PERSONAL EMERGENCY EVACUATION PLAN
FOR BUILDING USERS & VISITORS

Should an emergency arise where there is a need to evacuate the building, the fire alarm will sound. The alarm is a warbling sound. 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 exits at ground level without assistance by following the Exit notices:

![Exit Sign](image)

(2) At other levels 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 Accessible](image)

(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 to exit the building via the main entrance on to London Road. You should then wait on the pavement for further instructions.

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