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**LIVERPOOL HOPE UNIVERSITY**

**Generic EMERGENCY EVACUATION Plan FOR VISITORS TO CORNERSTONE BUILDING**

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- including Reception area, Refectory, Workshops, Cornerstone Shop and Ceramic Studios.**

Please leave the building by the nearest designated fire exit. In addition to the main foyer, there are also additional exits from the rear and front of the building on the right hand corridor, (past the Refectory). There is also an additional fire exit on this level, through the double doors behind the lift. ***Please see the attached building plan for further information.***

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 Floors – including the Great Hall, Staff Common Room, Grace Room and Recording Studio.**

Make your way to the nearest designated refuge point, which is on the main corridor, adjacent to the lift. There is an additional refuge point near COR **104** (IT Lab and Staff Common Room).

If leaving the Library, make your way back into the main corridor and access the refuge point nearest the lift. ***Please see the attached building plan for further information.***

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

**Second Floors**

Make your way to the nearest designated refuge point which is on the main corridor near COR **200**, to the left of the lift. There is an additional refuge point and Evac chair at the end of this corridor through the doors leading to COR **202**, near the Honours Class Study area. ***Please see the attached building plan for further information.***

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



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**Refuge Point**

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