

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 Refectory is a single storey building with multiple exits both from the areas available to the general public and from the kitchens which are restricted access areas unless in the event of an emergency.

Due to the nature of the buildings design, it is not recommended that persons with any significant mobility constraints should use the building without a comprehensive Personal Emergency Egress Plan (PEEP) being put in place.

**Action required on hearing the Fire Alarm:**

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

**Other recommendations:**

Not all fire escapes are accessible by wheelchair and visitors to Imperial College London should familiarise themselves with the 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

### 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)

- 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. 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.

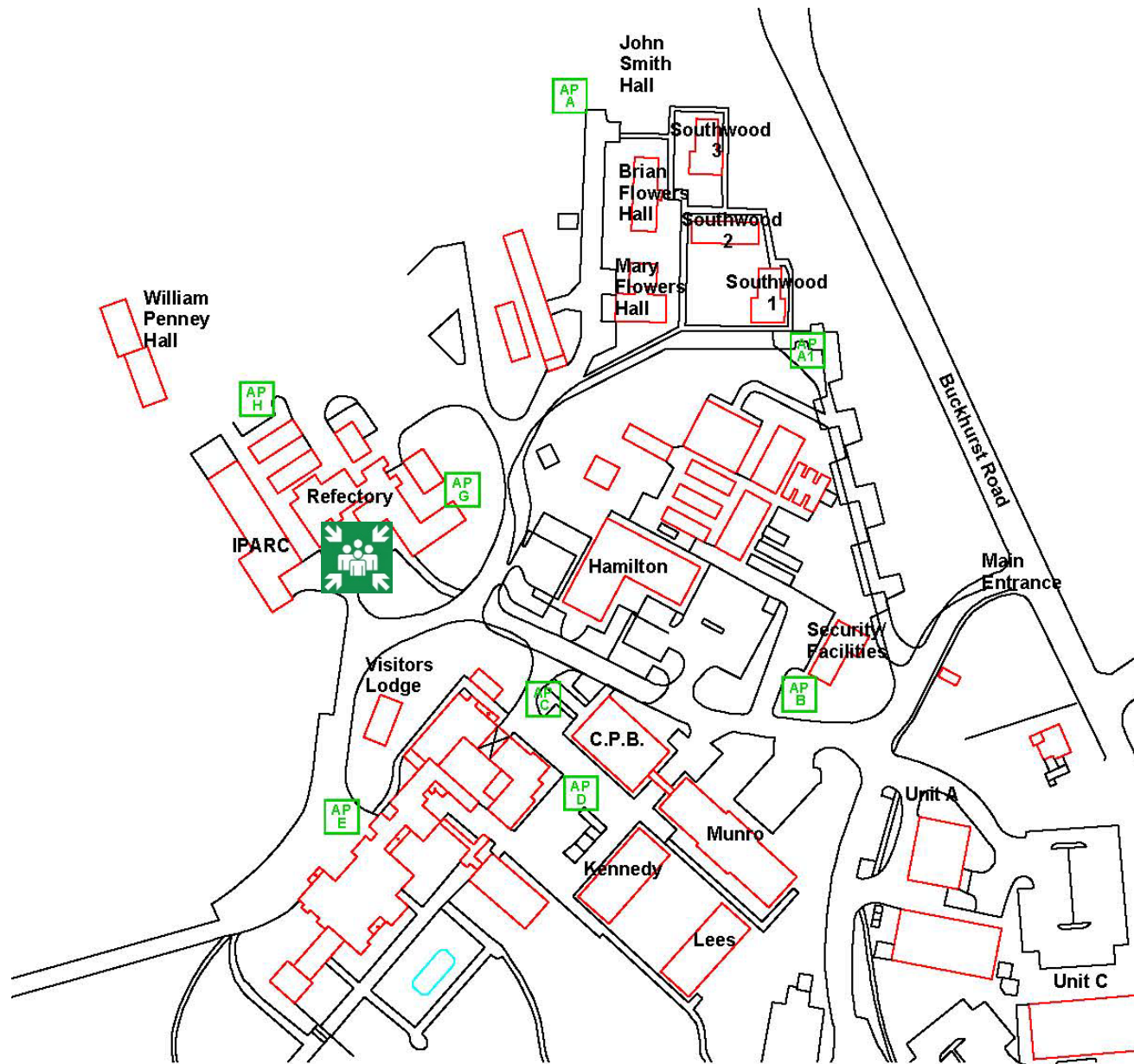
Our buildings are far more complex than domestic premises therefore we include the additional measure of Fire Alarm Call Points which will trigger the fire alarm system in a building.

