

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 3 floors. All floors are accessible via the lifts in the main entrance and at the south end of the building.

Ground floor has accessible emergency exits that lead to the fire assembly point. These are located in the main entrance lobby and at each end of the building. A wheelchair evacuation lift is also available by the Cafe area which allows for exit from ground floor. During an emergency, this lift is only to be used if it is safe to do so.

The first and second floors have five fire exits accessible via the central corridors. Four of these exits are nominated safe refuge areas and provide a disabled emergency call point which links directly to security (see attached floor plan).

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.

Emergency egress using the wheelchair lift is possible to exit through the cafe. This should only be used if it is safe to do so.

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, four safe refuge areas are available on the first and second floors.

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.

A wheelchair evacuation lift is available on the ground floor to the Cafe area.



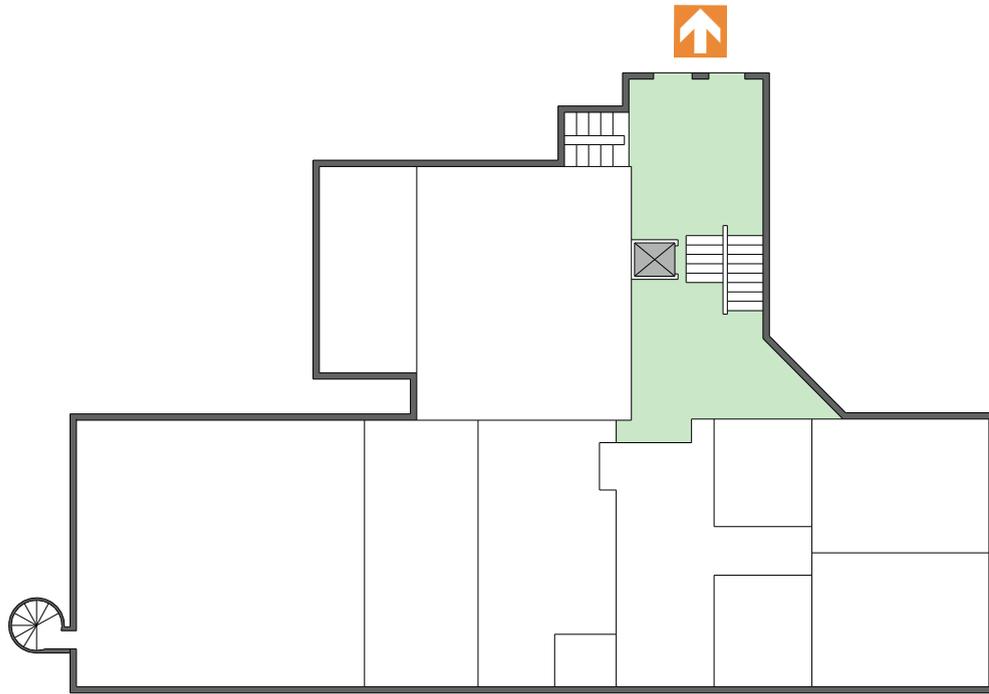
YOUR ASSEMBLY POINT IS:

Fire assembly point 9 - Opposite main entrance

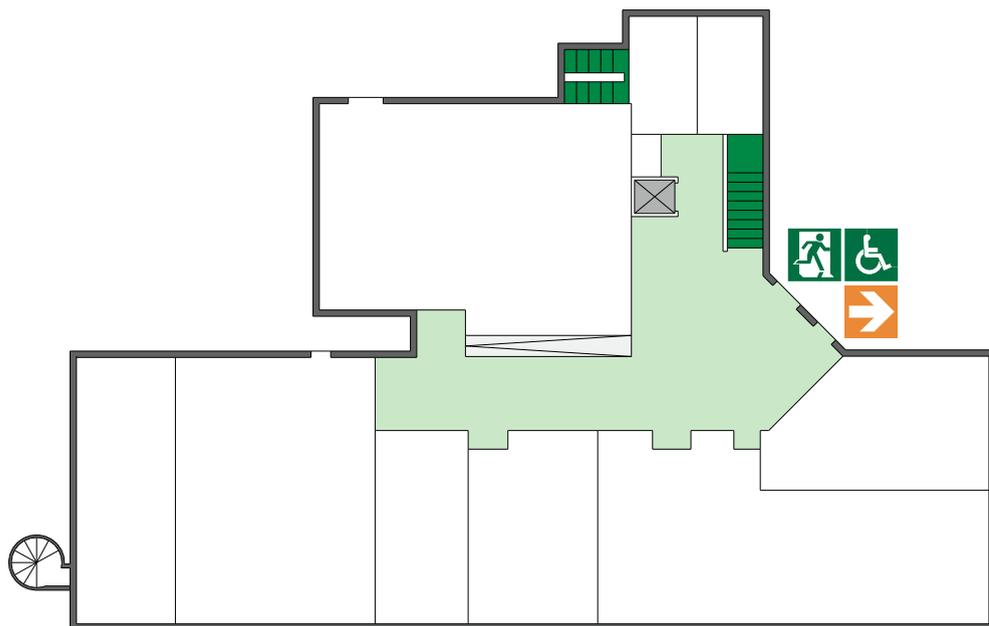
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Alternate emergency egress
to xxx building.

First



Ground



Accessible final exit



Safe refuge