

## **Generic Emergency Evacuation Plan Tower Block Blue Zone**

(v3)

### **Purpose:**

The purpose of a Generic Emergency Evacuation Plan (GEEP) is to enable users/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 London Metropolitan University Health and Safety Team at [hszone@londonmet.ac.uk](mailto:hszone@londonmet.ac.uk).

### **The Building:**

The Tower Block Blue Zone is comprised of 14 floors. All floors are accessible via the lifts adjacent to the main reception. Wheelchair access via all lifts. These lifts are not to be used during a fire.

Accessible exits are available on the ground floor of the building. Emergency egress is also possible from the first floor into the adjacent Red and Yellow zones.

All floors have a safe refuge area adjacent to the lifts in the lift lobby and provides a disabled emergency call point which links directly to Security Control. In the unlikely event that the system does not operate you should contact Security on **0207 320 3333**.

### **Action required on hearing the fire alarm:**

If able, you should leave the building immediately by the nearest fire exit and report to the assigned assembly point for the building.

If you are unable to evacuate the building unaided, please proceed to the safe refuge on the floor you are on (see attached floor plan).

All floors have a Safe Refuge point where they are marked on the drawing with the exception of the ground floor. Accessible fire exits are available on the ground floor of the building (see attached plans), and these are to be used as the primary exit from the building.

A disabled emergency call point is available at each safe refuge. Use this to contact the security team and notify them of your location, details are on the refuge sign on the wall adjacent to call point. Security will see your location on their screen when you press the call button. In the unlikely event that the system does not operate you should contact Security on 0207 320 3333.

### **Other recommendations:**

It is recommended that all visitors to the Tower Block Blue Zone 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, a safe refuge is available on all floors from the 1st floor. A disabled emergency call point that links directly to security is located in each of the refuge areas. Evacuation chairs are provided in the lift lobby safe refuge areas on floors 4<sup>th</sup>, 7<sup>th</sup> and 11<sup>th</sup>.



**YOUR ASSEMBLY POINT IS: ROLLITT STREET**



## Disabled Emergency Call Point



Disabled persons refuge/evacuation location:



This refuge point gives safe refuge from the effects of smoke and fire for a minimum of 30 minutes.  
Pressing the Push for Help button will call the building management / fire marshal.  
Your safe evacuation can be triggered as soon as you Press the Push for Help button.



### PLACING A CALL

To call for assistance, simply press and release the red Push for Help button. You will hear a telephone ring tone and the button will flash faster.



Building management / fire marshals now know that you are in need of assistance and where you are. They will speak to you to confirm your location and the evacuation plan.



### TALKING TO THE BASE STATION

Press and hold the Push for Help button. Wait for the button to light up and a double-beep to sound, then talk clearly into the microphone situated just above the button. When you have finished talking, release the button.



Always inform the operator of your name, type of disability and any special assistance required.



You should keep calm and avoid any unnecessary stress. Wait in the designated refuge area until assistance arrives.



Do not take risks.

Do not leave the refuge point area without the assistance of a Fire Marshal or the Fire and Rescue Service.

