

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 Weeks Building is comprised of 11 floors. All floors are accessible by using the lift. There are two staircases, one at either end of the building with the West staircase being the principal means of escape. The East staircase is helical in design and is only to be used in the event of the primary staircase not being available. Safe refuge areas are available in both stair cores but do not include an emergency communication system. There are 2 Fire Exits available from the building on the ground floor with the West exit being suitable for disabled users.

#### 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.

#### 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.

#### Equipment Provided;

The Lift at the West end of the building is designated as an Evacuation Lift and can be used in the event of a building evacuation. Refuge points are available in the protected staircase at the West and East ends of the building.



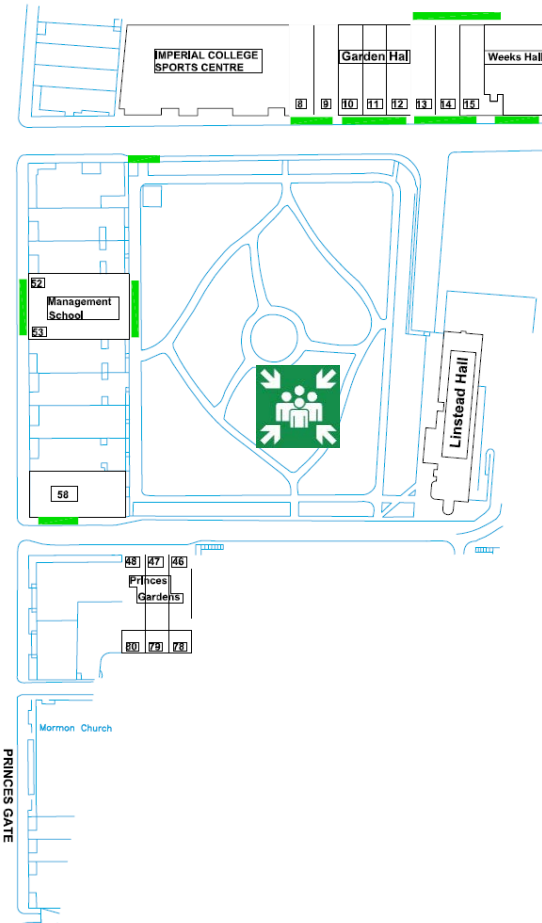
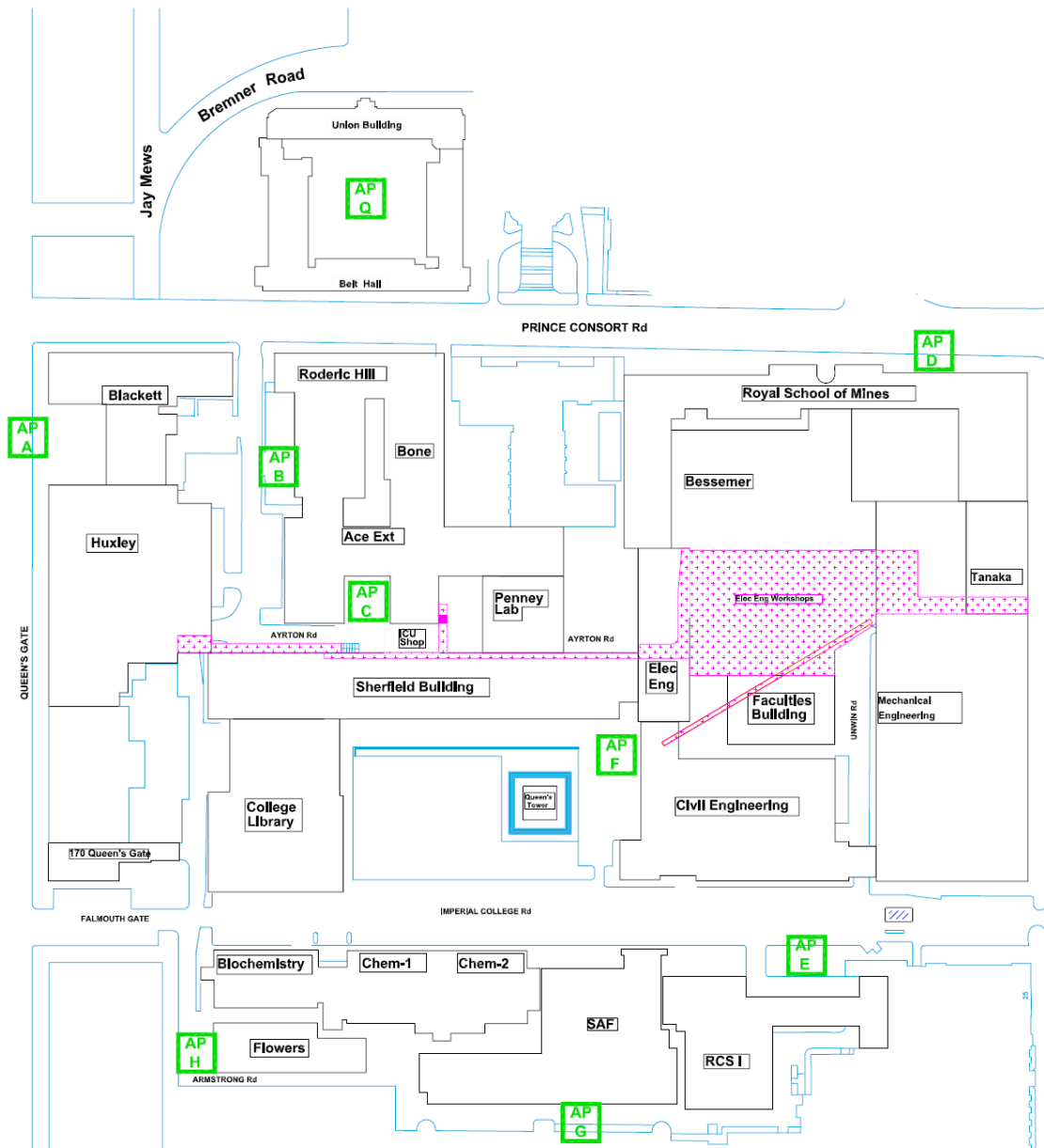
The Deaf Alert system is installed in this building. If you would like access to a Deaf Alert Pager, please contact Imperial College London, Security Team on 020 7589 1000



