

General Emergency Evacuation Plan

Business School

IMPERIAL

The purpose of a Generic Emergency Evacuation Plan (GEEP) is to inform building users of the evacuation routes, evacuation procedures, available equipment and communication devices.. If you feel that this document does not provide you with sufficient information or that you require further assistance, please contact the Fire safety team (firesafety@imperial.ac.uk). Building users must familiarise themselves with the floor layout, the location of the building's fire exits and emergency procedure, and the location of the assembly point.

The building:

The Business School is comprised of 6 floors.

There are 2 fire exits from the building, one out onto Exhibition Road and another to the rear which exits onto Dalby Court.

Horizontal evacuation is possible into the Royal School of Mines building on some levels, and into the City and Guilds Building, as indicated in the floor plans.

Action required on discovering a fire:

If you discover a fire evacuate immediately, alert the building by pressing a red break glass (fire alarm call point), and contact the Security Control Room on **0207 589 1000** or dial ext 4444 from an internal phone.

Action required on hearing the Fire Alarm:

Leave the building immediately by the nearest fire exit (see attached floorplan) go to the assembly point F, located in Queen's Tower car park.

If you have a Personal Emergency Plan (PEEP), follow the instruction contained within your document.

Other information:

Floor plans and evacuation equipment locations have been provided within this document.

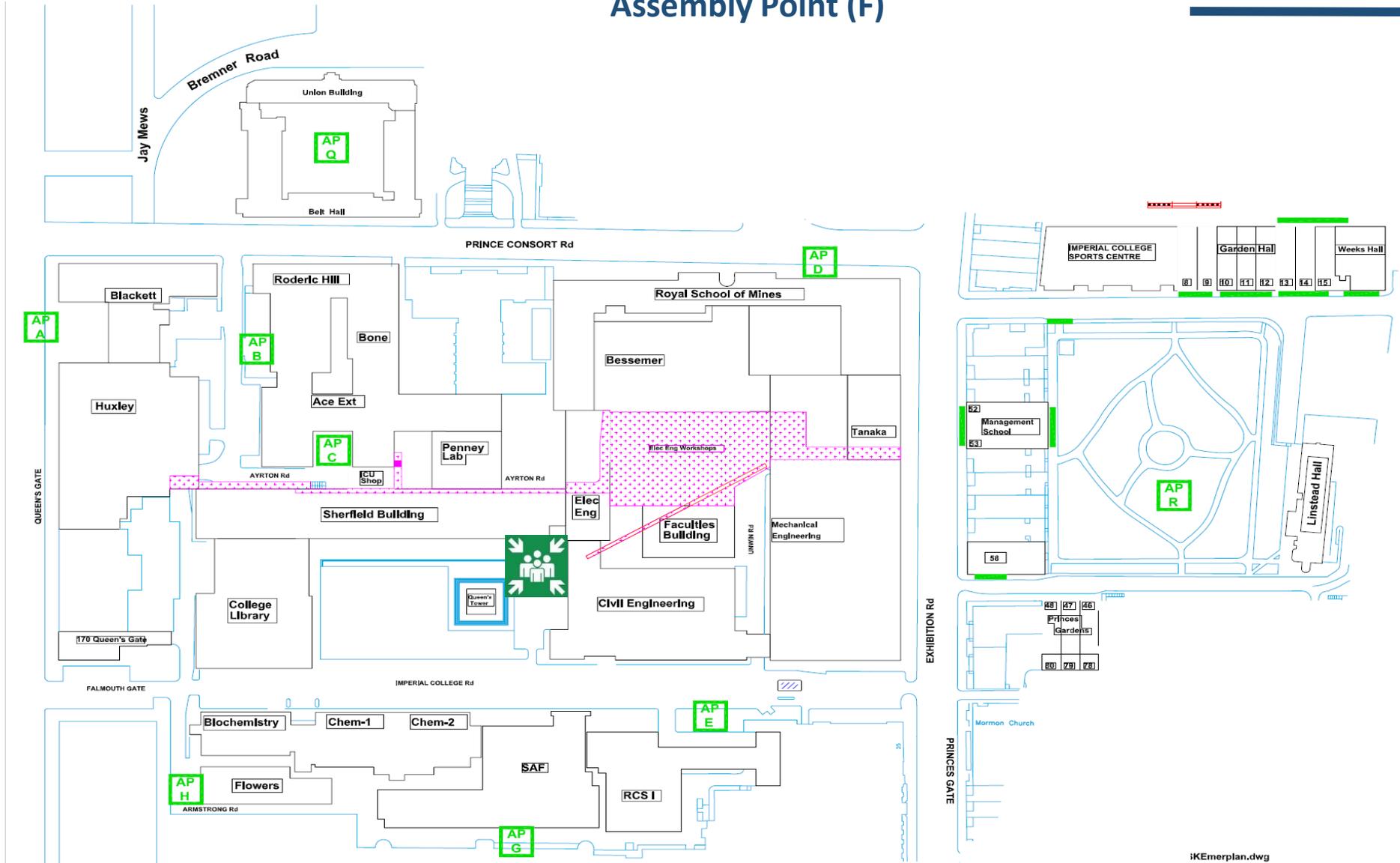
[A Personal Emergency Evacuation Plan](#) must be completed for each staff, student or visitor who requires assistance to leave a building during an emergency evacuation situation.

