

Generic Emergency Evacuation Plan - Science Centre

(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:

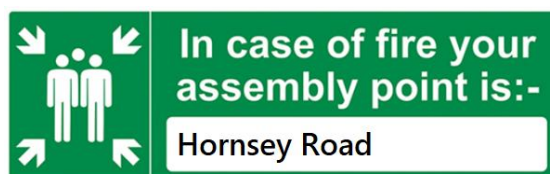
The Science Centre is comprised of 3 floors. All floors are accessible via the lift adjacent to the main reception. Wheelchair access via all lifts. **In the event of a fire do not use these lifts.**

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. Instructions on how to use the refuge call point are attached. 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 leave the building by the stairs, please proceed to the nearest refuge point (see attached floor plan). All floors have a Safe Refuge point where they are marked on the drawing apart from the ground floor.

Accessible fire exits are available on the ground floor of the building (see attached plan), 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.

Other recommendations:

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

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.

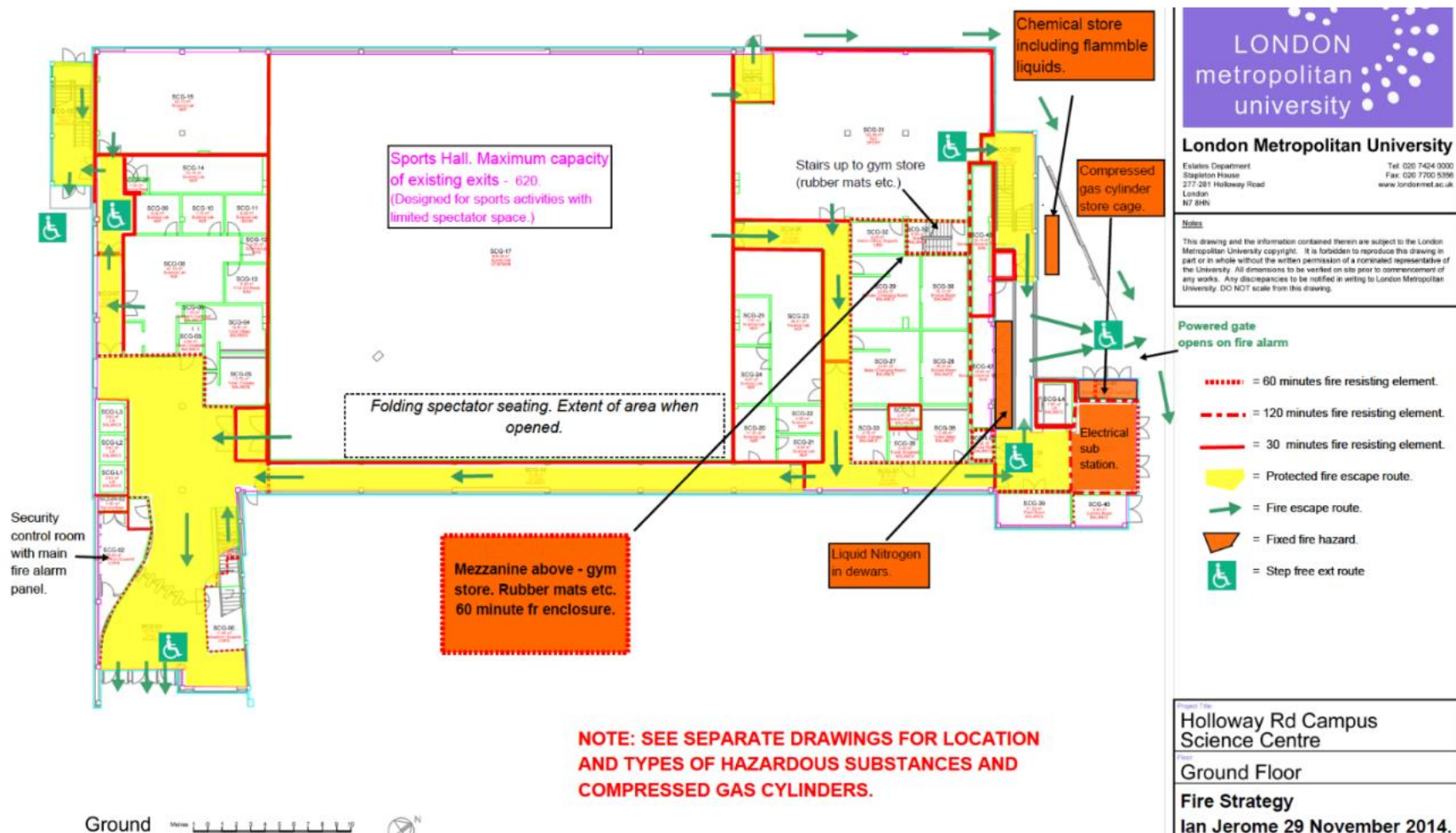


You should keep calm and avoid any unnecessary stress. Wait in the designated refuge area until assistance arrives.



