The purpose of a Generic Emergency Evacuation Plan (GEEP) is to enable visitors to the building with restricted mobility or those who may not be able to evacuate unaided to become familiar with the layout, 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 Imperial College London, Security Team on 020 7594 8910.

**The building:**

The Central Library is comprised of 6 floors. All floors are accessible by using the lifts. Safe refuge areas are available in the north stair cores on levels 0 & 3 (see plan) The building is split into two sections meaning that, depending on location, the means of escape may be horizontal into the Sherfield Building (see plan).

**Action required on hearing the Fire Alarm:**

If able, you should leave the building immediately by the nearest fire exit (see attached floorplan) and report to the assigned assembly point for the building.
If you are unable to evacuate the building unaided, please proceed to one of the safe refuges located in each stair core (see attached floor plan).
An EVC System (Emergency Voice Communication System) is available in each safe refuge. Use this to contact the security team and notify them of your location, details of which are printed on the front of the panel. Full details on how to use the emergency call point are also provided in the safe refuge.

**Other recommendations:**

Not all fire escapes are accessible by wheelchair and visitors to Imperial College London should familiarise themselves with the floor layout of the building they are in. Floor plans and evacuation equipment locations have been provided with this document.

**Equipment provided:**

All emergency exits from the building are suitable for wheelchair users.
Evacuation chairs are provided by the main staircase within the Library (Note. Only users with the appropriate training should use Evacuation Chairs).

The Deaf Alert system is installed in this building. If you would like access to a Deaf Alert Pager, please contact Imperial College London, Security Team on 020 7589 1000
Fire Action Notices can be found in any area within the College and stipulate action in the event of discovering a fire or in the event of the fire alarm sounding in the building.

Please familiarise yourself with the instructions stated in the notice and comply in the event of a fire or fire alarm.

In the event of fire. Do not call 999. Call Security on 0207 589 1000 and allow them to manage the incident.

Fire Doors are designed to protect escape routes within buildings and limit the growth of a fire. Any door labelled with one of the above signs will resist a fire for a minimum of 30 minutes.

Please ensure that you do not prevent any door with this label from shutting and if you find a door that does not shut then please report it to a member of staff.

To maintain security and safety on site, many doors are secured with magnetic locks that only release when the correct key card is used or when the fire alarm activates.

Should you come to a fire escape route door that appears to be locked (or has not released correctly) there will be a green break glass unit nearby which will release the door.

Push the plastic window in to operate the lock override.

The fire alarm systems in all of our buildings rely on smoke and heat detectors in much the same way as any system that you might have at home.

Our buildings are far more complex than domestic premises therefore we include the additional measure of Fire Alarm Call Points which will trigger the fire alarm system in a building.

If you see fire, ensure your own safety first and if possible activate a call point by pushing the plastic window.