Equipment provided:

Fire extinguishers are provided and are to be used by trained personnel only and only if safe to do so.

The building has refuge points and evacuation lifts available to assist with the evacuation of any mobility impaired person (for reference of PEEPs only).

General Emergency Evacuation Plan Assembly Point (F)



KEY

- **AP F** Site Assembly Points

 Business School Assembly Point

Assembly point F: Queen's Tower car park

General Emergency Evacuation Plan

Fire Safety Information

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Fire action

IF YOU DISCOVER A FIRE:-

- Immediately operate the nearest fire alarm call point
- Attack the fire if possible with the appliances provided but do not take personal risks.

IF YOU HEAR THE FIRE ALARM:-

c) [redacted] will call the fire brigade immediately by exchange telephone, (Always call the fire brigade immediately to every fire or suspicion of fire)

- Lift the receiver and dial '999'
- Give the operator your telephone number and ask for FIRE.
- When the fire brigade replies give the call distinctly:-
Fire at [redacted]

DO NOT replace receiver until the address has been repeated by the FIRE BRIGADE.

- Leave the building and report to the person in charge of assembly point [redacted]

USE THE NEAREST AVAILABLE EXIT

Do not stop to collect personal belongings
Do not use the lift
Never re-enter the building until authorised to do so.

Fire action Notices are displayed throughout the university and outline what to do if you discover a fire or if the alarm sounds. Please ensure you are familiar with these instructions.

If you discover a fire, evacuate immediately, raise the alarm by activating a red break-glass call point, and contact the Security control room on 0207 589 100 or ext. 4444 from an internal phone. .

Fire
door
keep shut

Fire doors protect escape routes and slow the spread of fire. Any door marked with this sign is designed to provide at least 30 minutes of fire resistance.

Do not obstruct fire doors or prevent them from closing. If you find a door that does not close properly, report it to your building manager immediately.



In case of
fire break glass

Some doors on site are secured with magnetic locks for safety and security. These locks release when a valid key card is used or when the fire alarm activates.

If you reach a fire escape door that has not released, use the nearby green break-glass using to open the door. To operate it, push in the plastic window to override the lock.



