

# Generic Emergency Evacuation Plan

## 16 Goulston Street

(v.3)

### 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:

Goulston Street is comprised of 3 floors and a basement. All floors are accessible via the lifts (lift 1 and lift 2) 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. All floors have a safe refuge in stairwell landings (staircase 1 and 2) on all floors except the ground floor which is accessible.

### Action required on hearing the fire alarm:

If able, you should leave the building immediately by the nearest marked 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 with is located in the fire protected staircase.

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 Goulston Street familiarise themselves with the fire alarm signals and floor layout of the building.

### Equipment provided:

In addition to the general alarm, a safe refuge is available on all floors from the 1st floor up. A notice is available on the wall in the safe refuge area which provides you with the Security emergency control room number. Use this to contact the security team and notify them of your location, details are on the refuge sign on the wall. You should contact Security on 0207 320 3333.

Accessible fire exits are available on the ground floor of the building, and these are to be used as the primary exit from the building.



**YOUR ASSEMBLY POINT IS: RESOLUTION PLAZA**