

## GENERIC EMERGENCY EVACUATION PLAN FOR VISITORS TO THE ARTS CENTRE

For visitors that might require assistance during an emergency evacuation, the following information is designed to provide guidance on how to reach a place of relative safety whilst on University premises.

Visitors who are deaf, blind or partially sighted should make themselves known to staff on arrival so specific assistance can be provided where necessary.

Deaf Alerter handsets are available on request. This document is available in alternative formats and full tours of the building can also be provided upon request.

### **REMEMBER;**

- If you will be working alone, please let reception staff, your university host or campus operatives know on arrival
- familiarise yourself with all of the escape routes as soon as reasonably possible on entering the building
- Evac Chairs are used as a means of assistance above ground floor, all campus operatives are trained in the use of Evac Chairs.

### **On activation of the fire alarm:**

All automatic exits and swipe controlled areas will open. **Do not use the lifts**

#### **From the Ground Floor**

Please leave the building by the nearest designated fire exits from the foyer at the front, rear or side of the building. Make your way to the nearest Assembly point, your nearest suggested assembly point is the railings at the main entrance to the campus, adjacent to the Security Lodge.

Fire Marshals should be clearly identifiable and will guide you in the event of an evacuation.

#### **First Floor**

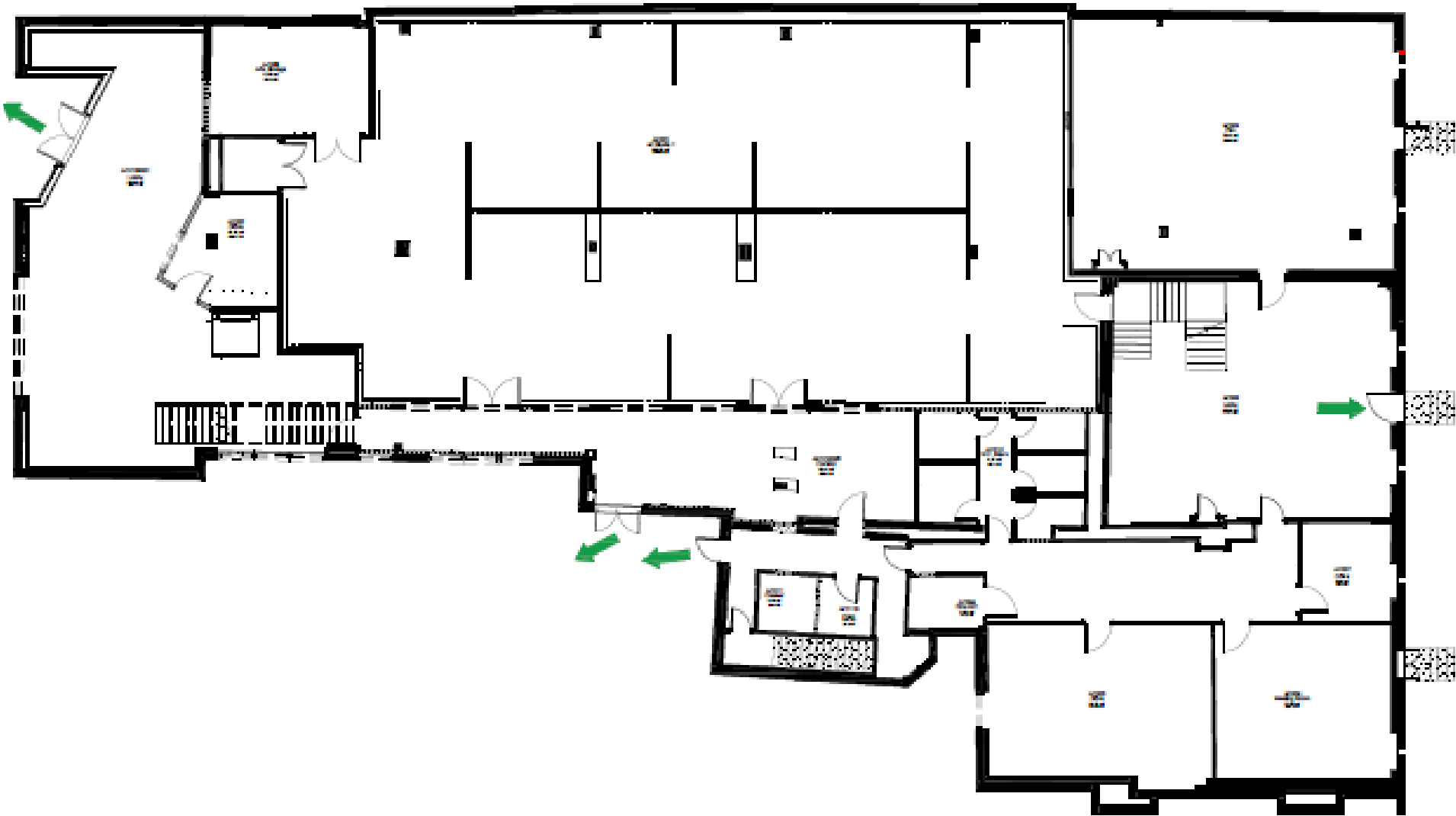
Make your way to the nearest designated refuge point, which is at the stairwell landing next to the lift.

