

Generic Emergency Evacuation Plan Mediaworks

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) or Facilities Manager (Oliver Boote – oboote@ic.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 Mediaworks is comprised of multiple floors however, Imperial only occupy the first floor. The building has 6 internal protected staircases which are protected by fire doors on all levels. All protected stairways will lead to the ground floor and then to the final exits.

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), call 999 and contact the Building Security Control Room on 020 3892 9897.

Action required on hearing the Fire Alarm:

Leave the building immediately by the nearest fire exit (see attached floorplan) go to the assembly point in Gateway Green (off wood lane).

Other recommendations:

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

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

Fire Safety Information

IMPERIAL

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:-

- 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

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

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 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 call 999 and inform building security control room. and allow them to manage the incident.

Fire door
keep shut

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.



In case of
fire break glass

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.



Fire alarm
call point

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.

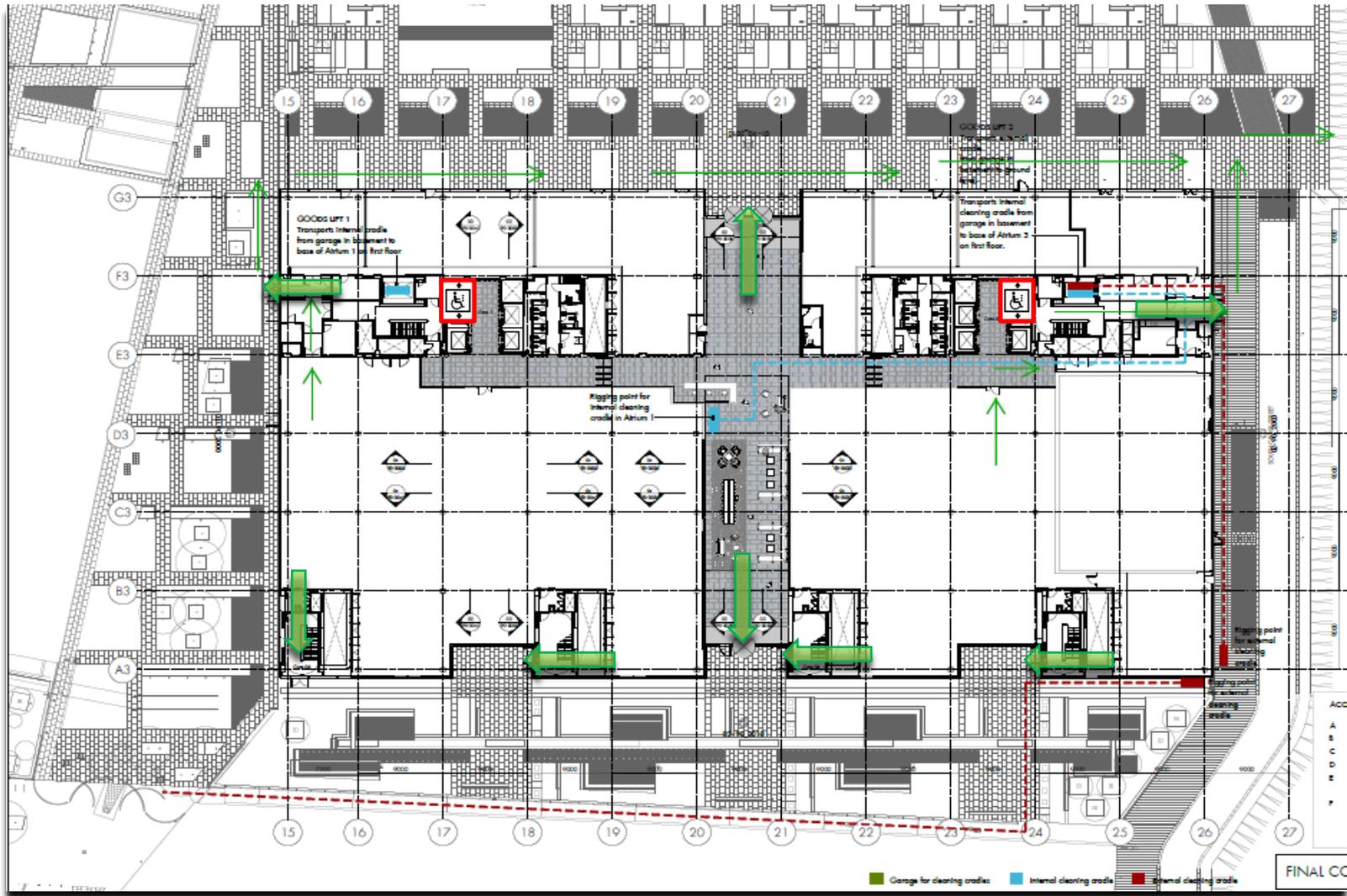
Our buildings are far more complex than domestic premises therefore we include the additional measure of Fire Alarm Call Points which will trigger the fire alarm system in a building.

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

General Emergency Evacuation Plan Assembly Point



General Emergency Evacuation Plan Mediaworks Ground Floor



- KEY**
- █ Safe Route
 - ♿ Evac Lift
 - ♿ Refuge Point

