

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 Guy Scadding Building is comprised of 3 floors above ground and a basement level. There are 4 fire exits from the basement level 2 of which exit at Ground Level on the West and South ends of the building and another 2 which exit at the Northeast corner of the building via the Delivery Yard for the Royal Marsden Hospital.

There are 3 exits from ground level which are all at the West side of the building. A further external exit route is available from levels 1 & 2 at the East side of the building which exits at the basement level (see above). All ground floor exits are on level ground and are suitable for disabled access except the Southwest exit route which has two steps to reach final exit.

Action required on hearing the Fire Alarm:

If able, you should leave the building immediately by the nearest fire exit (see attached floor plan) and report to the assigned assembly point for the building.

If you are unable to evacuate the building unaided, please contact a member of staff.

Other recommendations:

It is recommended that all visitors to Imperial College London, should familiarise themselves with the fire alarm signals and floor layout of the building they are in. Floor plans and evacuation equipment locations have been provided with this document.

Fire Safety

**General
Emergency
Evacuation
Plan**

**Assembly
Point**



Fire Safety

General Emergency Evacuation Plan

Fire Safety Information

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)
- 1 Lift the receiver and dial '999'
- 2 Give the operator your telephone number and ask for FIRE.
- 3 When the fire brigade replies give the call distinctly:-
Fire at _____
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. Do not call 999. Call Security on **0207 589 1000** 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.

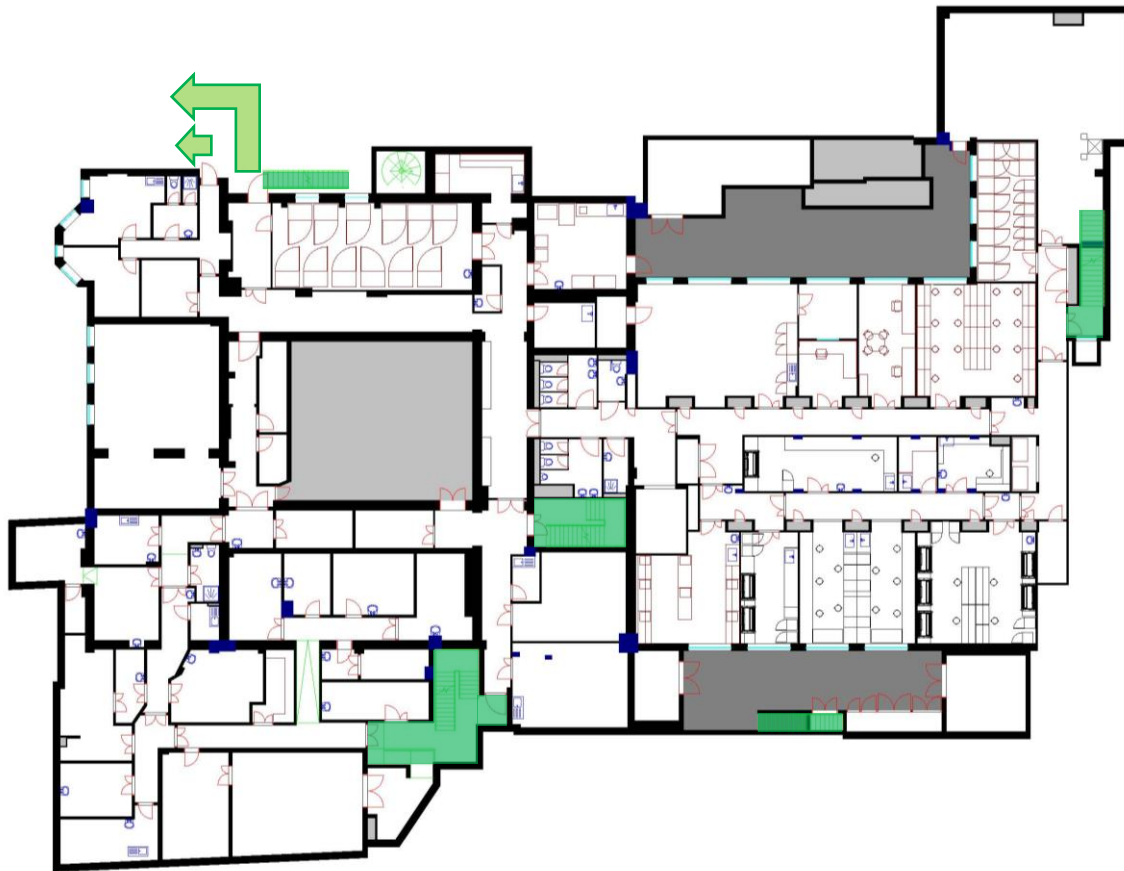
If you see fire, ensure your own safety first and if possible activate a call point by pushing the plastic window

