

Generic Emergency Evacuation Plan

Learning Centre

(v.2 Updated 19th of September 2025)

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 Learning Centre is comprised of 3 floors and a mezzanine, plus a basement. All floors are accessible via the lift adjacent to the main reception. Wheelchair accessibility via 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 as shown on the drawings attached and provides a disabled emergency call point which links directly to Security.

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 either in staircase enclosures or in lobbies for staircase enclosures 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, and these are to be used as the primary exit from the building, except from the main entrance.

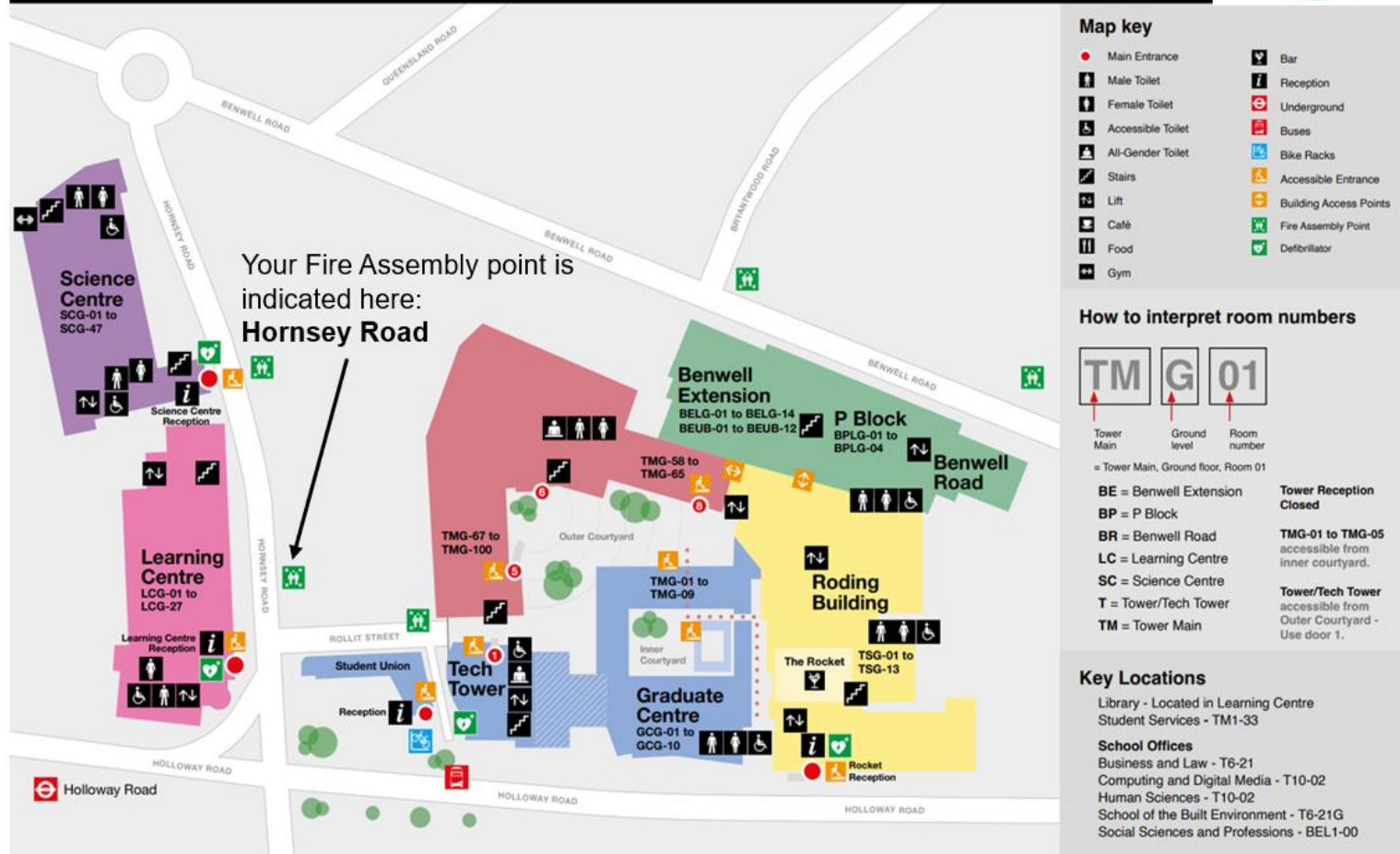
A disabled emergency call point is available at safe refuges. Use this to contact the security team and notify them of your location, details are on the refuge sign on the wall adjacent to the call point. Security will see your location on their screen when you press the call button. Instructions on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