## Fire Safety

## General Emergency Evacuation Plan

## Assembly Point



**KEY** ● **AP** Site Assembly Points  
● **F** Points



**Weeks Building  
Assembly Point**

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.

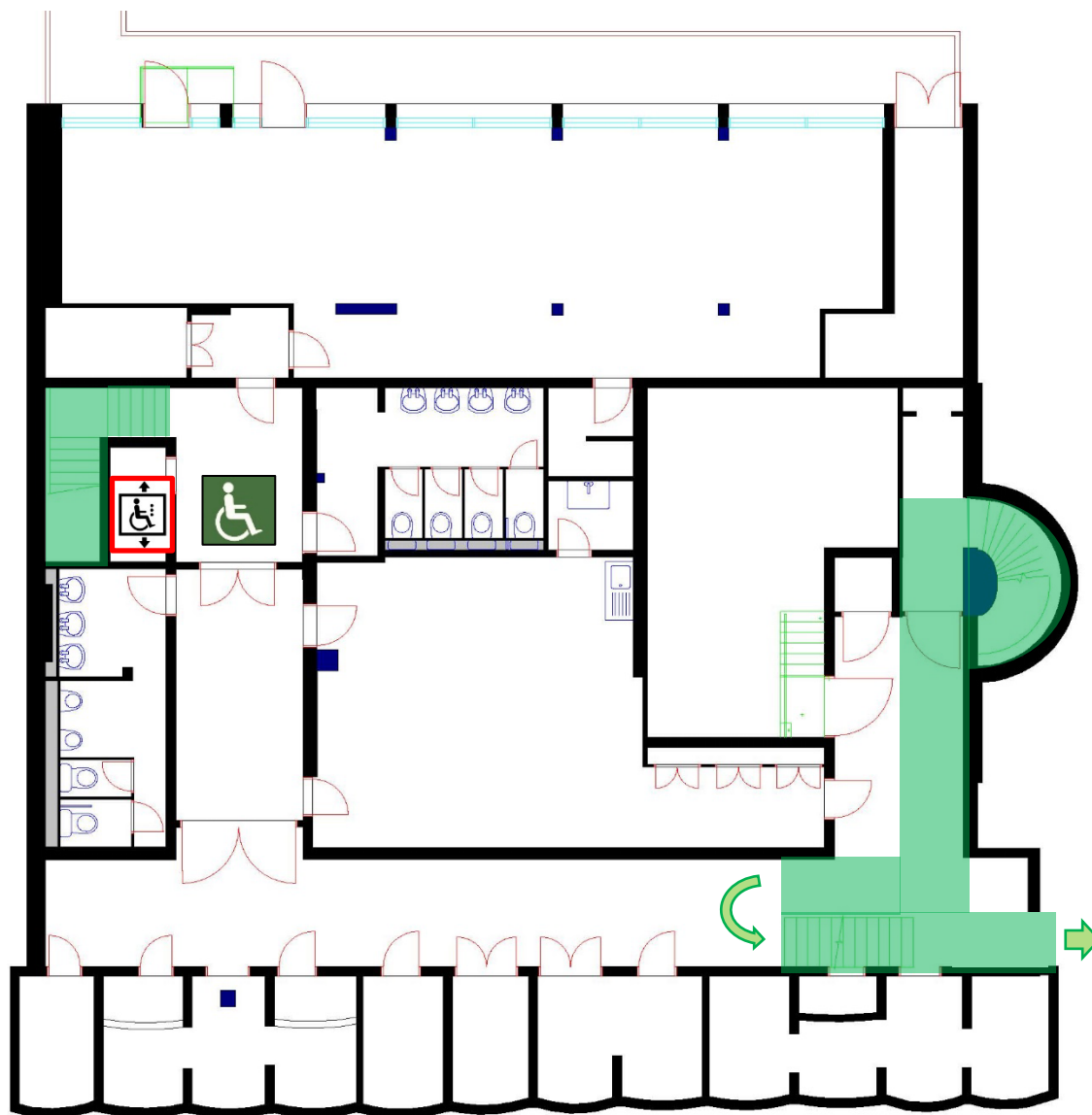
If you see fire, ensure your own safety first and if possible activate a call point by pushing the plastic window

