

Directorate of Technology, Estates and Facilities

Generic Emergency Evacuation Plan Innovation Centre

Last updated: 23/08/2024

Purpose:

The purpose of a Generic Emergency Evacuation Plan (GEEP) is to enable visitors to 'Innovation Centre' with restricted mobility or those who may not be able to evacuate unaided, to become familiar with the building's layout, evacuation procedures, available equipment, and communication devices.

If you feel that this document does not provide you with sufficient information or that you may require further assistance, please contact the Fire Safety Officer, 01904 324256.

The building:

The Innovation Centre Building is comprised of 3 floors. Accessible entrances and fire exits are all situated on the Ground floor.

There are no safe refuge areas for this building. A personalised assisted escape plan should be pre-arranged by contacting the University's Fire Officer.

Access to all floors are made through the use of the 2 lifts situated towards the centre and right of the building. These lifts are not to be used in an emergency.

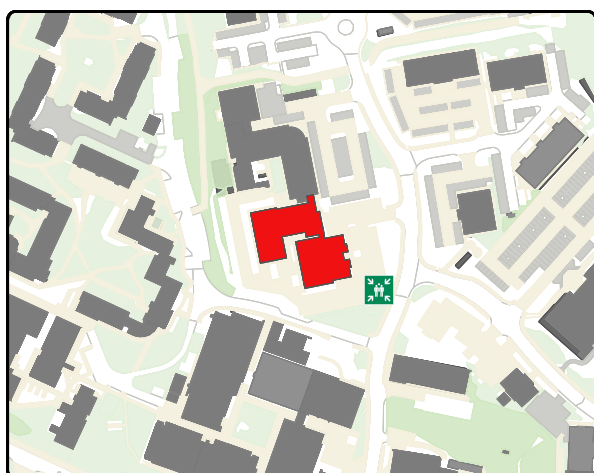
Action required on hearing the fire alarm:

If able, you should leave the building immediately by using 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 refuge areas that are located next to staircases or lifts (see attached floor plans). Use the provided communication device to notify Campus Safety of your location and any need for assistance.

Other recommendations:

It is recommended that all visitors should familiarise themselves with the fire alarm signals, emergency procedures and floor layout.