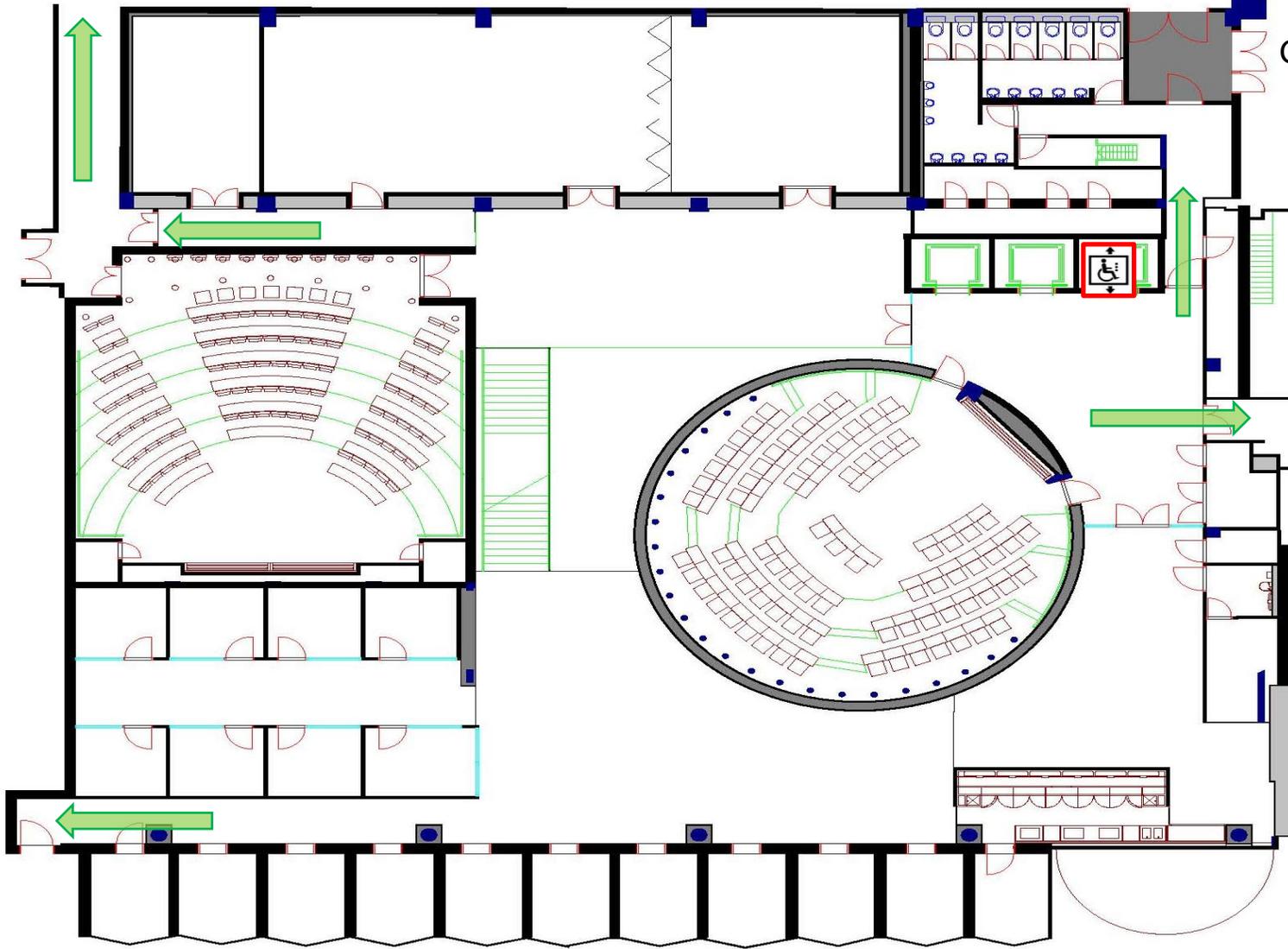
Fire alarm
call point

Fire alarm systems across our buildings use smoke and heat detectors connected to the building alarm system. Fire alarm call points are provided throughout each building and can be used to manually activate the alarm. If you discover a fire, and it is safe to do so, activate a call point by pushing in the plastic window..

