Emergency Evacuation Procedures for
Staff, Students and Visitors

Version 1.9

November 2017
Please take the time to familiarise yourself with the evacuation procedures. It is important that you are aware of where fire exits are located (see appendix 2).

Each of the stairwell' contain refuge points on each floor for individuals with mobility issues. If necessary, individuals with mobility issues can wait for assistance at one of the refuge points and they are able to use an intercom system speak to fire wardens during an evacuation. We also have a designated fire-fighting lift which is located at the University Road/Lancaster Road corner of the building (see appendix 2). The fire-fighting lift can also be used by individuals with mobility issues.

If you have a visitor you are responsible (without putting yourself in danger) for ensuring they are able to safely reach a refuge point or evacuate the building. Likewise, if you are in the presence of a colleague with a mobility issue, without putting yourself in danger please assist them to a refuge point.

**Fire Alarm Tests**

The alarms in the George Davies Centre are tested once a week, usually on Tuesdays around 9 am. A notice is displayed in the Building main entrance. If the alarms fail, the Estates Office (2319) and the University Fire Safety Officer (2651) should be informed immediately.

If the alarms are not working, air klaxon horns are deployed to staff in key areas of the building, and staff and users informed regularly by PA of these backup arrangements. Such arrangements are temporary and subject to constant review. If necessary, the building will be cleared and closed in the event of a persisting problem with the alarms.

**Persons Requiring Assistance to Evacuate**

If there are occupants in the building who require assistance to evacuate, they should have a Personal Emergency Evacuation Plan (PEEP) formulated with their manager in consultation with the Lead Fire Warden (Deborah Oldham) and placed on file. This plan should be written down and reviewed regularly. A copy of an example plan is available in Appendix 1. This plan may suffice in most cases.

Visitors and students in the building who are mobility impaired people should also be aware of the arrangements.

**Floor plans highlighting fire exits and fire-fighting lift**

Floor plans which highlight the fire exits, refuges and the fire-fighting lift are provided in appendix 2.

**Building Fire Action**
IF YOU DISCOVER A FIRE

• Immediately operate the nearest fire alarm break-glass call point to raise the alarm. Call points are located near to the emergency exits.

• If possible alert a Fire Warden to the location and apparent extent of the fire.

• Attack the fire only if
  • you are trained
  • it is safe to do so
  • the action will contain or extinguish the fire
  • it is likely to have a direct and immediate effect in protecting life

• The Lead Fire Warden will dial security on 888, and Security will call the Fire Service, if necessary

• Security will call the Fire Service and report:

• Fire at University of Leicester, George Davies Centre

• Lancaster Road, Leicester LE1 7HA

• Security will not hang up until the Fire Service have confirmed the address correctly
ON HEARING THE FIRE ALARM

- Close doors in the vicinity and evacuate the building
- If practicable and safe to do so switch off equipment

**Do Not**

X Do not stop to collect personal belongings
X Do not use the lift – unless authorised to do so
X Do not re-enter the building until you have been told it is safe to do so

**Do**

✓ Use the nearest available signed fire exit

✓ Go to your designated Evacuation Assembly Point – *the pavement area or front car parking area outside the George Davies Centre*

✓ Cooperate fully and observe instructions from Fire Wardens
EXAMPLE PERSONAL EMERGENCY EVACUATION PLAN
FOR BUILDING USERS & VISITORS

Should an emergency arise where there is a need to evacuate the building, there will be an audible announcement from the fire alarm system. Fire Wardens will also tour the building wearing yellow tabards to assist with the evacuation.

If you have a disability or are less mobile it may be helpful for you to know about the following arrangements which will assist you in the event of an evacuation.

(1) It is possible for you to exit the building at ground floor level without assistance by following the Exit notices:

![Exit sign]

(2) At upper levels follow the escape signs into the staircases which are safe refuge areas prior to evacuation taking place. An evacuation lift is provided for evacuation at the front of the building controlled by the fire wardens. You will be guided to this lift by the fire wardens or you may also make your own way to this lift.

Within the staircase refuges, or at the lift marked with the symbol, you will be able to gain assistance by:

![Accessibility symbol]

(3) Press the Evacuation Intercom button to summon assistance. This will alert the Fire Warden in charge of the evacuation process to your location. If necessary, fire Wardens will use the lift to evacuate you.

Go to the assembly point on the pavement in front of the building.
Floor plans highlighting fire exits and fire-fighting lift

Ground and 1st floor each have six Fire exits and Refuges are highlighted in blue.

1 Fire-fighting lift is highlighted in pink.
2nd floor has six Fire exits and Refuges are highlighted in blue

1 Fire-fighting lift is highlighted in pink

3rd floor has four Fire exits and Refuges are highlighted in blue

1 Fire-fighting lift is highlighted in pink
4th and 5th floor

4th floor has four Fire exits and Refuges are highlighted in blue

1 Fire-fighting lift is highlighted in pink

5th floor has three Fire exits and Refuges are highlighted in blue

1 Fire-fighting lift is highlighted in pink