Your fire assembly point is: 44

 7 Fire Exit Point(s)

IN CASE OF FIRE

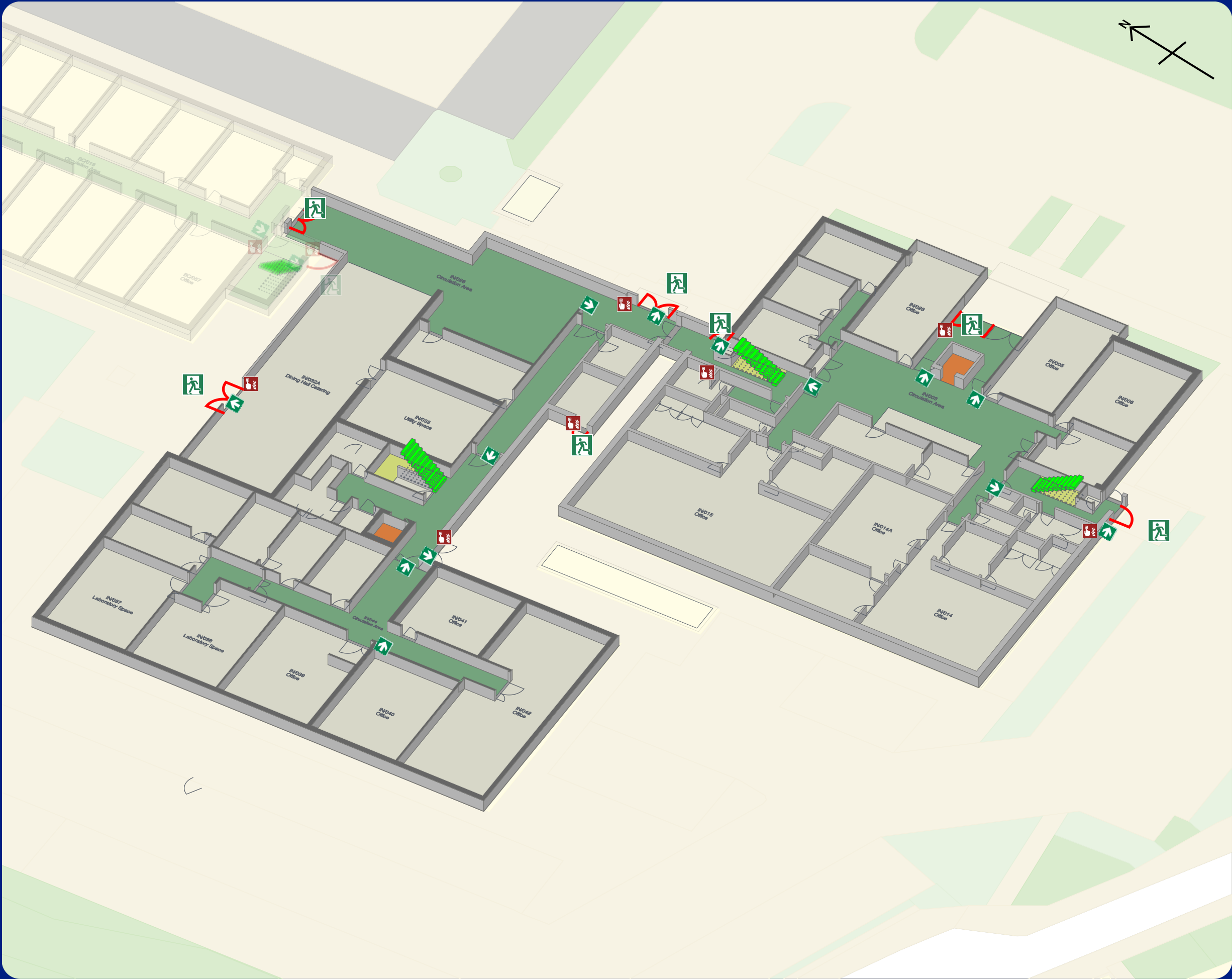
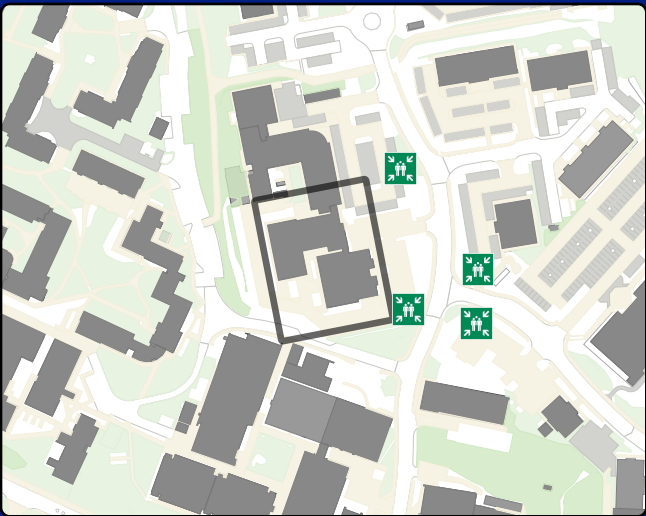
- Operate nearest fire alarm call point.
- Do not attempt to use a fire extinguisher.
- Call 999 for the Fire Service.

ON HEARING THE ALARM

- If able, leave the building immediately by using the nearest fire exit and report to the assembly point.
- Do not panic, do not run.
- If you are unable to evacuate the building unaided, proceed to the nearest safe refuge point and use the provided communication device to notify Campus Safety of your location and need for assistance.
- Lifts are not to be used in an emergency.
- Do not re-enter the building until it has been confirmed safe to do so by either the Fire Service or Campus Safety.

If there is information within this plan that is no longer correct, please report this to the University Estates Department.

© OpenStreetMap contributors <https://www.openstreetmap.org/copyright>
Date Created: 22/08/2024



 Building Exit Point

 Emergency Exit

 Call Point

 Sign: Fire Exit Ahead

 Circulation

 Lift

 Stairs

IN CASE OF FIRE

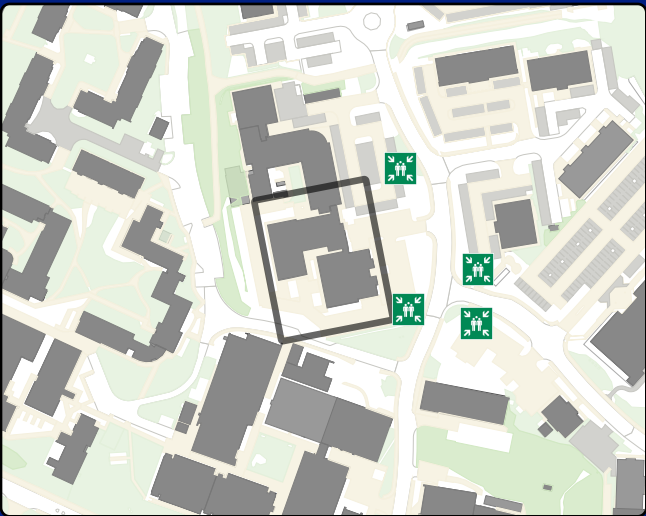
- Operate nearest fire alarm call point.
- Do not attempt to use a fire extinguisher.
- Call 999 for the Fire Service.