Go to Assembly point F

General Emergency Evacuation Plan Business School Lower Ground

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Go to Assembly point F

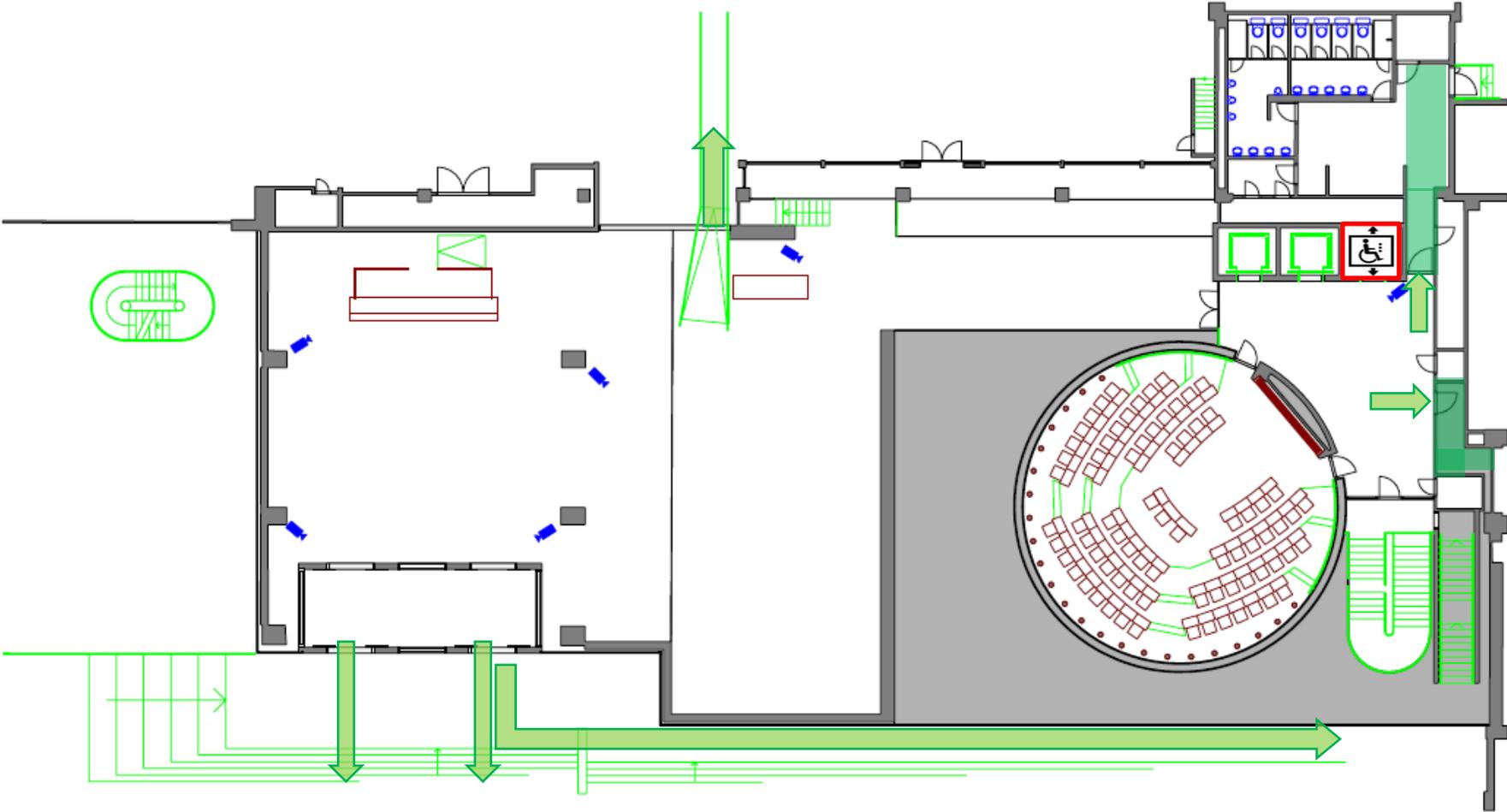
Go to Assembly point F

Go to Assembly point F

- KEY**
- Safe Route