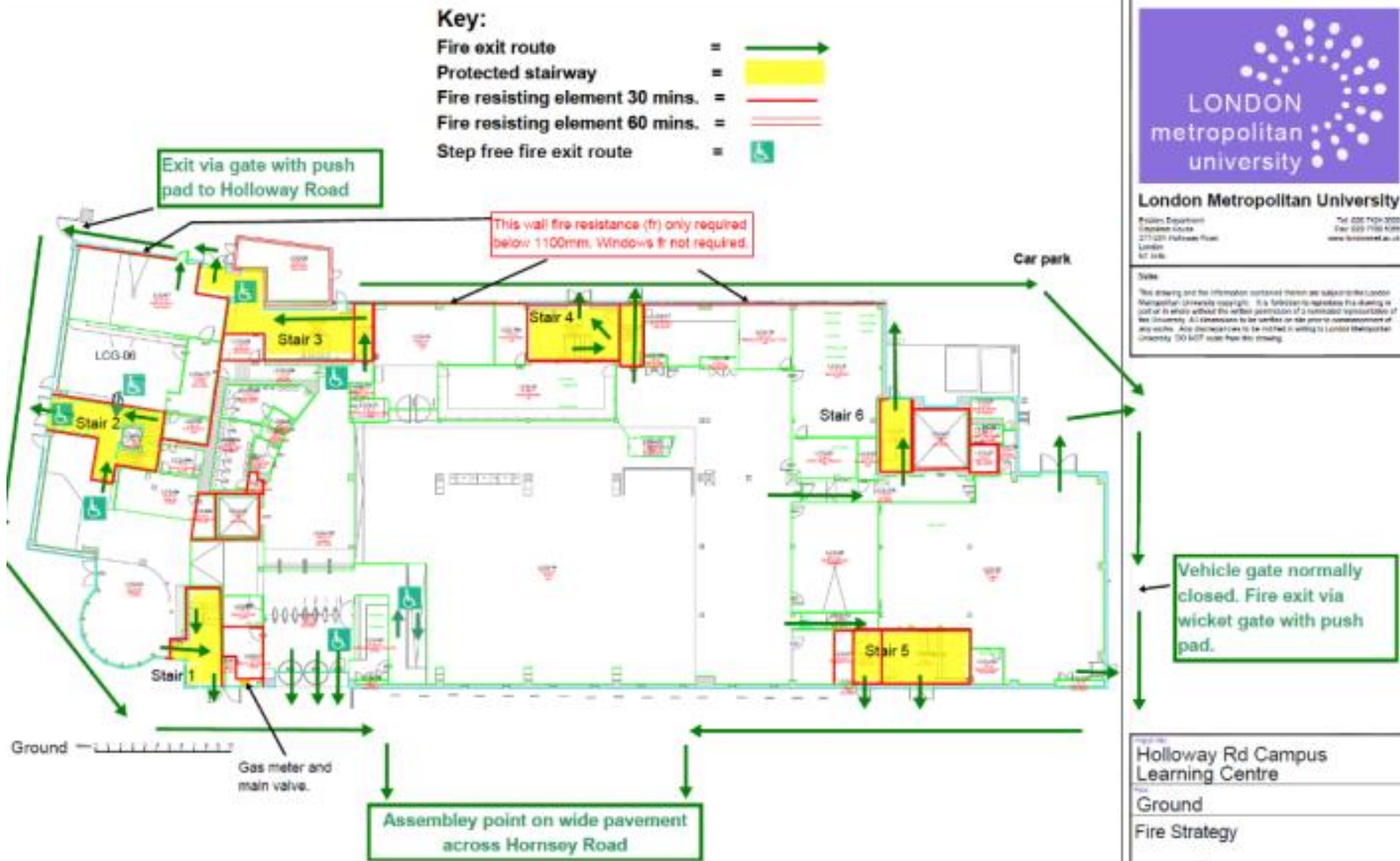
Other recommendations:

It is recommended that all visitors to the Learning Centre familiarise themselves with the fire alarm signals and floor layout of the building. Floor plans with safe refuge 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 mezzanine level and up. A disabled emergency call point that links directly to security is located in each of the refuge areas. Evacuation chairs are provided in staircase 3 floor 2; staircase 7 floor 2 and staircase 2, floor 2.