ON HEARING THE ALARM


- If able, leave the building immediately by using the nearest fire exit and report to the assembly point.
- Do not panic, do not run.
- If you are unable to evacuate the building unaided, proceed to the nearest safe refuge point and use the provided communication device to notify Campus Safety of your location and need for assistance.
- Lifts are not to be used in an emergency.
- Do not re-enter the building until it has been confirmed safe to do so by either the Fire Service or Campus Safety.


If there is information within this plan that is no longer correct, please report this to the University Estates Department.


© OpenStreetMap contributors <https://www.openstreetmap.org/copyright>
Date Created: 22/08/2024





Call Point

Refuge Point

Sign: Fire Exit Ahead

Circulation

Lift

Stairs

IN CASE OF FIRE

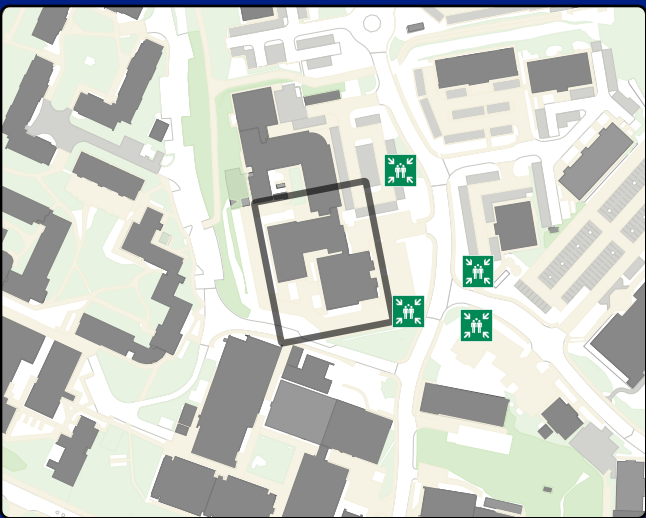
- Operate nearest fire alarm call point.
- Do not attempt to use a fire extinguisher.
- Call 999 for the Fire Service.

ON HEARING THE ALARM

- If able, leave the building immediately by using the nearest fire exit and report to the assembly point.
- Do not panic, do not run.
- If you are unable to evacuate the building unaided, proceed to the nearest safe refuge point and use the provided communication device to notify Campus Safety of your location and need for assistance.
- Lifts are not to be used in an emergency.
- Do not re-enter the building until it has been confirmed safe to do so by either the Fire Service or Campus Safety.

If there is information within this plan that is no longer correct, please report this to the University Estates Department.

© OpenStreetMap contributors <https://www.openstreetmap.org/copyright>
Date Created: 22/08/2024



