

The ATIC Building

Reviewed: February 2022

Purpose:

The purpose of a Generic Emergency Evacuation Plan (GEEP) is to enable visitors to the building with restricted mobility or those who may not be able to evacuate unaided to become familiar with the layout, evacuation procedures, available equipment, and communication devices.

If you feel that this document does not provide you with sufficient information or that you require further assistance, please contact the Loughborough University Fire Officer on 01509 222182.

The building:

The Construction of the building is deemed of traditional modern build, of steel frame construction with externally exposed insulated composite cladding/panels to the external walls and is built on floors of concrete slab under a profiled steel sheet roof.

The building comprises of three floors and is multi occupancy, educational and research building comprising of office use, laboratory research, test areas and storage on all floors. Main access to the building is via PIR controlled sliding doors that open into the reception foyer offering access to a communal kitchenette/rest area, ground floor corridor and an enclosed protected staircase and lift lobby that provides access to the upper floors.

The building has the provision of one internal 60-minute protected staircases that at ground floor disperses directly to outside (ultimate safety) with the addition of an enclosed external escape staircase to the East elevation of the building that at ground floor level final exit is attained via a push bar final exit door.

Action required on hearing the fire alarm:

Upon activation of any device (Manual Call Point, Heat/smoke detector or Aspiration system) the sounders and voice alarm will alarm, initiating a full simultaneous evacuation for all occupants.

The fire alarm system is configured to provide Voice Alarm and will alert:

“Attention please. Fire has been reported in the building, please leave the building immediately by the nearest exit”

followed by 4 seconds of continual two-tone siren.

In conjunction with any fire alarm, LU security staff are alerted in the University Gatehouse, triggering the Incident Investigation procedure for the site.

If able, you should leave the building immediately by the nearest fire exit (see attached floor plan) and report to the assigned assembly point for the building.

If you are unable to evacuate the building unaided, please proceed to one of the safe refuges located internally at each passenger lift landing level or the landing level in the enclosed external staircase. (See attached floor plans).

An EVC system is available in each safe refuge (lift landing lobby or external staircase landing). Use this to contact the security team and notify them of your location. Full details on how to use the emergency call point are also provided in the safe refuge.

Emergency egress using the passenger lift is possible during an evacuation and this will be controlled by existing Loughborough University management processes.

Where it is deemed necessary to move you vertically Security staff will use the evacuation lift or chair.



Your Assembly Points Is:

Car Park

Other recommendations:

It is recommended that all visitors to this building should familiarise themselves with the layout of the building, means of escape from areas occupied and with the fire alarm signals.

Security's emergency contact number is 888 (internal lines) or 0800526966.

Equipment provided:

In addition to the general alarm, a safe refuge area is available on each floor (internal lift lobby landing, or the external escape staircase landings). A disabled emergency call-point that links directly to security is located in each of the safe refuge areas.

There is 1 passenger/evac lift installed to the building serving all floor levels (see attached plans). This lift is an evacuation lift and can be used by trained staff (LU Security) to were necessary to attain full evacuation from the building .

Accessible access and exit are available on the ground floor of the building. There are also four additional final exits from the laboratories on the ground floor (see attached plans).

The fire assembly point is located to the Eastern end of the Car Park; each "Fire Action Notice" displays the location of the assembly point relevant to the specific area in the building.

LOUGHBOROUGH UNIVERSITY EMERGENCY INSTRUCTIONS

IN CASE OF FIRE



Sound the alarm. Operate the nearest fire alarm call point.



Telephone internal emergency number 888 or 0800 526 966 if using outside line or mobile phone. In the event of a delay call 999 for the Fire Service giving the correct location of the building.



Do not attack fire with extinguisher unless trained to do so.

ON HEARING THE ALARM



Evacuate building and go to assembly point. Your assembly point is

ASSEMBLY POINT - CAR PARK



When alarm is given - do not panic, do not run. Leave the building following the fire emergency exit signs.



Do not re-enter the building unless told to do so by the Fire Marshal, Warden or Fire Service.



In the event of a first aid emergency, call 999 and immediately inform Security on the above numbers that an ambulance or paramedic is on its way to campus.