 - 🪑 Evac Chair
 - ♿ Refuge Point
 - 🚰 Evac Lift

General Emergency Evacuation Plan Business School Ground floor

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KEY



Safe Route



Evac Chair



Refuge Point



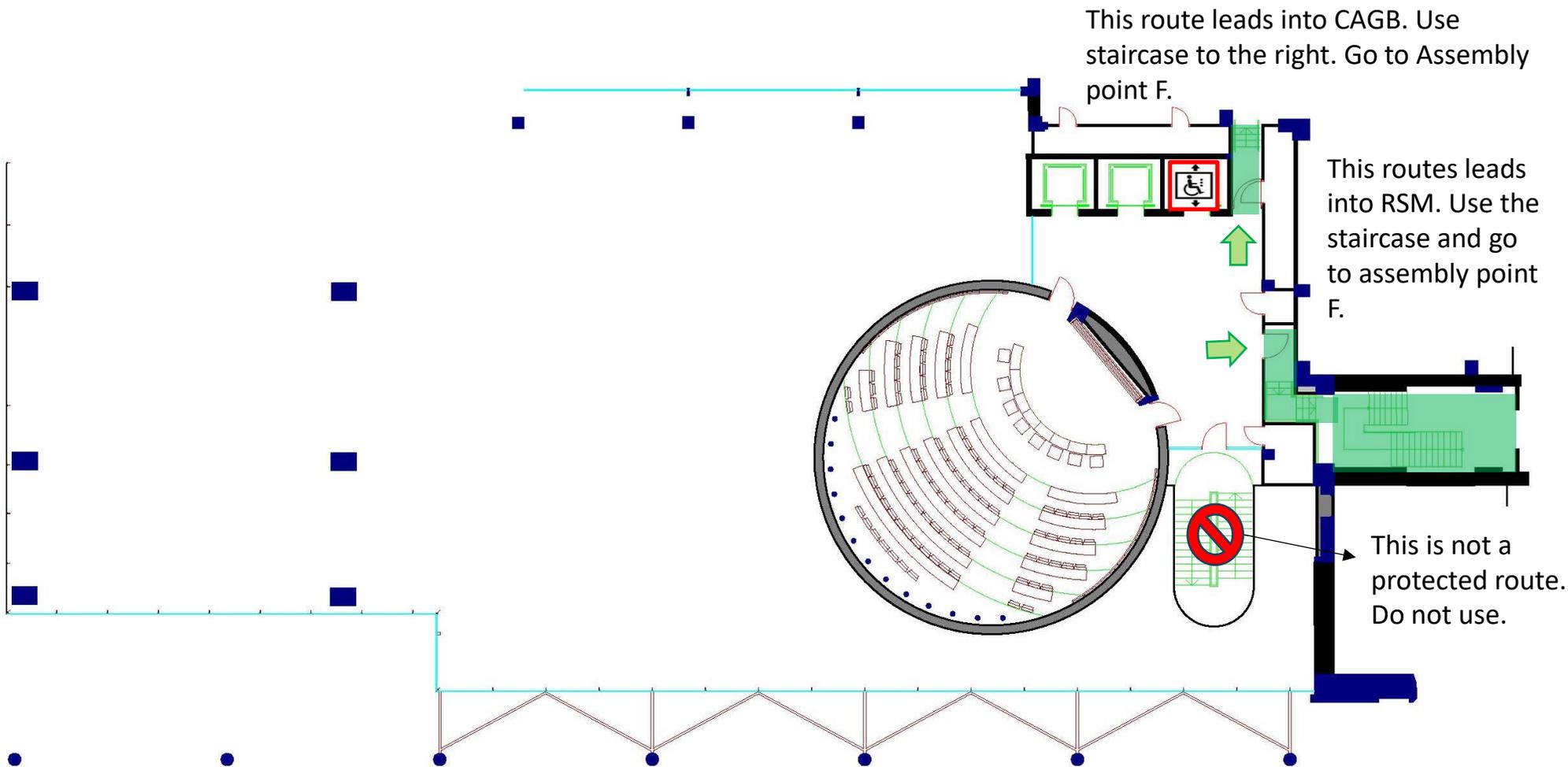
Evac Lift



