

LIVERPOOL HOPE UNIVERSITY

GENERIC EMERGENCY EVACUATION PLAN FOR VISITORS TO THE HILDA CONSTANCE ALLEN 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

Leave the building by the nearest designated fire exit and go to the suggested Assembly point. Your nearest suggested assembly point is the Rectors Lawn OR outside Stand Park Lodge at the back of the library car park, both are clearly signposted.

Fire exits are available at the main entrance at the front of the building, via the East Wing and West Wing corridors and via two exits in the central core (adjacent to the central quadrangle) which lead directly onto the Rectors Lawn. There are alternative exits via the front or rear entrances to the Library.

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, located at the far end of the corridor towards the Senate Room (HCA West Wing) near to Room **103**. There is an Evac chair stored separately back towards the centre of the corridor, near room **105**. An additional refuge point can be found at the top of the East Wing staircase past room **107**.

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

Second Floor (Central Core Only)

Make your way to the nearest designated refuge point, which is near to the lift on the main landing area, there is also an Evac chair in close proximity. At the alternative end of the building, through the Planning and Support office (rooms **201-210**), there is an additional communication point.

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