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

(2) At other levels return to the passenger lifts with a colleague/assistant. The two lifts are located together and you may have used them for access. The lift you will use is marked with the following 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 paved area between the Percy Gee Building and the Attenborough Seminar Block).

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