LIVERPOOL HOPE UNIVERSITY

GENERIC EMERGENCY EVACUATION PLAN FOR VISITORS TO THE LECTURE THEATRE COMPLEX

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 from each lecture theatre. Make your way to the nearest assembly point, which is at the side of the Lecture Theatre complex main entrance and is clearly signposted.

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

First Floor- There is currently no lift in the building, meaning access to the first floor IT Services office is via the back stairwell only and there are no means of communication or refuge points. If you wish to access this level please let the Security Lodge know who will be able to advise upon whether it's safe to do so.

If you are in this area during an emergency evacuation and require assistance to exit the building safely, please contact the Security Lodge direct on **0151 291 3800/ 3520** and state your location.