

Emergency Evacuation Plan for Visitors to Hope Park Campus I3 Building

For visitors to the I3 Building that may require assistance during an emergency evacuation, the following information is intended to provide guidance on how to safely exit the building or reach a place of *'relative safety'* on University premises.

Visitors who are hearing impaired or deaf, vision impaired or blind, should make themselves known to University staff pre-arrival or on arrival so that specific assistance can be provided where necessary.

'Deaf Alerter' handsets/pagers for use with the Alerter system are available on request from the main Campus Services Lodge at the I3 Building.

This document is available in alternative formats and full tours of Campus buildings can be provided upon request.

Remember

- familiarise yourself with escape routes in your area of attendance as soon as reasonably possible on entering the building.
- Refuge areas, emergency voice communications (EVC) and Evac chairs are used as a means of assistance above ground floor, all campus operatives and some Fire Marshals are trained in the use of Evac Chairs.
- If you will be working alone as part of the event, please inform reception staff, your University host or Campus Operatives on arrival.

On activation of the fire alarm: Continuous sounding alarm

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

From the Ground Floor

React to a continuous sounding fire alarm and leave the building by the nearest designated fire exit to the nearest fire assembly point.

Your nearest suggested assembly point is:

- *Pathway adjacent to I3 Building.*

First Floor – If you can, leave via stairs. If you can't, make your way to the nearest designated refuge point, they are located on the fire exit stairwell on both sides of the building and directly next to I3B104 (evac chair present) and I3B114 (evac chair floor above). Contact the Security Lodge using the communication button and await further instruction.

Second Floor – If you can, leave via stairs. If you can't, make your way to the nearest designated refuge point, they are located on the fire exit stairwell on both sides of the building and directly next to I3B215 (evac chair present) and I3B207 (evac chair floor below). Contact the Security Lodge using the communication button and await further instruction.

Fire Marshals should be clearly identifiable with hi visibility waistcoats and will guide you in the event of an evacuation. Please ask a Fire Marshal or any other member of University staff for assistance should you feel necessary.

General Information - above ground floor locations

If you are able to use stairs, please safely make your way out of the building following the green fire exit signage along the fire exit route.



General information – refuge areas

If you are unable to use stairs, make your way to the nearest designated refuge point. A refuge point should provide up to **60 minutes protection from fire and smoke**. Follow instructions of use positioned to the side of the Emergency Voice Communications green box. Press the centre red button and hold until it flashes before releasing. Contact is then made with Campus Services staff at the Security Lodge. They will automatically know your location. Communication should then take place by pressing the button to speak and releasing to allow security staff to speak in a similar way to a radio/walkie talkie. Security staff will arrange your evacuation.

The below image is of a University Refuge Point. You will find these positioned in stairwells, or in close proximity to stairwells in some buildings.





Evacuation will be conducted by means of an evacuation chair (Evac). Campus Services staff are trained to use these and will safely alight you from the building to a 'total place of safety' within a few minutes and a short a time as possible.

The below image is of a University Evacuation chair. You will find these positioned in stairwells or close proximity to stairwells in some buildings and sometimes not on every floor.



10.03.2026