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 an audible instruction. 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 the building by some exits at Level 1 and Level 2 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 designated for egress during an emergency 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 2 (the colleague/assistant should make their way down the stairs to level 2 outside the lift doors). The lift will descend to level 2 where you will meet your assistant/colleague. Exit the lift and turn right and right and exit the building passing the fire alarm panel. Go to the assembly point (in front of the Fielding Johnson Building).

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