

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

Building	Verena Holmes, North Holmes Road Campus, Canterbury
Dates from/to	03/03/2022 – 02/03/2025
Version	2.0

PERSONS DESIGNATED TO ASSIST

The following have been designated to provide evacuation assistance:

Name/function	CCCU Security Personnel
Contact details	Campus Emergency Number: 01227 922111 (internal: 2111)
Type of assistance	CCCU Security have been trained in the safe evacuation of persons who may require assistance, including evacuation aids such as the evacuation chair. Security personnel are permanently based in the building and will respond to any fire alarm activation to co-ordinate the incident. They will liaise with other members of the Incident Response Team to ensure assistance is provided to any occupant that may require support to evacuate.

Name/function	CCCU Housekeeping Personnel
Type of assistance	CCCU Housekeeping personnel form part of the Incident Response Team and are responsible for being the point of contact for occupants making use of the refuge communication system. They will advise on the required protocol depending on the nature of the incident.

Name/function	CCCU Fire Wardens
Type of assistance	Fire Wardens based in Verena Holmes, who are available between Monday & Friday, have a responsibility for checking all areas of the building on activation of a fire alarm. Fire Wardens will check all refuge areas within the building when carrying out their duties and ensure anyone at a refuge has been able to contact CCCU Security or Housekeeping using the communication system. They will also advise CCCU Security of anyone located at a refuge area when they have completed their sweep. Outside of normal office hours, CCCU Security & Housekeeping take the lead in any incident response.

Name/function	CCCU Fire Wardens Trained in the Evacuation Chair
Type of assistance	Approx. 10 Fire Wardens in the building are trained to use the evacuation chair and will liaise with the Security colleague co-ordinating an incident to determine if any occupant requires evacuation assistance.

Name/function	CCCU Staff Hosting Visitors that may Require Assistance
Type of assistance	Hosts are to ensure their visitors have followed the CCCU visitor process and have been provided with information on the emergency procedures prior to their visit. For persons that may require assistance, they 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 are 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 building, 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.

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. 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 alarm within its premises. The alarm can be identified by a continuous tone with flashing beacons also activating throughout the building. Lights throughout the whole building will also illuminate. 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 one of the assembly points which is either located on the Anselm Lawn or Abbey Square as per the [Site Plan with Evacuation Routes to Assembly Points](#). CCCU Fire Wardens, Security or Housekeeping personnel will direct occupants to the correct location.

The lifts within the centre of the building must not be used during an evacuation, therefore if any occupant cannot evacuate by the normal routes, they along with their host, if applicable, are to proceed to the nearest refuge area on the floor for which they are based, as per the [Refuge Area Locations Plans](#) and use the refuge communication system to alert CCCU personnel who will advise on the required protocol.

Occupants should not delay evacuation to collect belongings and should not re-enter the building until authorised to so by CCCU Security personnel or Fire Wardens.

SAFE ROUTE(S)

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

There are 3 protected stairwells, one at the front of the building to the southern elevation, one at the rear to the northern elevation and one in the centre of the building. Refuge areas are present in all the protected stairwells at every level and are marked with signage as indicated on the right. Lifts are not to be used in a building evacuation.



The assembly points for Verena Holmes are located on the Anselm Lawn and Abbey Square with the correct routes to the assembly points identified on the [Site Plan with Evacuation Routes to Assembly Points](#).

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 on all floors in Verena Holmes. Refuge areas are located in the protected stairwells on each floor as per the [Refuge Area Locations Plans](#) and are also included on the [virtual campus map](#). When operated, the communication panels are monitored by Security or Housekeeping staff who will know the location of the panel operated. The instructions received should be followed at all times.

Once operated, Security or Housekeeping personnel will advise on what action to take, which will be as follows:

- If the fire alarm has been confirmed as false, is still being investigated or during a planned drill, the occupant is to remain at the refuge point until the alarm has been silenced or further information is provided, they will then be advised that they can return to their normal activities.
- If a real fire exists and they are NOT in any immediate danger i.e., a small fire is present on the opposite side of the building, the occupant will be advised to remain at the refuge point and await further instruction.
- If a real fire exists and they ARE in immediate danger i.e., a fire is present close to their location, their evacuation will be prioritised.



Evacuation Chairs – Three Evacuation Chairs are present in the building, with one in each of the protected stairwells at varying levels as per the [Refuge Area and Evacuation Chair Locations Plans](#). In the event that evacuation is required, trained staff will obtain the equipment and proceed to the required refuge area to assist the individual. Untrained personnel should not attempt to use the equipment.



