

Generic Emergency Evacuation Plan Tower Block Green Zone

(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.

The building:

The Tower Block Green Zone is comprised of 5 floors and a basement. All floors are accessible via the lifts in:

- **Benwell Road Extension (Lifts S and R)**
- **Benwell Road Extension (accessible hoist, Q)**
- **P Block (Lift N)**
- **Benwell Road (Lift M)**

Wheelchair access via all lifts. These lifts are not to be used during a fire.

Staircases serving yellow zone are:

- **Staircase 18 (Benwell Road Extension);**
- **Staircase 17 (Benwell Road Extension)**
- **Staircase 19 (Benwell Road Extension)**
- **Staircase 20 (Benwell Road Extension)**
- **Staircase 11 (P Block)**
- **Staircase 12 (Benwell Road)**

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 safe refuge points within fire protected staircases (listed above).

Disabled emergency call point which links directly to Security are provided at:

- **Benwell Road Extension (staircase 19, floors 1,2 and 3)**
- **P Block (staircase 11, floors 1,2, and 3)**
- **Benwell Road (Lift lobby, floors 1, 2,3,4 and 5)**

Instructions on how to use the refuge point are attached below. 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 (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 listed protected staircases and refuge call point locations above**).

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.

A disabled emergency call point is available at the listed safe refuge points. Use these 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.

Other recommendations:

It is recommended that all visitors to the Tower Block green 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:

Disabled emergency call points locations are detailed above.

Evacuation chairs are provided in:

- **Benwell Road Extension (staircase 19, 2nd floor)**
- **Benwell Road Extension (staircase 20, 1st floor)**
- **P Block (staircase 11, 2nd floor)**
- **Benwell Road (staircase 12, 2nd floor)**

Assembly points for green zone are:

- **Benwell Road. Corner with Bryantwood Road**
- **Benwell Road. Corner with Drayton Park Road**

Details of the assembly point are provided in the Fire Actions Notices affixed next to manual call points and fire exits.

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.



YOUR ASSEMBLY POINT IS: BENWELL ROAD

