

LIVERPOOL HOPE UNIVERSITY

GENERIC EMERGENCY EVACUATION PLANS FOR VISITORS TO THE SHEPPARD WORLOCK LIBRARY

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 and go to the nearest suggested Assembly point. Fire exits are available at the back of the library via the HCA building for CAT Suite users.

There are fire exits opposite the lift outside Chapters Café and through the rear of Chapters Café of this area.

Your nearest suggested assembly point is the Rectors Lawn (if exiting via the HCA building) OR at the rear of the car park opposite the library main entrance, both are clearly signposted.

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. There is a refuge point located on the stairwell in the corner, to the right side of the IT Helpdesk.

There is also a refuge point through the corridor leading off to the lift, accessible from the main landing area at the end of the corridor marked 'Staff Only'.

From the quiet areas overlooking the quadrangle, follow the fire exit signs into the HCA building, the refuge point is immediately on the left when leaving the library.

An additional refuge point and Evac chair are located on the far side of the HCA first floor corridor, follow the corridor round to the right, the refuge point is beyond the doors at the head of the west wing staircase, just before the Senate Room steps.

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