In case of other emergencies, contact LU Security on the above numbers. In the event of any delay in contacting Security, call 999 for the relevant emergency service.

Assembly point Car Park is allocated to this building which is shown in yellow

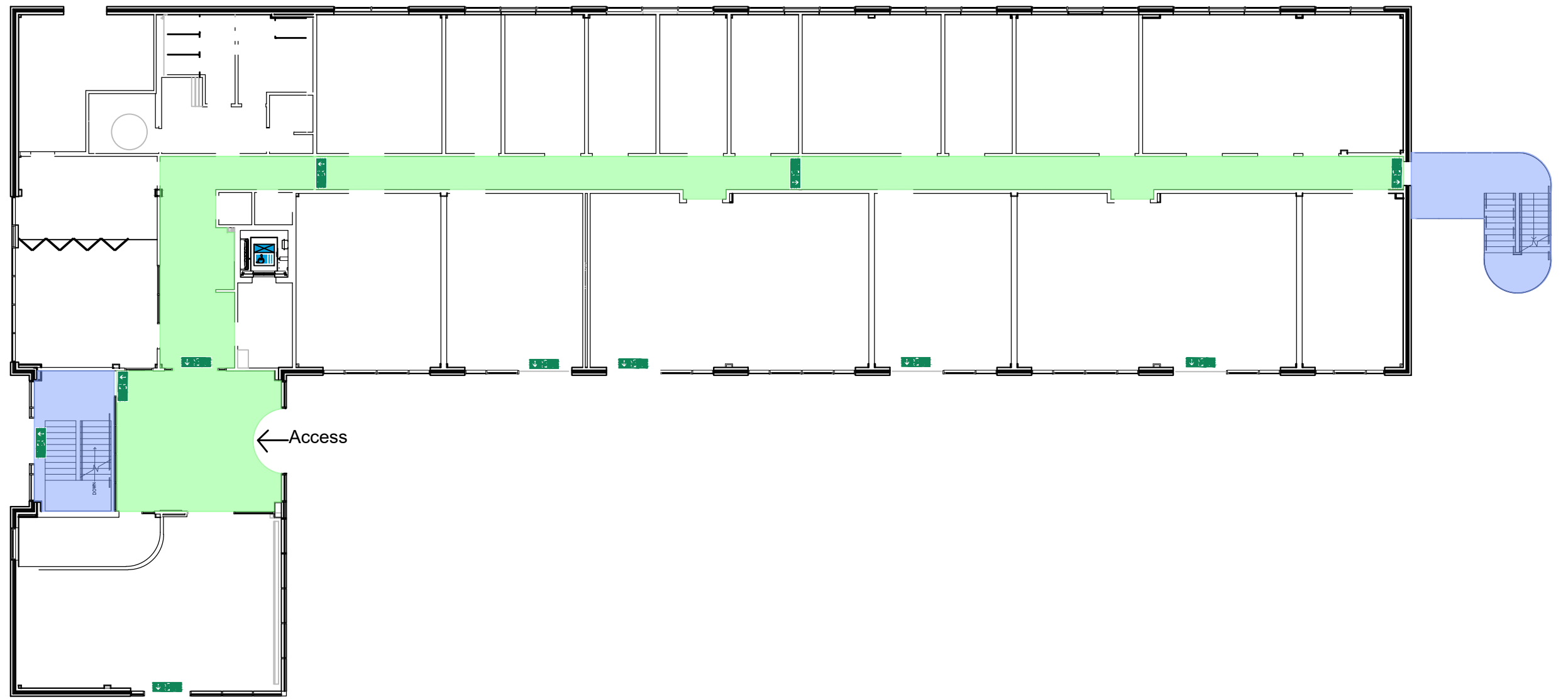


ASSEMBLY POINT Car Park - ATIC



220 ATIC
GROUND FLOOR

GENERIC EMERGENCY EVACUATION PLAN (GEEP)





220 ATIC FIRST FLOOR

GENERIC EMERGENCY EVACUATION PLAN (GEEP)





220 ATIC SECOND FLOOR

GENERIC EMERGENCY EVACUATION PLAN (GEEP)