Do not take risks.

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





LONDON metropolitan university

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Notes

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- = 60 minutes fire resisting element.
- - - = 120 minutes fire resisting element.
- = 30 minutes fire resisting element.
- Yellow shaded area = Protected fire escape route.
- Green arrow = Fire escape route.
- Orange triangle = Fixed fire hazard.

Project Title

Holloway Rd Campus Science Centre

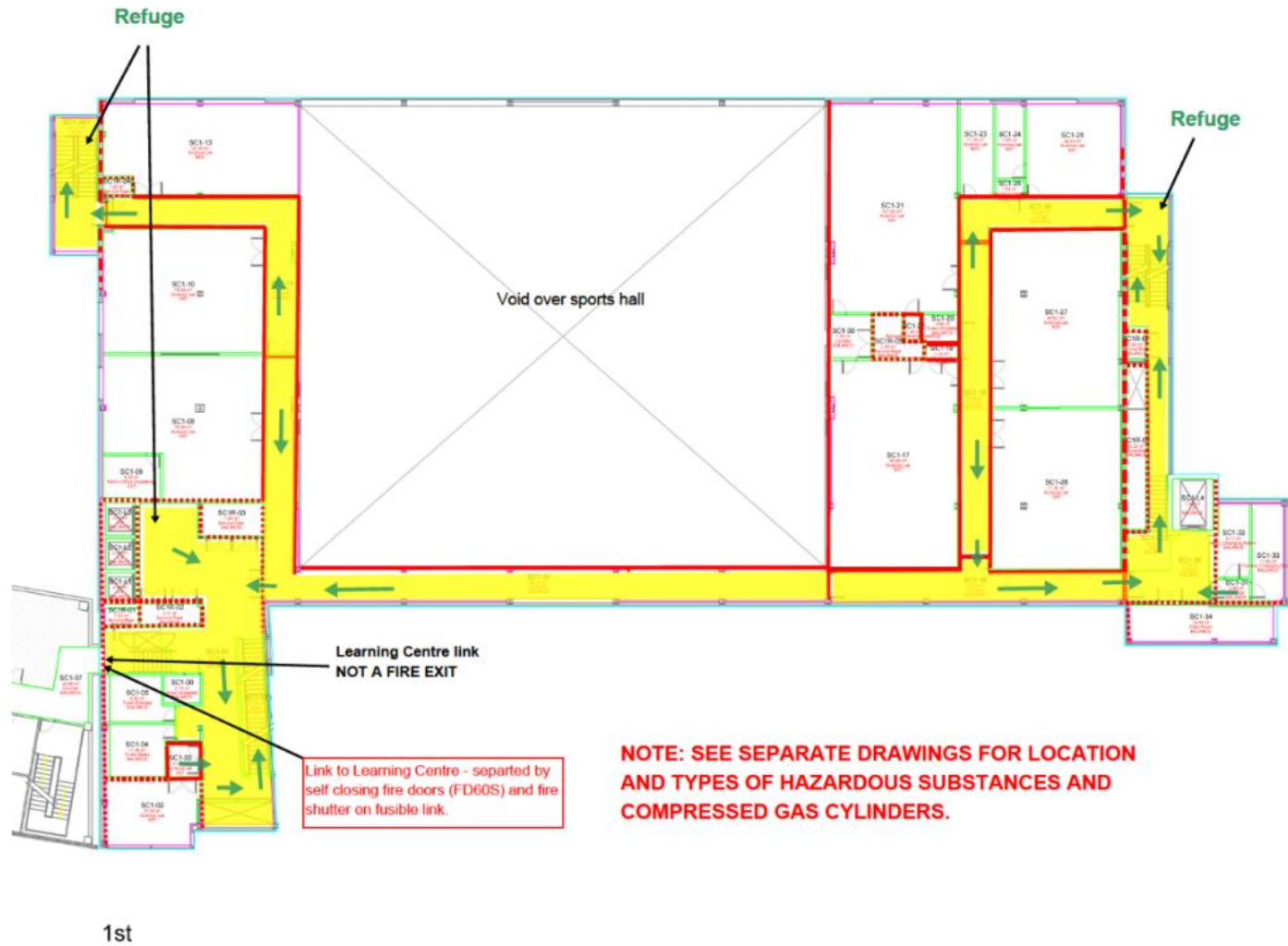
Floor

First Floor

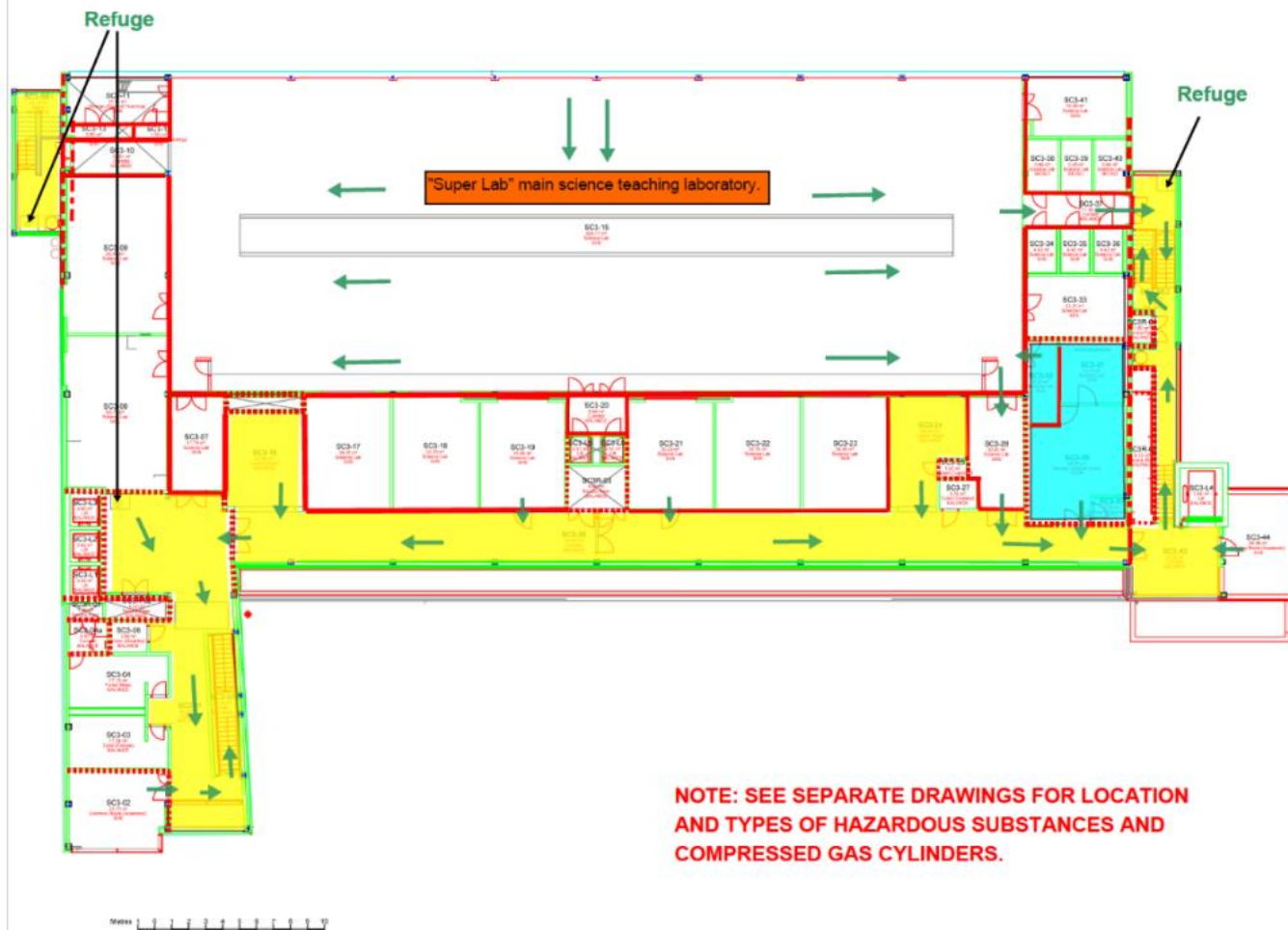
Fire Strategy.

Ian Jerome 02 December 2014.

Based on Architect's (Pascall & Watson) drawings from 06 Aug 2003.



Aug 2003.