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

Assembly  
Point



**KEY**

- Site Assembly Points
- Refectory Building

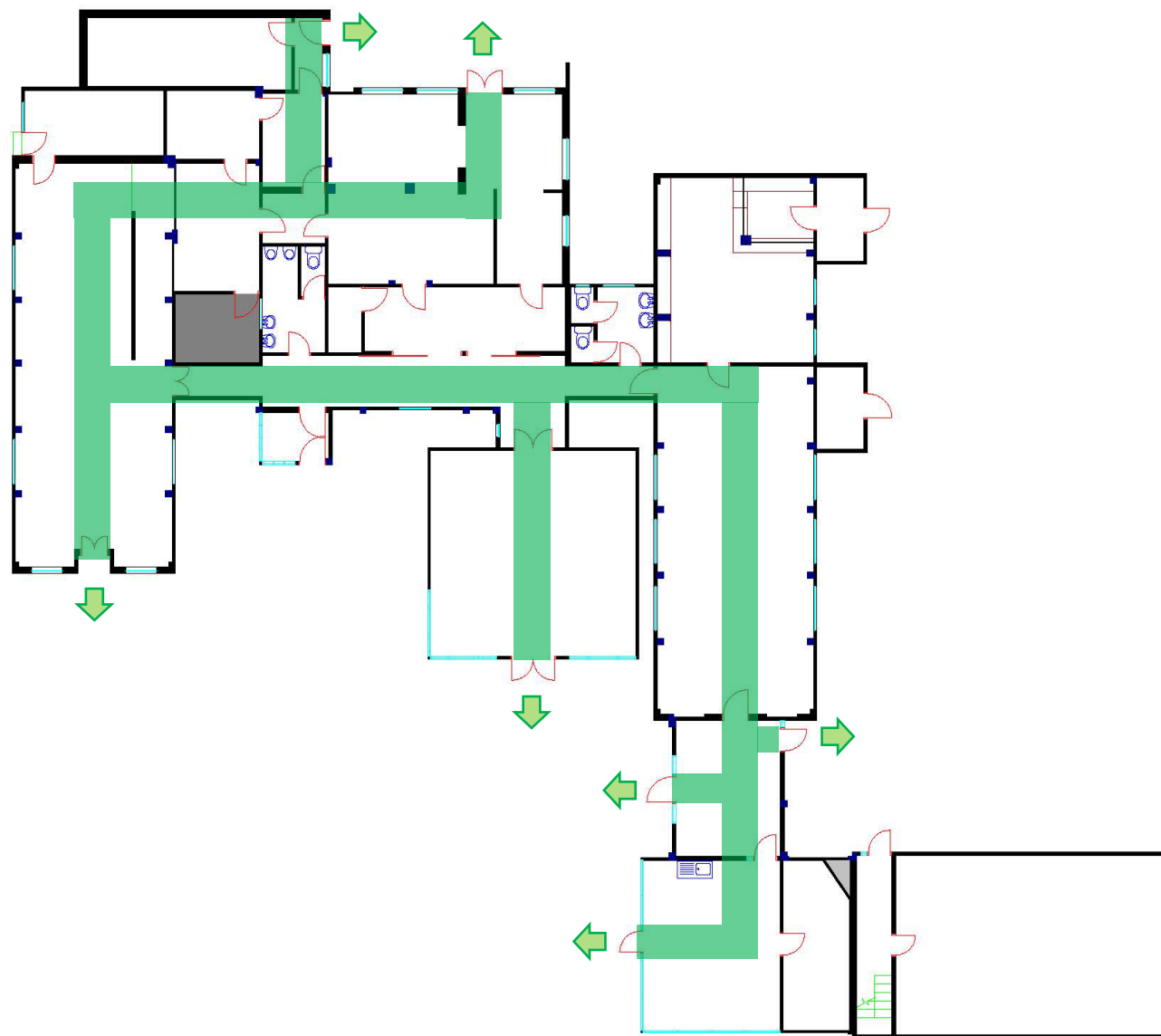
AP F Assembly Points

Fire Safety

General  
Emergency  
Evacuation  
Plan

Refectory  
Building

Level: 0



KEY ● ● Safe Route