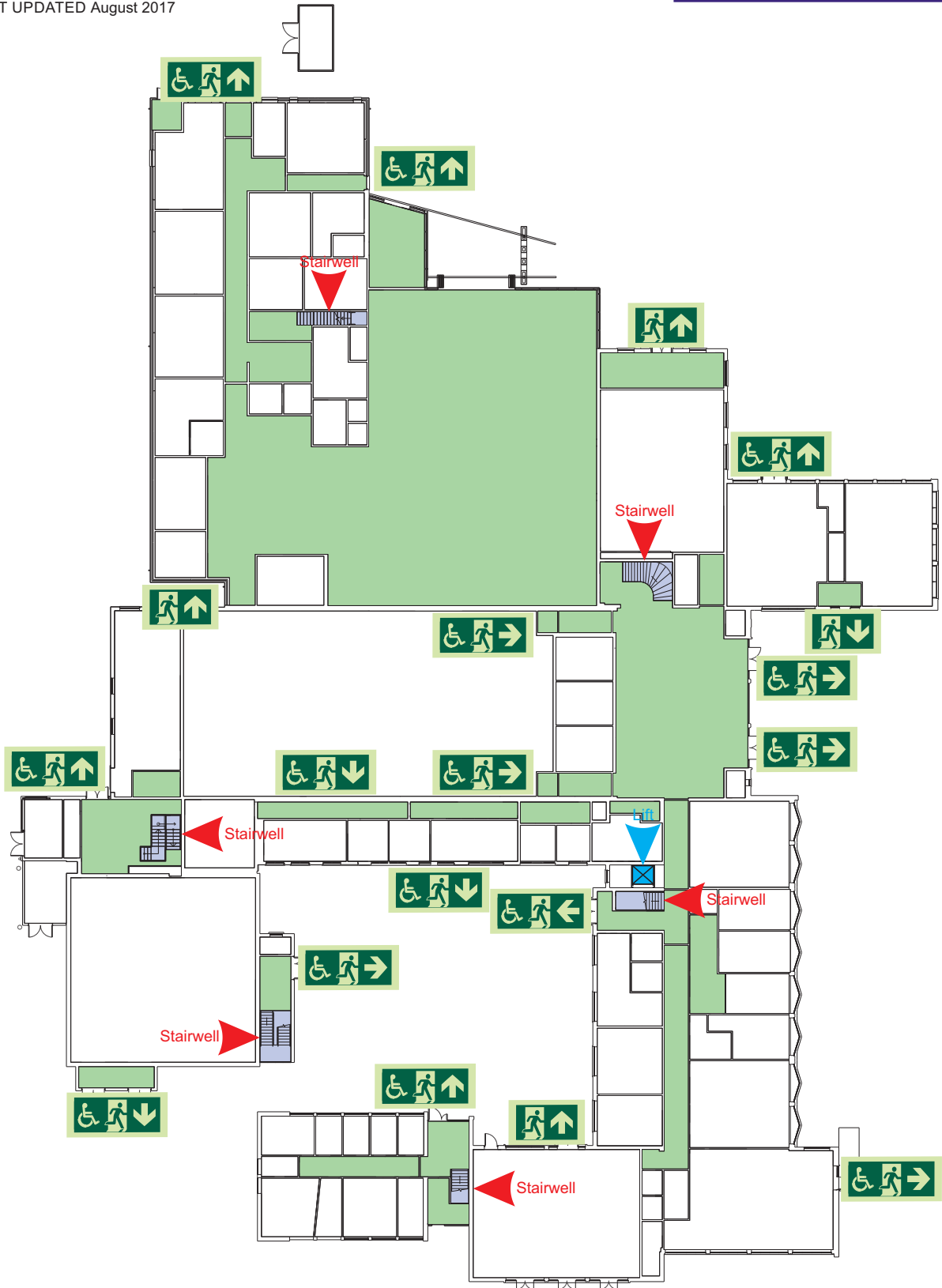
Fire Assembly Point 3

# Generic Emergency Evacuation Plan

Loughborough University

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Ground



Accessible final exit



Evacuation lift



Safe refuge



