

## **Generic Emergency Evacuation Plan Shoreditch Building**

(V1)

### **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 Shoreditch Building is comprised of 5 floors. All floors are accessible via the lift adjacent to the main reception. Wheelchair access via the lift. This lift is not to be used during a fire.

Accessible exits are available on the ground floor of the building; main staircase exit; main reception exit and side door onto Basing Place.

A safe refuge is available on all floors above ground. The lift lobbies are equipped with a disabled emergency call point which links directly to reception and Holloway security control room.

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

If able, you should leave the building immediately by the nearest fire exit (fire directional signage should direct you to the nearest exit), and report to the assigned assembly point for the building which is detailed below.

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).

A disabled emergency call point is available at each safe refuge. Use this to contact the security team and notify them of your exact location. In the unlikely event that the system does not operate you should contact Security Control on **0207 320 3333**.

### **Other recommendations:**

It is recommended that all visitors to Shoreditch building familiarise themselves with the fire alarm signals and floor layout of the building. Floor plan locations have been provided with this document.

### **Equipment provided:**

In addition to the general fire alarm, a safe refuge and refuge call point is available on all upper floors at the lift lobby. The evacuation chair is provided in the lift lobby on the upper floors.

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.



- **Main staircase exit, reception exit and side exit to Basing Place:** On the pathway in front of Basing House.
- **Back stairwell exit to NCC College:** Assemble at NCC Basketball Court.



Ground floor

**Fire exit** Final exit