London Metropolitan University





Public Department
 Holloway Road
 217-221 Holloway Road
 London
 N7 8DB

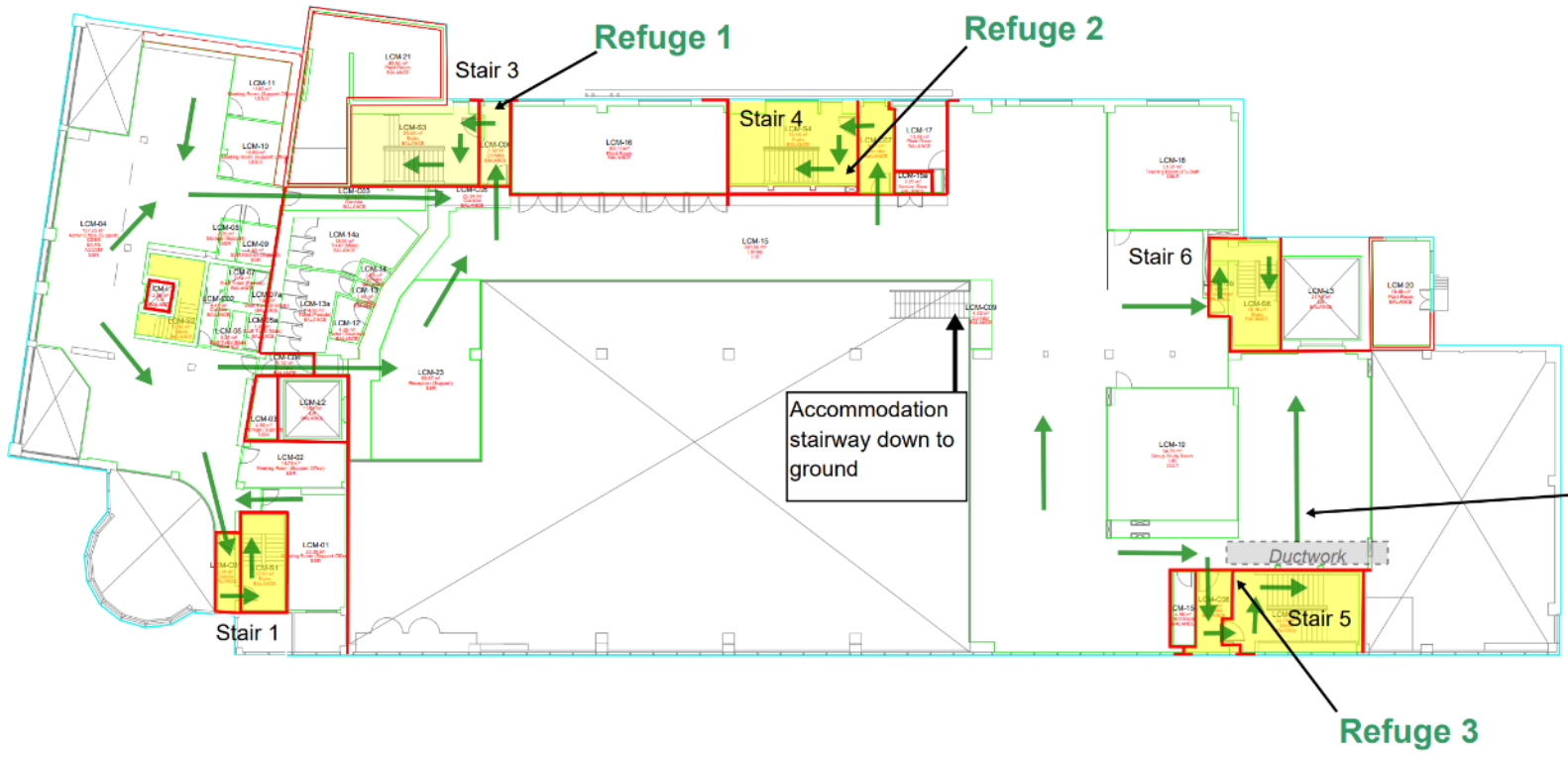
Tel: 020 729 2000
 Fax: 020 729 2009
 www.londonmet.ac.uk

Notes:

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Key:

