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 via the main entrance at ground level without assistance by following the Exit notices:

(2) At other levels return to the passenger lift with a colleague/assistant. There is only one passenger lift in the tower and you may have used it for access. The lift is marked with the following symbol:

(3) Summon the lift. Enter the lift and press the button G (the colleague/assistant should make their way down the stairs to the ground floor outside the lift doors). The lift will descend to the ground floor where you will meet your assistant/colleague. Exit the lift and turn right and exit the building via the main entrance. Go to the assembly point (Library Building forecourt).

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