Not designated Escape Route

General Emergency Evacuation Plan Business School Upper Ground

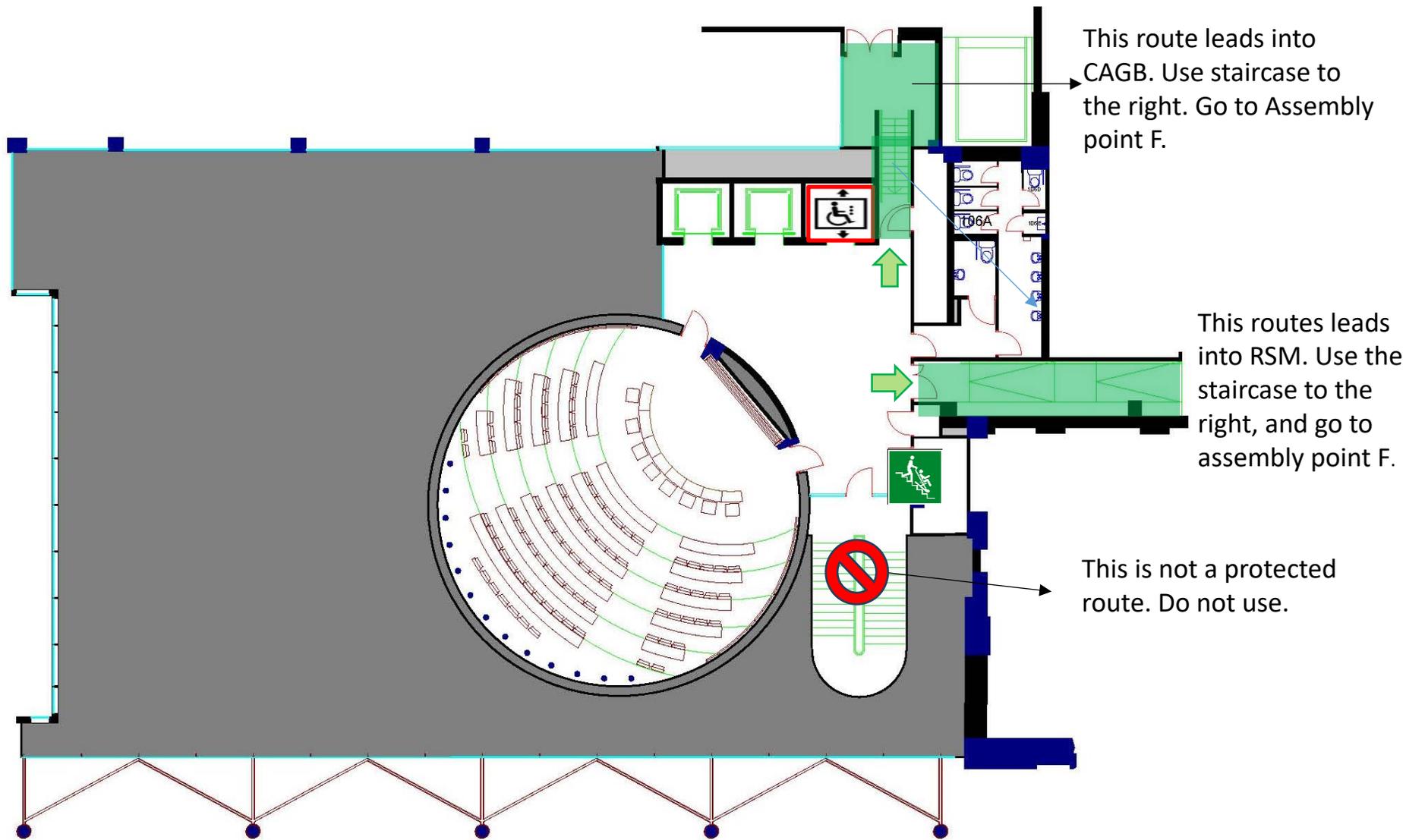
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- KEY**
- Safe Route
 - 👤 Evac Chair
 - ♿ Refuge Point
 - ♿ Evac Lift
 - ⊘ Not designated Escape Route