Fire Safety

**General
Emergency
Evacuation
Plan**

**Guy
Scadding
Building**

**Level:
B**



KEY ● ●  Safe Route

Fire Safety

**General
Emergency
Evacuation
Plan**

**Guy
Scadding
Building**

**Level:
G**



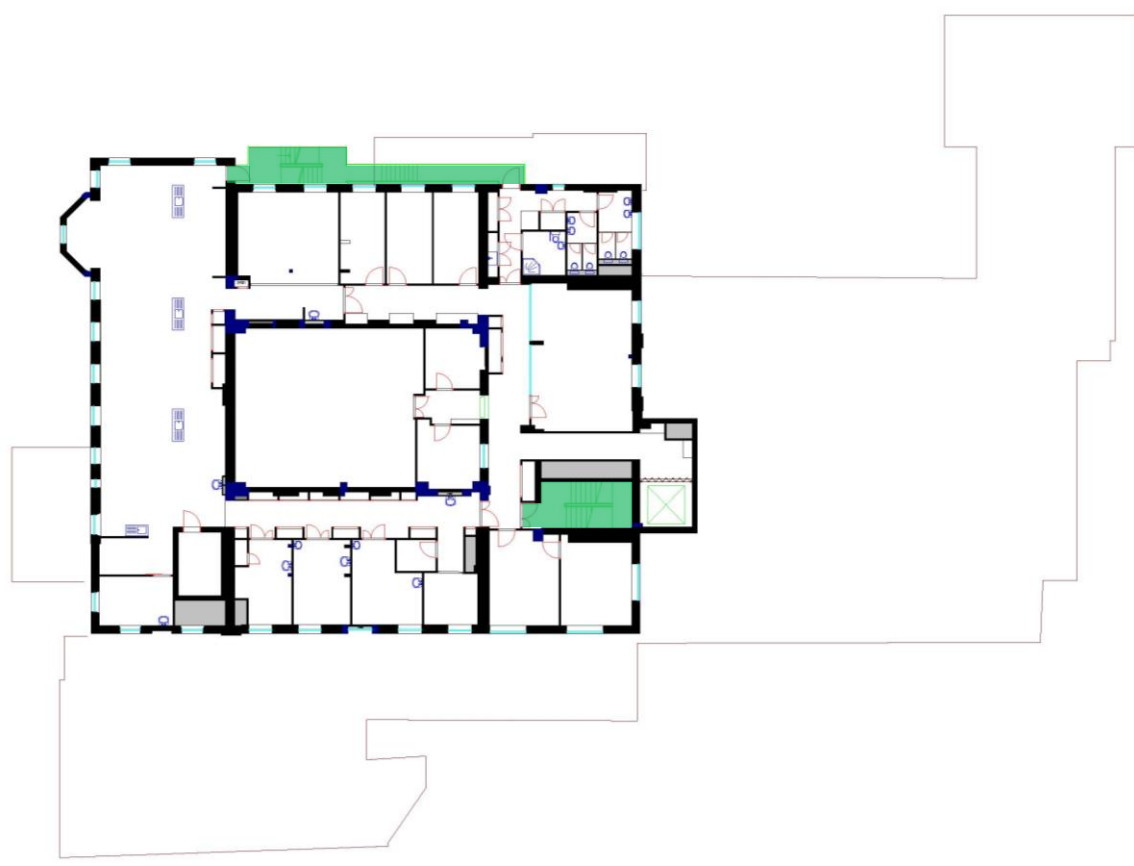
KEY ● ●  Safe Route

Fire Safety

**General
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**Level:
1**



KEY ● ●  Safe Route

Fire Safety

**General
Emergency
Evacuation
Plan**

**Guy
Scadding
Building**

**Level:
2**



KEY ● ● ■ Safe Route