Evacuation coms



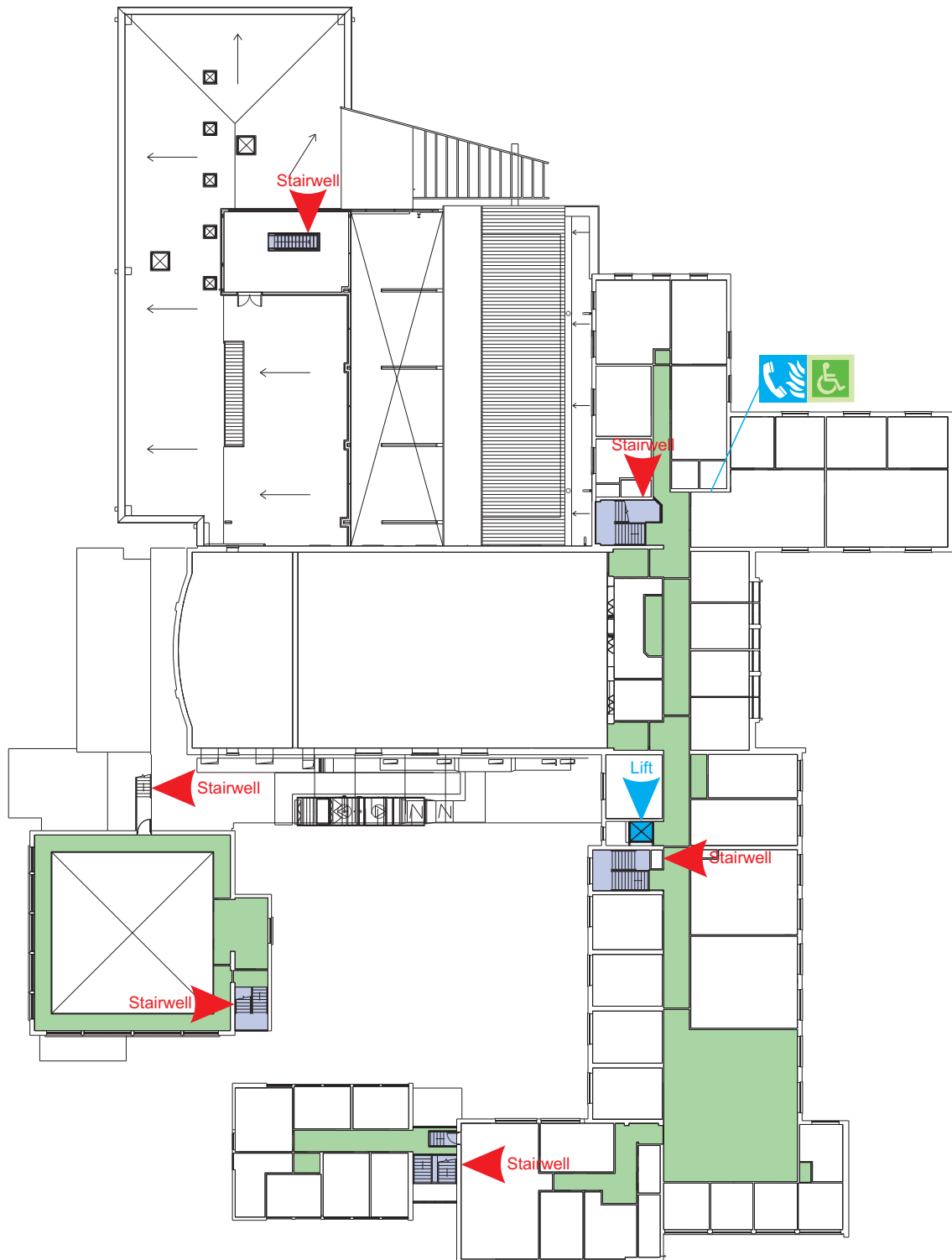
Non evacuation lift

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First



Accessible final exit



Evacuation lift



Safe refuge



Evacuation coms



Non evacuation lift