Facilities for the Hard of Hearing – Flashing beacons will activate throughout the building upon activation of a fire alarm and all lights will illuminate. If any visitor would not be alerted to the activation of the fire alarm, their host is responsible for ensuring they remain with them at all times when in the building and accompanying them to evacuate, as long as it is safe to do so.

Signage – The building is provided with sufficient fire safety signage (as indicated on the right) such as Fire Action Notices (detailing the building assembly points) and green, illuminated directional wayfinding signage which should be followed to indicate the nearest escape route from the building.



Fire Alarm Call Points – Red break glass call points (as indicated on the right) are located throughout the building, usually by exits and 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 a 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.



Emergency Lighting – Verena Holmes is equipped with emergency lighting 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 foam & 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.



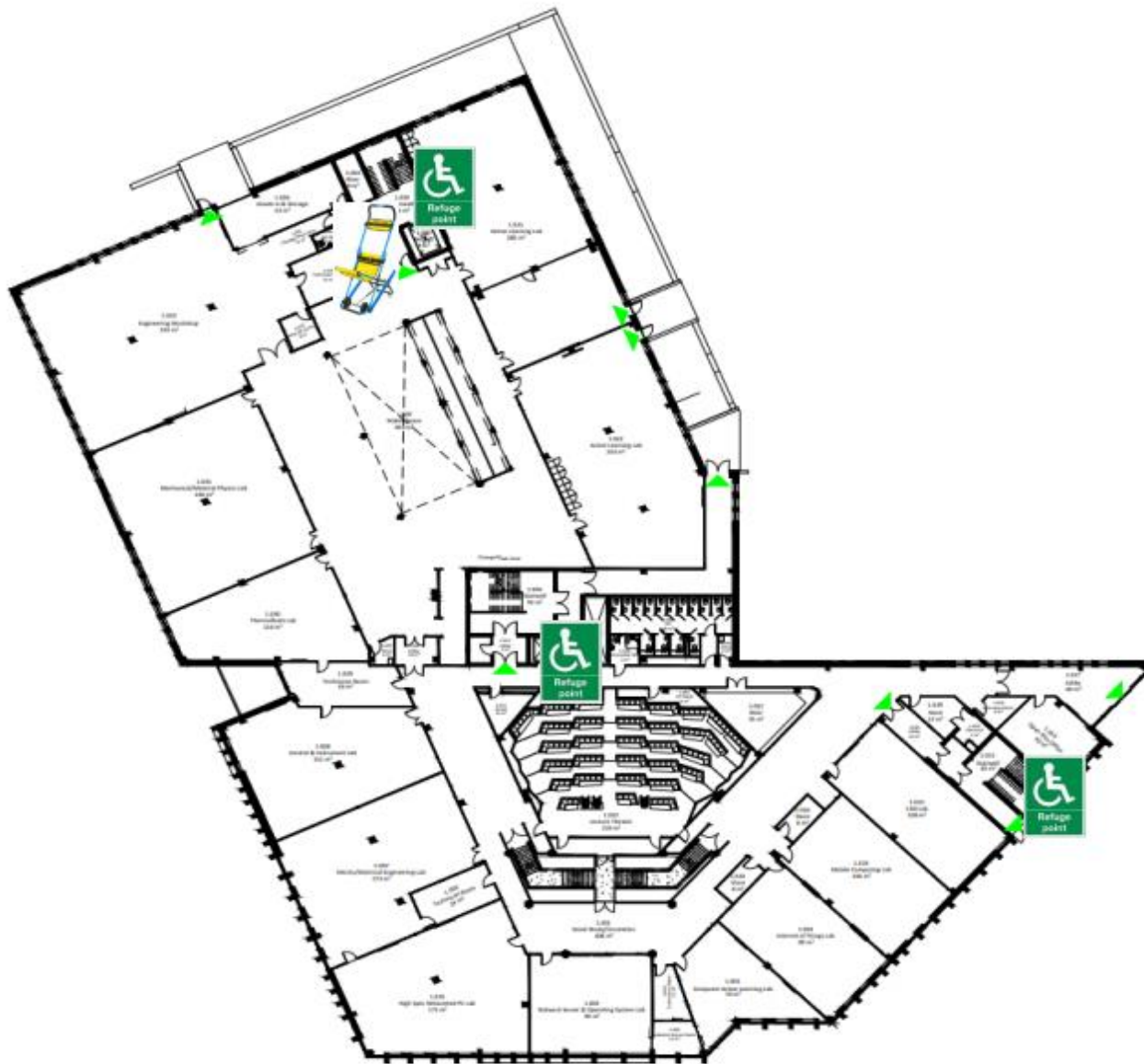
Safe Zone Mobile App – A mobile phone application is available to all University staff and students which can be used to summon immediate assistance from CCCU Security personnel. Staff who are hosting visitors are encouraged to download the app to their mobile phone which can be used in an emergency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