**Fire Safety**

**General  
Emergency  
Evacuation  
Plan**

**Weeks  
Building**

**Level:  
Basement**



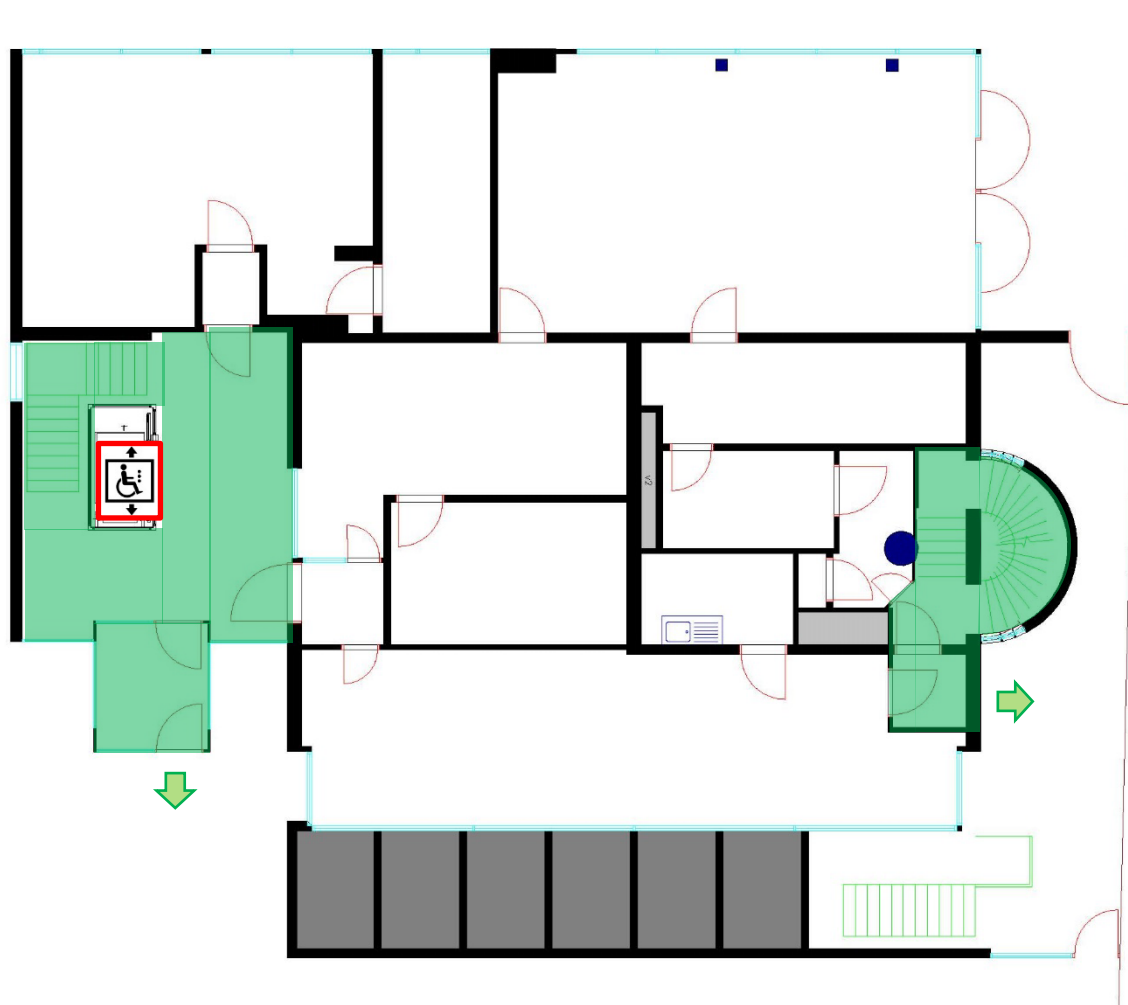
- KEY**
- ● Safe Route
  - (wheelchair icon with arrows) Evac Lift
  - (wheelchair icon) Refuge Point