IN CASE OF FIRE

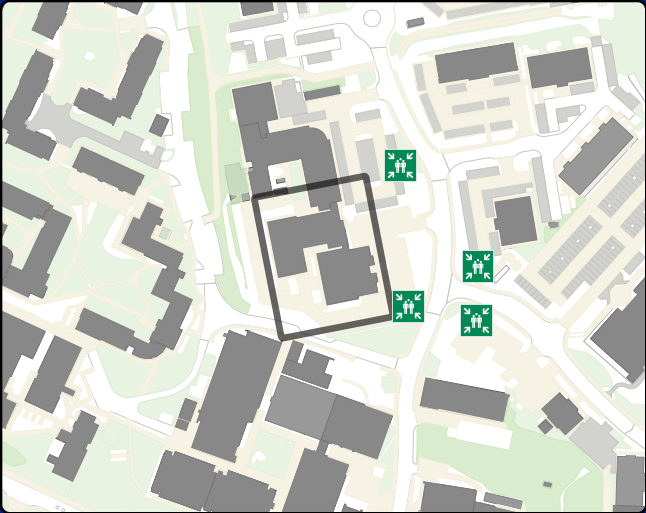
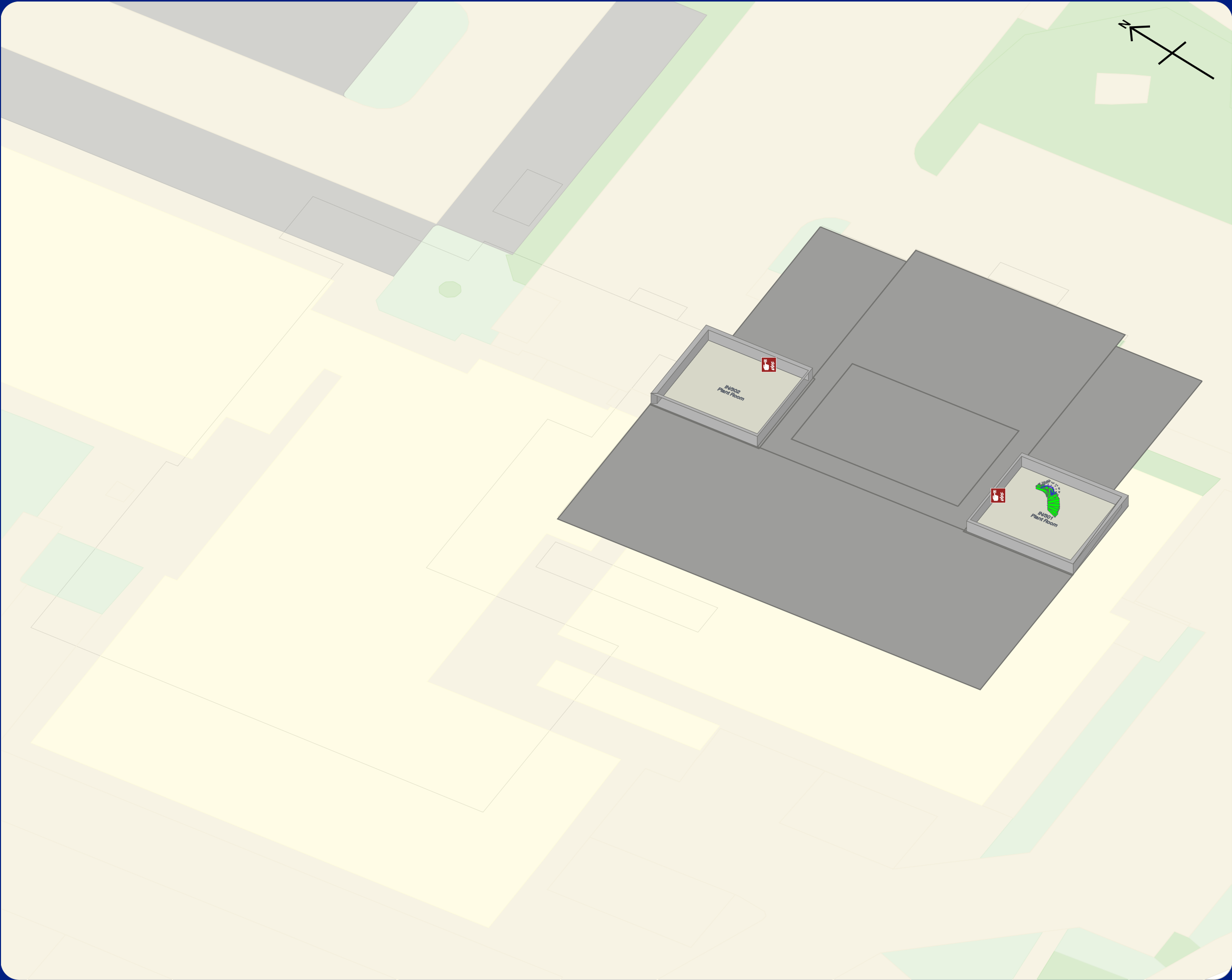
- Operate nearest fire alarm call point.
- Do not attempt to use a fire extinguisher.
- Call 999 for the Fire Service.

ON HEARING THE ALARM

- If able, leave the building immediately by using the nearest fire exit and report to the assembly point.
- Do not panic, do not run.
- If you are unable to evacuate the building unaided, proceed to the nearest safe refuge point and use the provided communication device to notify Campus Safety of your location and need for assistance.
- Lifts are not to be used in an emergency.
- Do not re-enter the building until it has been confirmed safe to do so by either the Fire Service or Campus Safety.

If there is information within this plan that is no longer correct, please report this to the University Estates Department.

© OpenStreetMap contributors <https://www.openstreetmap.org/copyright>
Date Created: 22/08/2024



Call Point