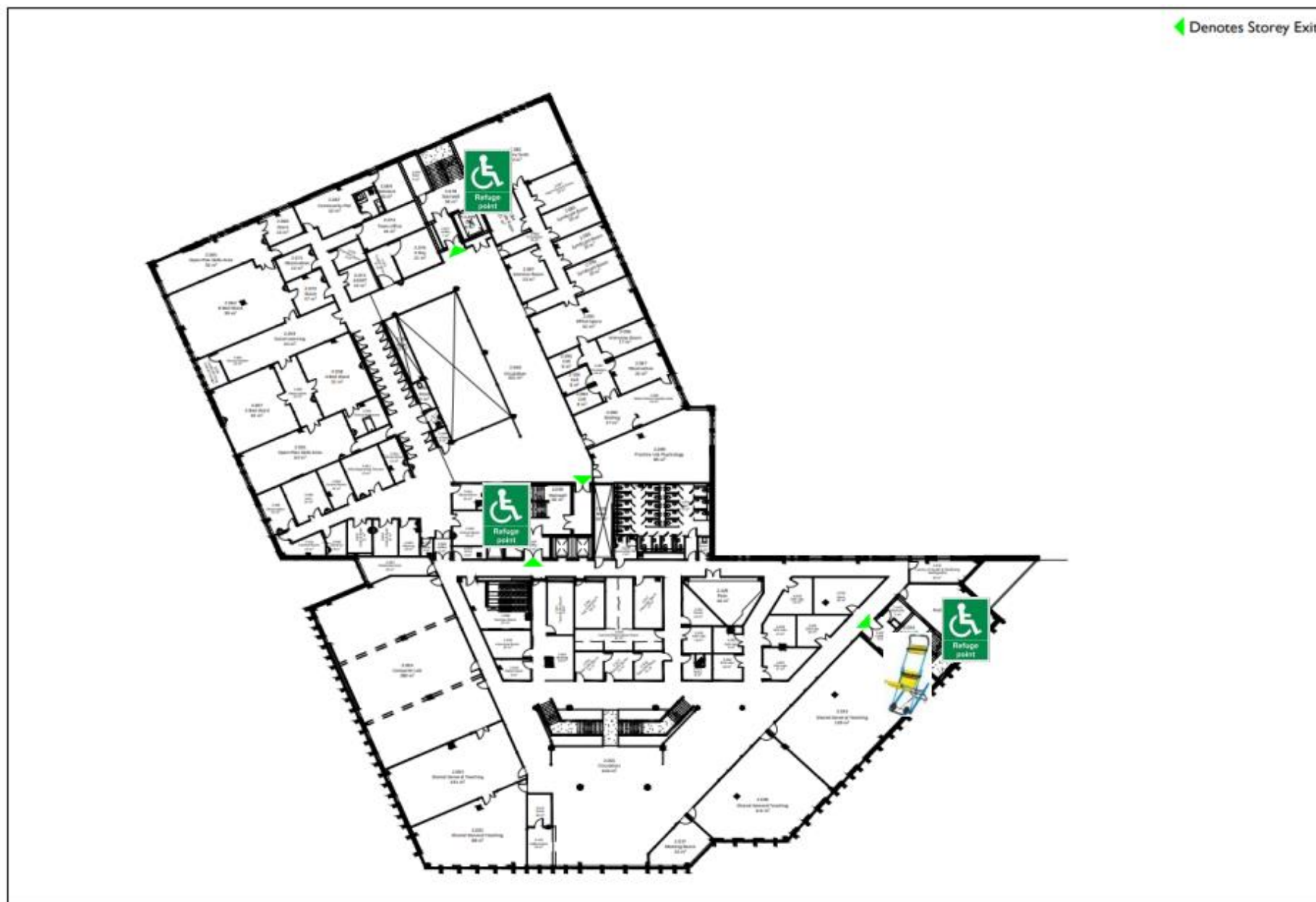
Refuge Area Locations – Ground Floor



◀ Denotes Storey Exit



Refuge Area & Evacuation Chair Locations – Second Floor



Refuge Area & Evacuation Chair Locations – Third Floor