**Fire Safety**

**General  
Emergency  
Evacuation  
Plan**

**Weeks  
Building**

**Level:  
Ground**



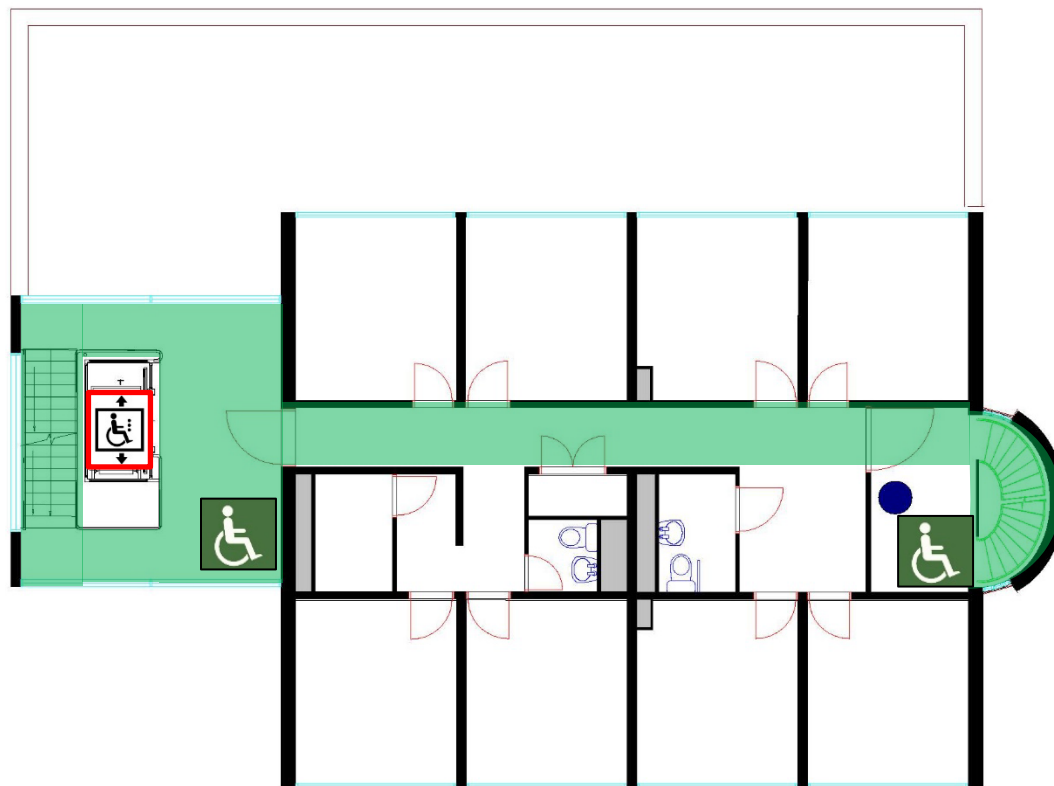
- KEY**
- ● Safe Route
  - Evac Lift
  - Refuge Point