Use the communication button to make contact with the Security Lodge and await further instruction.

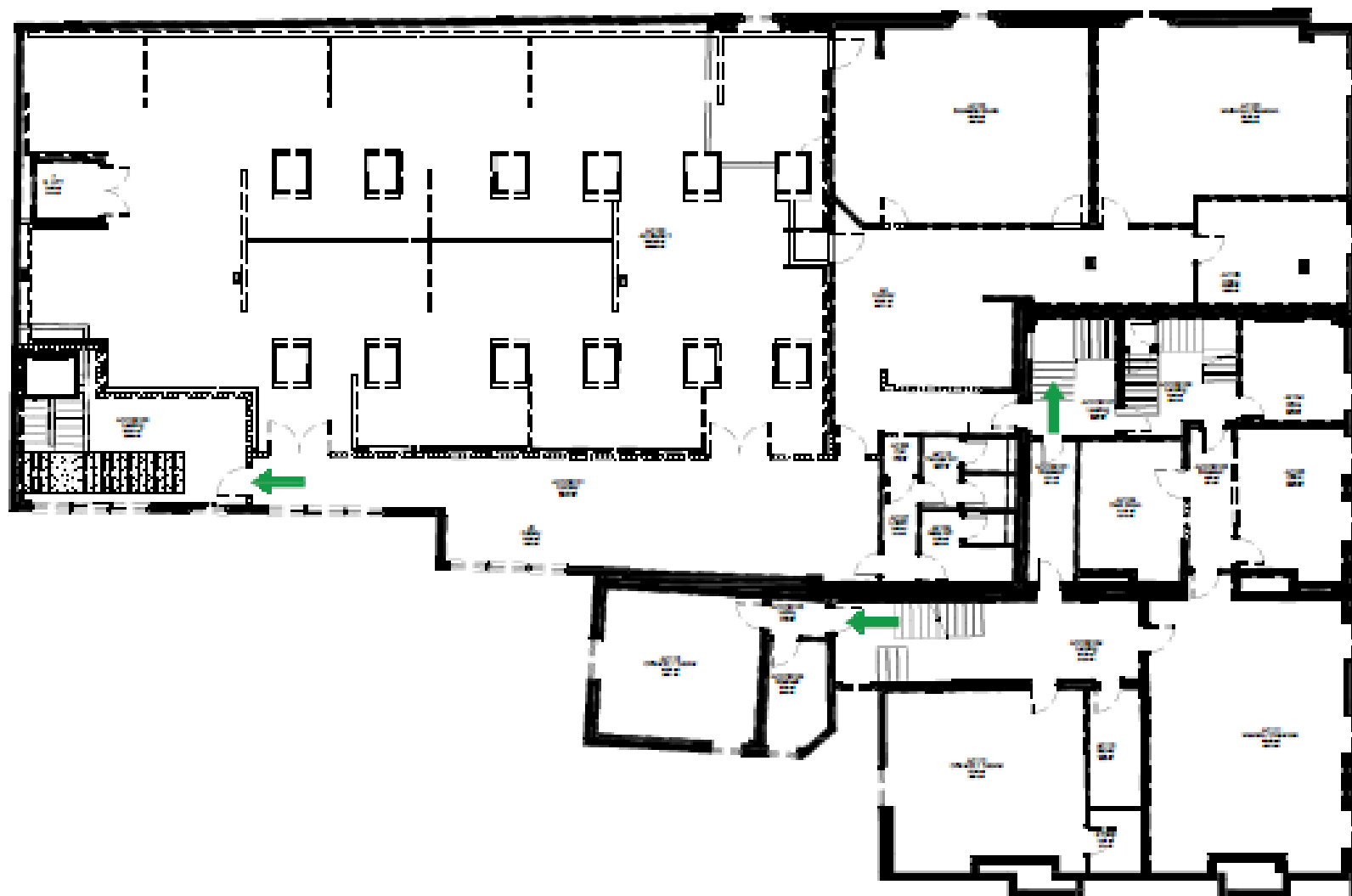
#### **Second Floor**

If you are unable to use the stairs to leave the building safely, call 3700 and notify the Security Lodge of your location.

