

Generic Emergency Evacuation Plan (GEEP)

Angela Marmont (Graduate House)

Reviewed: November 2023

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:

Angela Marmont (Graduate House) is comprised of 2 floors. The first floor is accessible via the stairs and stair lift.

The buildings main entrance provides an emergency final exit at ground floor level dispersing directly to outside.

Emergency egress using the stair lift during an evacuation should not be undertaken. Any occupant requiring assistance to egress from the first floor, should either wait in the main space, or one of the two temporary refuge areas at the top of the main staircase or outside spiral staircase (depending on the emergency scenario). Assistance from security should be called using a mobile phone (emergency number given below).

On the ground floor, an alternative emergency exit is also provided from the main teaching room.

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 wait in the main space, or one of the two temporary refuge

LOUGHBOROUGH UNIVERSITY EMERGENCY INSTRUCTIONS

IN CASE OF FIRE



Sound the alarm. Operate the nearest fire alarm call point.



Telephone internal emergency number 888 or 0800 526 066 if using outside line or mobile phone. 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 14



When alarm sounds 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.

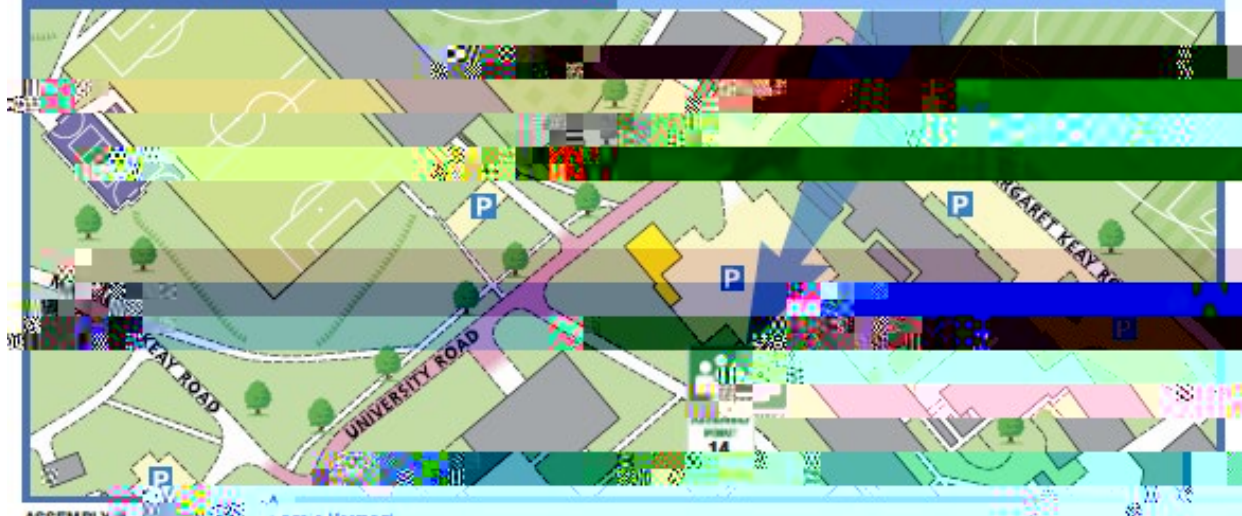


In the event of a first aid emergency, contact the first aid post immediately. Security on the alarm will contact an ambulance or nearest medical centre on its way to campus.

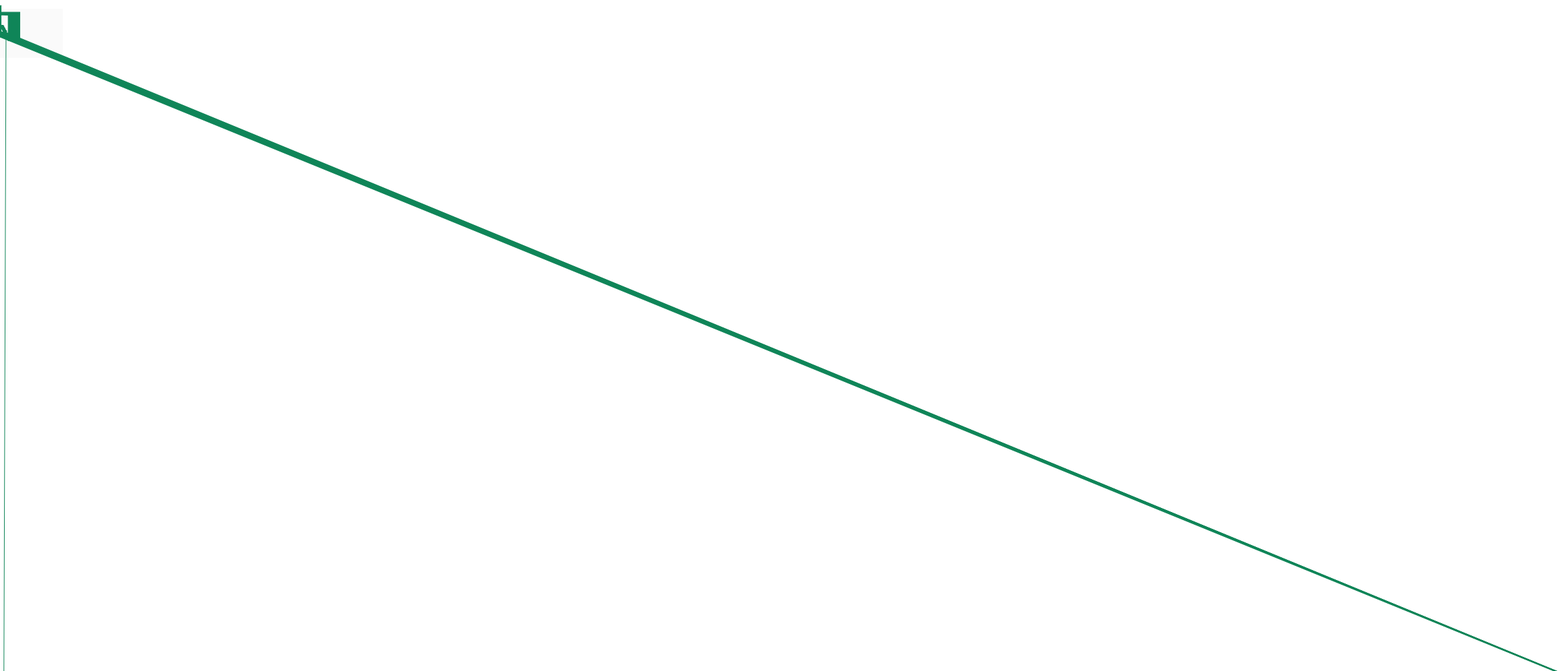


In the event of any other emergency, contact 111 Security on the alarm numbers. In the event of any delay in contacting Security, call 999 for the relevant emergency service.

Assembly point 14 is allocated to this building which is shown in yellow



GROUND FLOOR LEVEL
GENERIC EMERGENCY EVACUATION PLAN (GEI



FIRST FLOOR
ENERGIC EMERGENCY EVACUA

