

# LIVERPOOL HOPE UNIVERSITY

## GENERIC EMERGENCY EVACUATION PLANS FOR VISITORS TO EDEN 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 lifts.**

### What you will need to do if you are on the:

**Ground floor** - please leave the building by the nearest designated fire exit and go to the nearest Assembly point. The nearest suggested assembly point will be listed on the fire action notice which will be visible on all exits from the building.

Fire Marshals should be clearly identifiable and will guide you in the event of an evacuation. Your nearest suggested assembly point is

- the Rectors Lawn OR
- EDEN Car Park, both are clearly signposted.

**First Floor** – make your way to the nearest designated refuge point, they are located next to both lifts and there is an additional refuge point on the main stairwell near Room 105.

From EDEN Café there is an additional refuge point on the stairwell opposite the EDEN Lecture Theatre entrance.

Make contact with the Security Lodge using the communication button and await further instruction.

**Second Floor** – make your way to the nearest designated refuge point which is located next to the lift on the main landing area. In addition there is a refuge point on the main stairwell at the opposite end of the building (rooms 203 – 205).

Make contact with the Security Lodge using the communication button and await further instruction.

**EDEN Suite Accommodation**

All guests staying on the first floor are to make their way to the refuge point on the main landing area, located to the left of the lift.

Make contact with the Security Lodge using the communication button and await further instruction.