Arts Centre Ground Floor

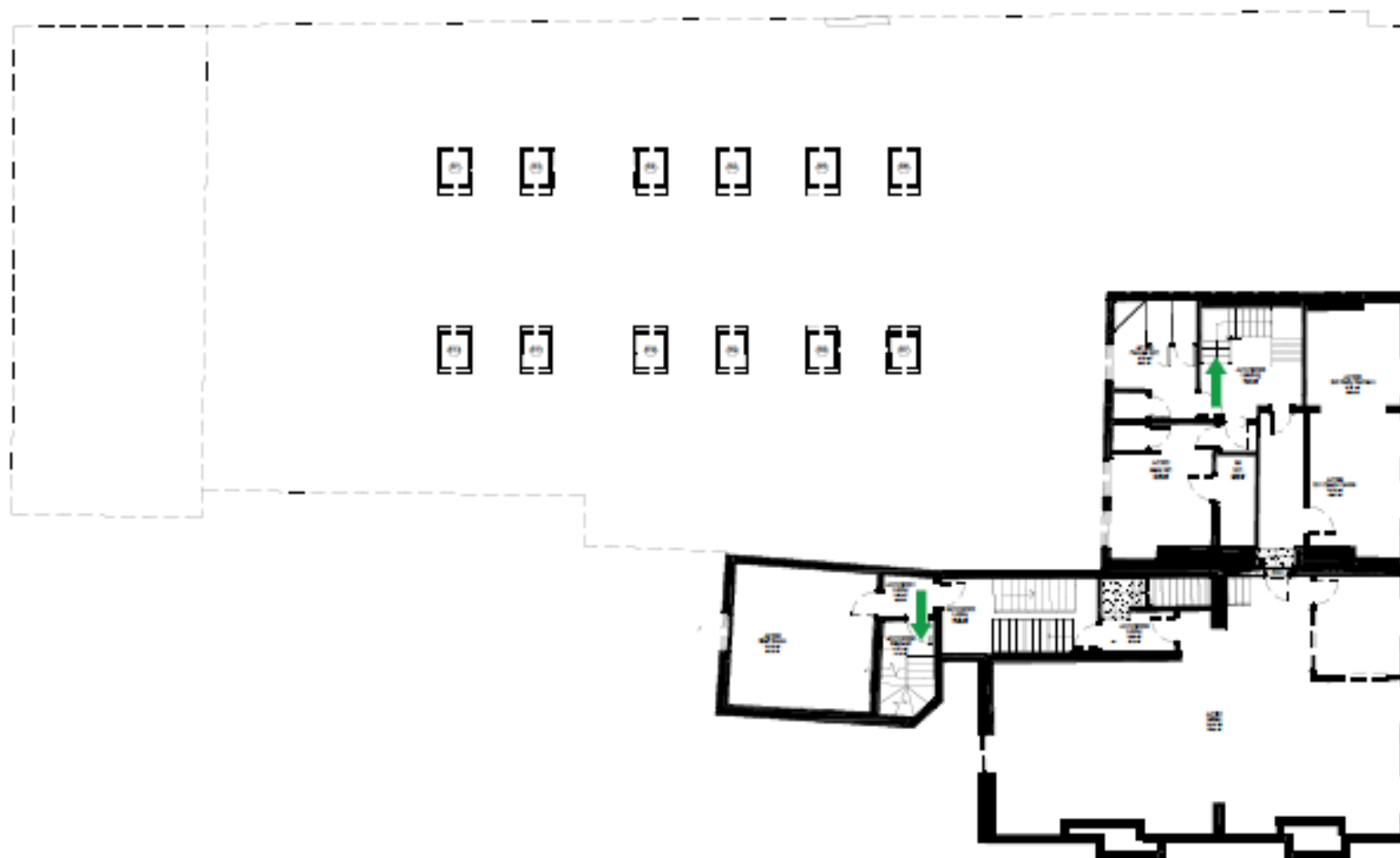


## Arts Centre First Floor

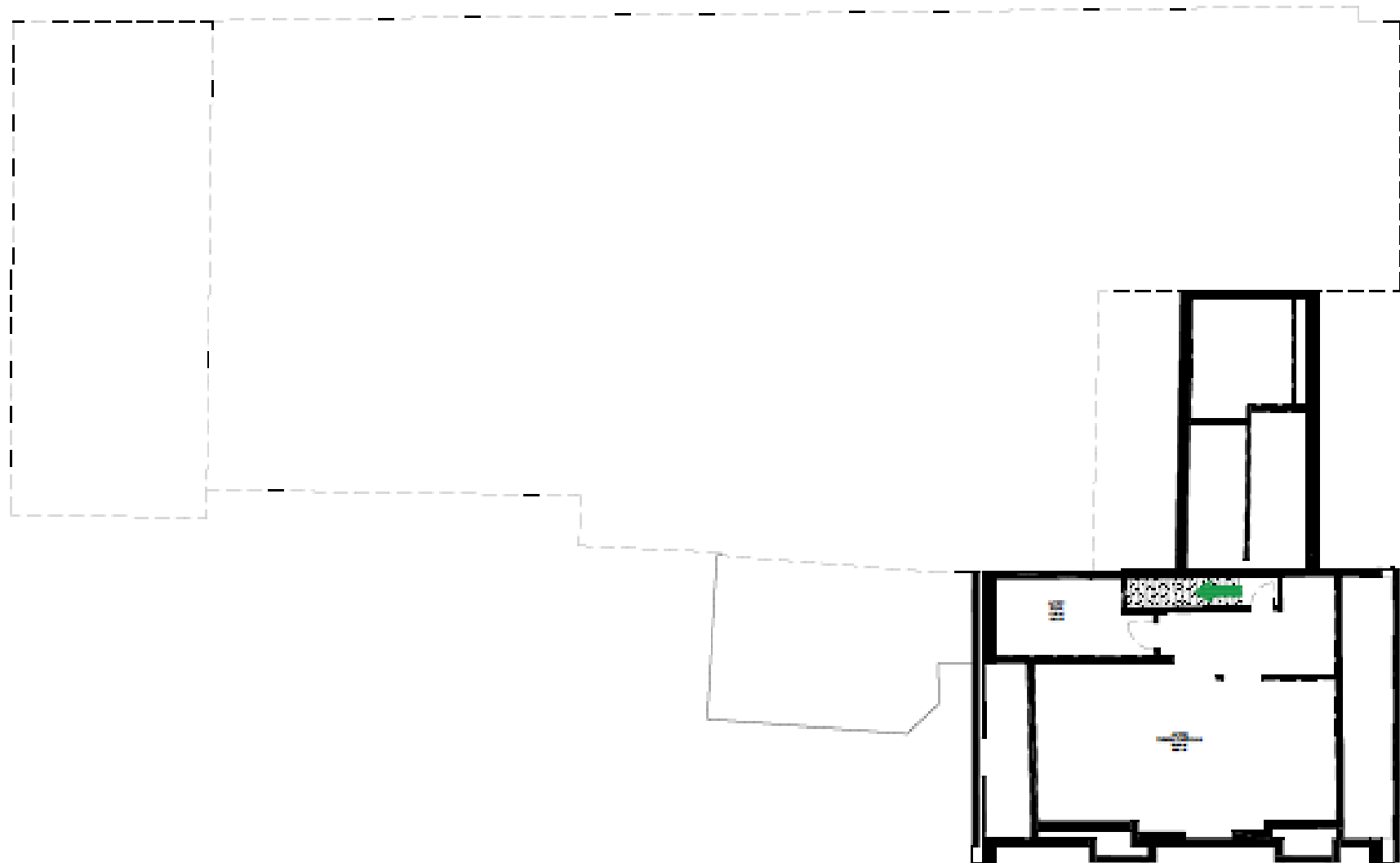


Updated March 2019

## Arts Centre Second Floor



# Arts Centre Third Floor



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