- Fire exit route** = 
- Protected stairway** = 
- Fire resisting element 30 mins.** = 
- Fire resisting element 60 mins.** = 



Ground Mezzanine



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 Stapleton House
 277-281 Holloway Road
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 N7 8HN

Tel: 020 7424 0000
 Fax: 020 7700 5356
 www.londonmet.ac.uk

Notes





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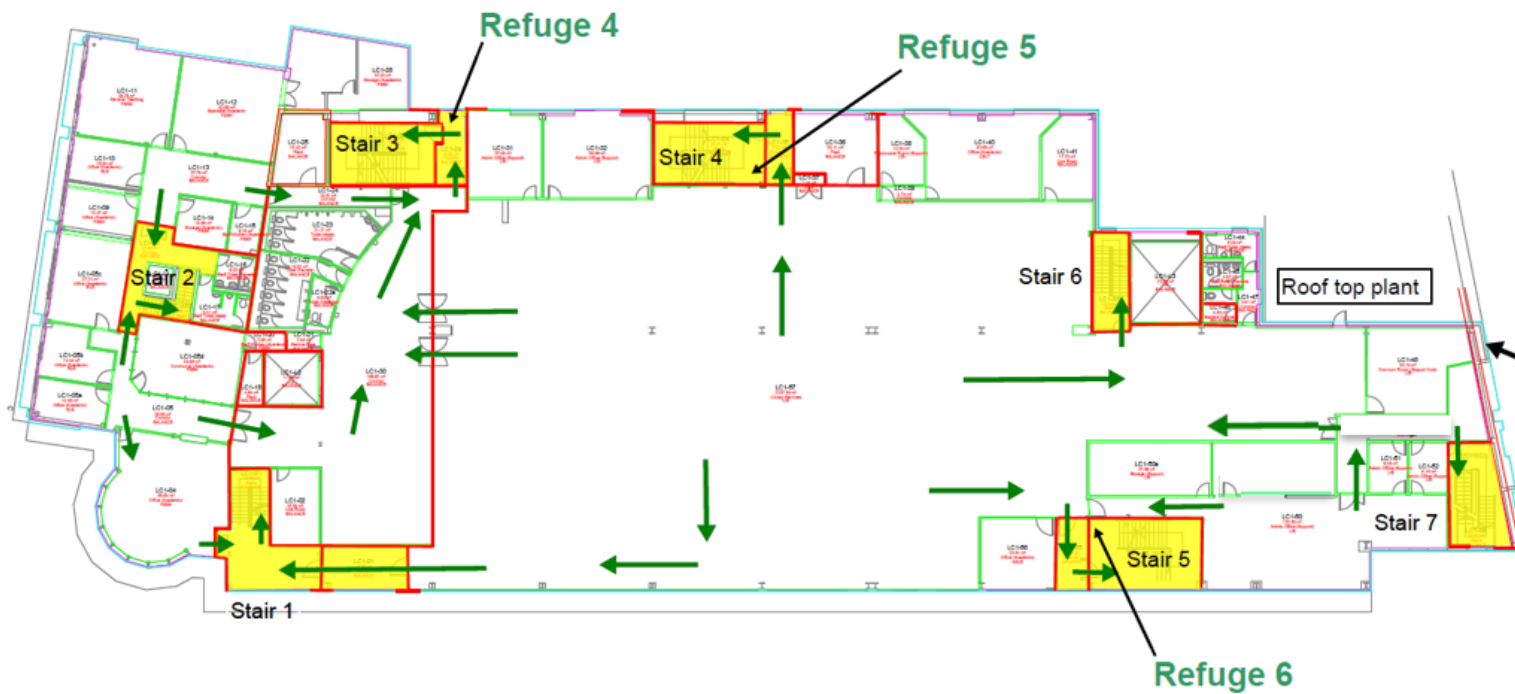
Single direction of escape (< 18m) due to low headroom from ductwork by stairway 5.

