

GENERIC EMERGENCY EVACUATION PLAN (GEEP) FOR VISITORS WHO MAY REQUIRE ASSISTANCE ATTENDING EVENTS AND PARTICIPATING IN UNIVERSITY ACTIVITIES

Site	Salomon's Campus, Meadow Road, Tunbridge Wells
Building	Lucy Fildes
Dates from/to	02/04/2024 - 01/04/2027
Version	1.1

PERSONS DESIGNATED TO ASSIST

The following have been designated to provide evacuation assistance:

Name/function	CCCU Security Personnel
Contact details	Campus Emergency Number: 01227 927166 (internal: 7166)
Type of assistance	CCCU Security Staff manage all evacuations within the building and on activation of any fire alarm will conduct a sweep of the premises along with CCCU Fire Wardens. Security personnel have been trained in the safe evacuation of persons who may require assistance, including evacuation aids such as the evacuation chair.

Name/function	CCCU Fire Wardens
Type of assistance	There are Fire Wardens based in the building, available between Monday & Friday, who have a responsibility for checking all areas of the premises on activation of a fire alarm. Fire Wardens will check all refuge areas within the buildings when carrying out their duties and ensure anyone at the refuge has been able to contact Security staff using the voice communication system. They will also advise the Lead Fire Warden and Security staff when they have completed their sweep. Outside of normal office hours, visitor hosts as well as CCCU Security staff would be required to provide assistance.

Name/function	CCCU Staff hosting visitors that may require assistance
Type of assistance	Hosts are to ensure their visitor/s have followed the CCCU visitor process and have been provided with information on the emergency procedures prior to their visit. They must also sign in at reception. For persons that may require assistance, hosts should ensure this plan is provided to them or their representative (available on the above emergency procedures page) before they arrive, detailing the arrangements in the event of a fire alarm or other emergency arising. If evacuation is required and their visitor/s would be unable to safely evacuate using the stairs, they are to accompany them to their nearest refuge point and use the voice communication system to summon assistance; if safe to do so.

Name/function	Event Stewards
Type of assistance	For large events that take place at the campus, the event organiser must have ensured that stewards be present who have been trained in basic fire safety and emergency arrangements and will be able to advise and assist in an evacuation as well as providing information to visitors on emergency procedures including anyone that may require assistance in an emergency.

Name/function	Colleagues Trained in Evacuation Chair Use
Type of assistance	There are staff at the campus who have been trained in the use of the evacuation chair and would be able to provide evacuation assistance to building occupants who may be on floors above ground. This also includes CCCU Security Personnel.

ACTION TO TAKE PRIOR TO AND ON ARRIVAL TO THE BUILDING

It will be a requirement for any host of a visitor/s to follow the [CCCU visitor process](#) and provide their visitor/s or their representative with [information on the emergency procedures](#) prior to their visit. They must also sign in at reception. If their visitor/s may require assistance in an evacuation or emergency, this plan should be shared to advise on what arrangements are available and the required protocols. The host must also brief their visitor/s on the evacuation procedures for the campus and specific buildings they intend to visit when they arrive at the University. If they would require assistance to evacuate, the visitor/s must also be briefed on the systems and arrangements in place to ensure their safety. For large on-campus events; event staff and stewards must be conversant with the emergency arrangements and be able to provide advice and assistance to attendees.

ACTION TO TAKE ON ALARM SIGNAL

The University operates a full evacuation policy on activation of any fire alarm within its premises. Therefore, as soon as a fire alarm activates, all occupants should proceed to leave the building as quickly as possible by their nearest exit and proceed to their assembly point which is located on the opposite side of Meadow Road. CCCU Security personnel, CCCU Fire Wardens and Event Stewards (during a large on-campus event) will also be available to direct personnel to their nearest exit as well as to the designated assembly points.

The lift within the building must not be used during an evacuation, therefore if any occupant is unable to evacuate by the normal routes, they along with their host, are to proceed to the nearest refuge area on the floor for which they are based and use the refuge voice communication system to alert CCCU Security Staff who will immediately respond.

Fire alarms can be identified by a loud bell and within certain areas, beacons will continually flash indicating the alarm has been activated. Occupants should not delay to collect belongings and should not re-enter the building until authorised to do so by CCCU Security personnel or CCCU Fire Wardens.

SAFE ROUTE(S)

There are generally multiple exits from the building, green directional signage indicates the way to the nearest exit and should be followed in the event of an evacuation.

Refuge areas can be found on all floors above ground in two locations on each floor. The location of refuge areas can also be observed on the [Virtual Campus Maps](#).

Once outside the building, occupants should make their way to the designated assembly point which is located on the opposite side of Meadow Road.

As mentioned, CCCU Security personnel, CCCU Fire Wardens and Event Stewards (during a large on-campus event) will also be available to direct personnel to their nearest exit as well as to the designated assembly points.

EQUIPMENT (including communication)

Refuge System – There are refuge areas with voice communication devices in the building. The device allows the user to make immediate contact with CCCU Security staff who will then know the location of the operated device and can provide two-way communication to the operator. The instructions received should be followed at all times.

Refuge areas are positioned in two locations on each floor above ground level with a minimum 30-minute protection from fire. The location of refuge areas in the building can be observed on the [Virtual Campus Maps](#).

Signage is provided and operating instructions are placed next to the communication panels showing the method of operation. The refuge panel can be seen in the photo to the right.



Once operated, Security personnel will advise on what action to take, which will either be to remain at the refuge area due to the alarm activation being investigated, the alarm being confirmed as false or a planned drill taking place. If a real emergency has been confirmed, the advice will be to either remain at the refuge area due to no immediate threat in the vicinity, horizontally evacuating to an alternative refuge area on the same floor or wait for staff to respond with evacuation equipment.

Signage – All campus locations are provided with sufficient fire safety signage (as indicated on the right) such as Fire Action Notices which display the designated assembly points and green wayfinding signage which should be followed to indicate the nearest escape route.



Fire Alarm Call Points – Red break glass call points (as indicated on the right) are located throughout the building, usually by exits & in communal areas, which should be activated in the event of any occupant discovering a fire, no matter how small.



Emergency Door Release Points – On certain exit routes, doors may be locked under normal circumstances to ensure security of the buildings. Upon activation of fire alarm the doors should release to allow occupants to escape; however, in the event of failure of the mechanism or in the event of power failure, emergency door release points (as indicated on the right) should be used which will immediately release the door.



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Emergency Lighting – There is emergency lighting within the building which will operate in the event of a power failure to ensure occupants are provided with adequate lighting levels to enable escape from the premises.

Firefighting Equipment – Fire extinguishers (typically water & CO2) are provided in common areas within the building. However, untrained occupants should not attempt to fight any fires within the building unless their exit is blocked.



Evacuation Chairs – Two Evacuation Chairs are present in the building, one on the first and one on the third floor.

Trained staff will retrieve the nearest chair if an occupant requires evacuation using this method. Untrained personnel should not attempt to use the equipment. In the event that an occupant cannot transfer to an evacuation chair, it will be a requirement to remain at a refuge area, along with their host (if applicable), until the emergency services arrive and provide assistance, as long as it is safe to do so. Fire Wardens or CCCU Security staff will immediately advise the Fire Brigade of anyone still in the building.



Safe Zone Mobile App – A mobile phone application is available to all University staff and students which can be used to summon immediate assistance from CCCU Security personnel. Staff who are hosting visitors are encouraged to download the app to their mobile phone which can be used in an emergency situation to obtain help in the event that a visitor requires assistance. Further information on the app can be found [here](#).

