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 telling people what to do. 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) The building is built on a slope and it is possible for you to exit at the ground and lower ground level by following the Exit notices:

![Exit](image)

(2) Alternatively, and from the first floor, return to the passenger lift with a colleague/assistant. There is only one passenger lift in the building and you may have used it for access. The lift is marked with the following symbol:

![Lift](image)

(3) Summon the lift. Enter the lift and press the button LG (the colleague/assistant should make their way to the lower ground floor outside the lift doors). The lift will descend to the lower ground floor where you will meet your assistant/colleague. Exit the lift, turn left and follow the Exit notices. You will exit the building passing the fire alarm panel. Go to the assembly point (university map at the end of the drive).

If you have any questions about these arrangements, please ask a member staff.