General Emergency Evacuation Plan Business School Level 1

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KEY



Safe Route



Evac Chair



Refuge Point

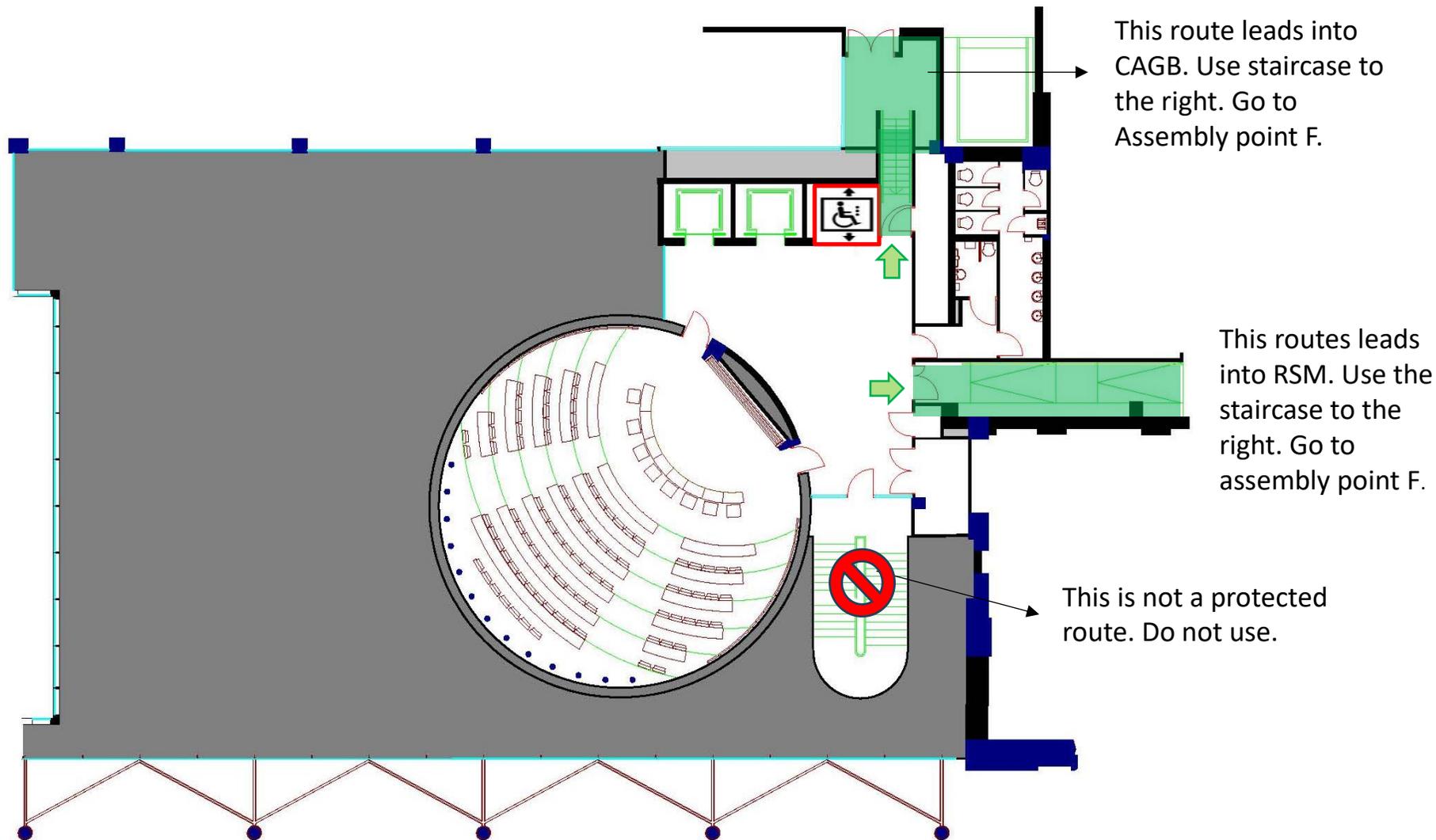


Evac Lift



Not designated Escape Route

General Emergency Evacuation Plan Business School Level 2



- KEY**
- Safe Route
 - 🚶‍♂️ Evac Chair
 - ♿ Refuge Point
 - 🚰 Evac Lift
 - 🚫 Not designated Escape Route

