

## **KILWINNING CAMPUS GENERIC EMERGENCY EVACUATION PLAN**

LAST UPDATED 05 October 2018

### **Purpose:**

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 speak with your lecturer or Curriculum Manager.

### **The building:**

Kilwinning Campus is comprised of 3 floors. All floors are accessible by using the lifts. Emergency egress using these lifts is **not** possible during an evacuation.

Safe refuge areas are available in all stair cores on the first and second floors and provide a disabled emergency call point which links directly to a dedicated fire warden.

Accessible fire exits are available at ground level.

### **Action required on hearing the fire alarm:**

If able, you should leave the building immediately by the nearest fire exit 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.

A disabled emergency call point is available in each safe refuge. Use this to contact the dedicated fire warden 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:**

It is recommended that all visitors to Kilwinning Campus familiarise themselves with the fire alarm signals and floor layout.

### **Equipment provided:**

Accessible fire exits are available on all ground floor exits.

Safe refuge areas with disabled emergency call points are available in each stair core on floors 1 and 2.

The Deaf Alerter system is installed in this building. If you would like access to a Deaf Alerter device, please contact the Inclusive Learning Team on campus.

FIRE ASSEMBLY POINTS