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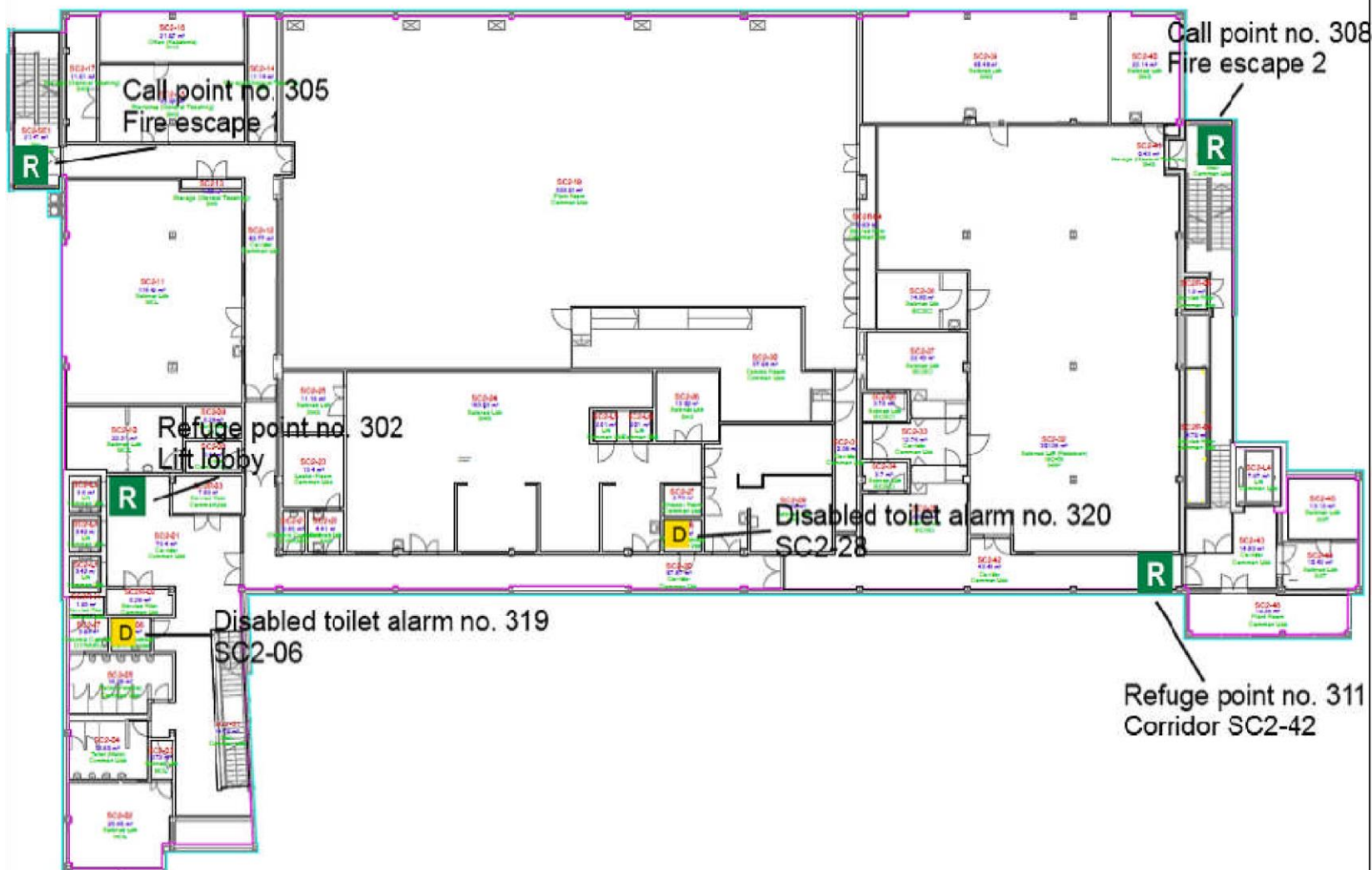
- = 60 minutes fire resisting element.
- = 120 minutes fire resisting element.
- = 30 minutes fire resisting element.
- = Protected fire escape route.
- = Fire escape route.
- = Fixed fire hazard.
- = Area protected by gaseous suppression

Project Title
Holloway Rd Campus
Science Centre

Room
Third Floor

Fire Strategy.

Ian Jerome 04 December 2014.
Based on Architect's (Pascall & Watson) drawings from 06 Aug 2003.



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- R** Fire Refuge Point
- E** Evacuation Chair Point
- D** Disabled toilet alarm

Project Title	Holloway Rd Campus Science Centre
Floor	Second Floor
Drawing Title	Fire Refuge Points