Project Title:
Holloway Rd Campus Learning Centre

Floor:
Mezzanine

Key:

- Fire exit route = 
- Protected stairway = 
- Fire resisting element 30 mins. = 
- Fire resisting element 60 mins. = 



1st 



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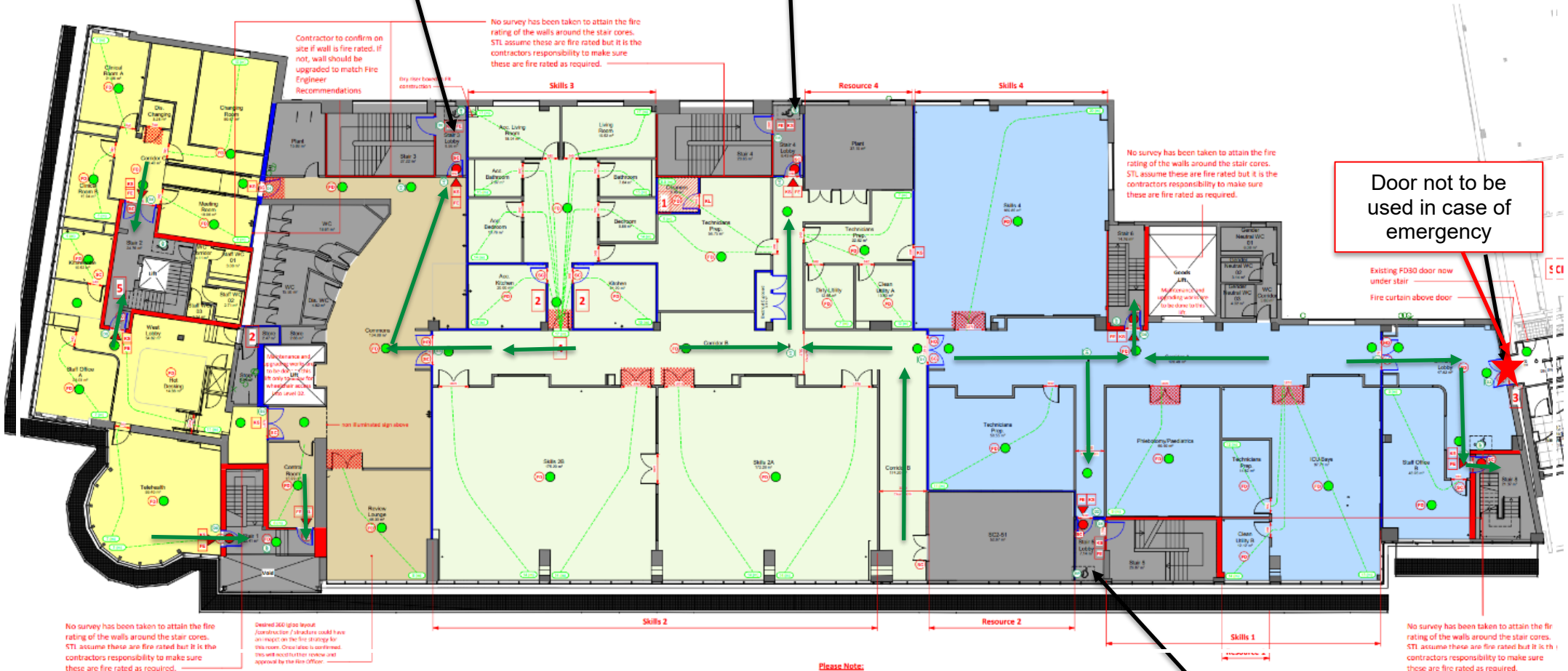
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**Link to Science Centre,
 normally closed.
 NOT A FIRE ESCAPE
 ROUTE!**

Project Title
**Holloway Rd Campus
 Learning Centre**
 Floor
First Floor

Refuge 7

Refuge 8



Contractor to confirm on site if wall is fire rated. If not, wall should be upgraded to match Fire Engineer Recommendations

No survey has been taken to attain the fire rating of the walls around the stair cores. STL assume these are fire rated but it is the contractors responsibility to make sure these are fire rated as required.

dry rise board fire construction

No survey has been taken to attain the fire rating of the walls around the stair cores. STL assume these are fire rated but it is the contractors responsibility to make sure these are fire rated as required.

Door not to be used in case of emergency

Existing FD30 door now under stair
Fire curtain above door

No survey has been taken to attain the fire rating of the walls around the stair cores. STL assume these are fire rated but it is the contractors responsibility to make sure these are fire rated as required.

Desired JGCI up to layout. Construction / structures could have an impact on the fire strategy for this room. Once this is confirmed this will be notified to the Fire Officer.

Please Note:

No survey has been taken to attain the fire rating of the walls around the stair cores. STL assume these are fire rated but it is the contractors responsibility to make sure these are fire rated as required.

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.