

## GENERIC EMERGENCY EVACUATION PLAN FOR VISITORS TO CAPSTONE THEATRE

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 Alerters 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 pass 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 of the building. There is also an additional exit from the rear of the building which is accessible from the corridor and is clearly signposted.

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 at the back of the building, following the signage on the corridor. There is an additional refuge area through the door next to the lift, on the right hand stairwell which also has an Evac chair. Use the communication button to make contact with the Security Lodge and await further instruction.

#### Second Floor

Make your way to the nearest designated refuge point, which is at the stairwell landing at the back of the building, following the signage on the corridor.

There is an additional refuge point and two Evac chairs through the door next to the lift, on the right hand stairwell.

All box seating will exit directly onto second floor corridors, with clear signage to the two stairwells.

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

