

# LIVERPOOL HOPE UNIVERSITY

## GENERIC EMERGENCY EVACUATION PLAN FOR VISITORS TO EDEN CONFERENCE 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 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 exit at the front of the building. There are also additional exits to the rear of the building and directly from Seminar room 2. Make your way to the nearest Assembly point, which is the circular Conference Centre lawn, which is adjacent to the Conference centre and clearly signposted.

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

**First Floor-** There are no upper floors within the building.