**Fire Safety**

**General  
Emergency  
Evacuation  
Plan**

**Weeks  
Building**

**Level:  
1**



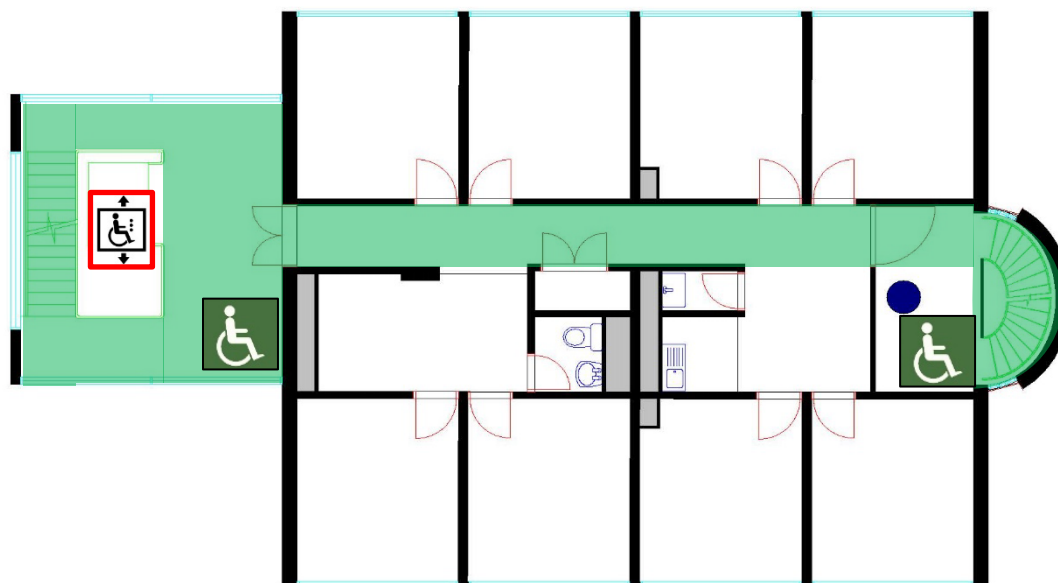
**KEY** ● ●  Safe Route  Evac Lift  Refuge Point

**Fire Safety**

**General  
Emergency  
Evacuation  
Plan**

**Weeks  
Building**

**Level:  
2**



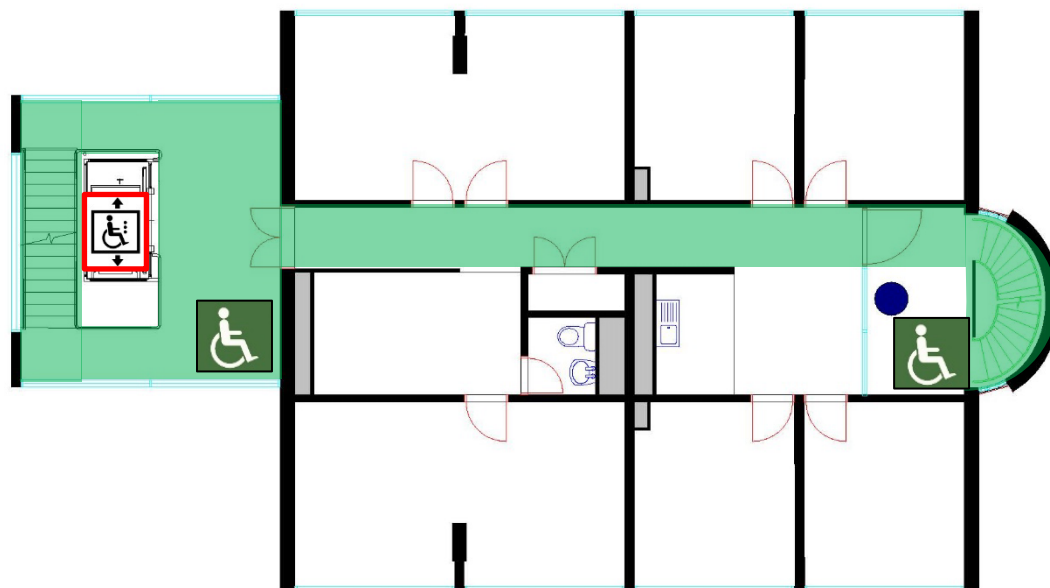
**KEY** ● ●  Safe Route  Evac Lift  Refuge Point

**Fire Safety**

**General  
Emergency  
Evacuation  
Plan**

**Weeks  
Building**

**Level:  
3**



- KEY**
- ● Safe Route
  - Evac Lift
  - Refuge Point

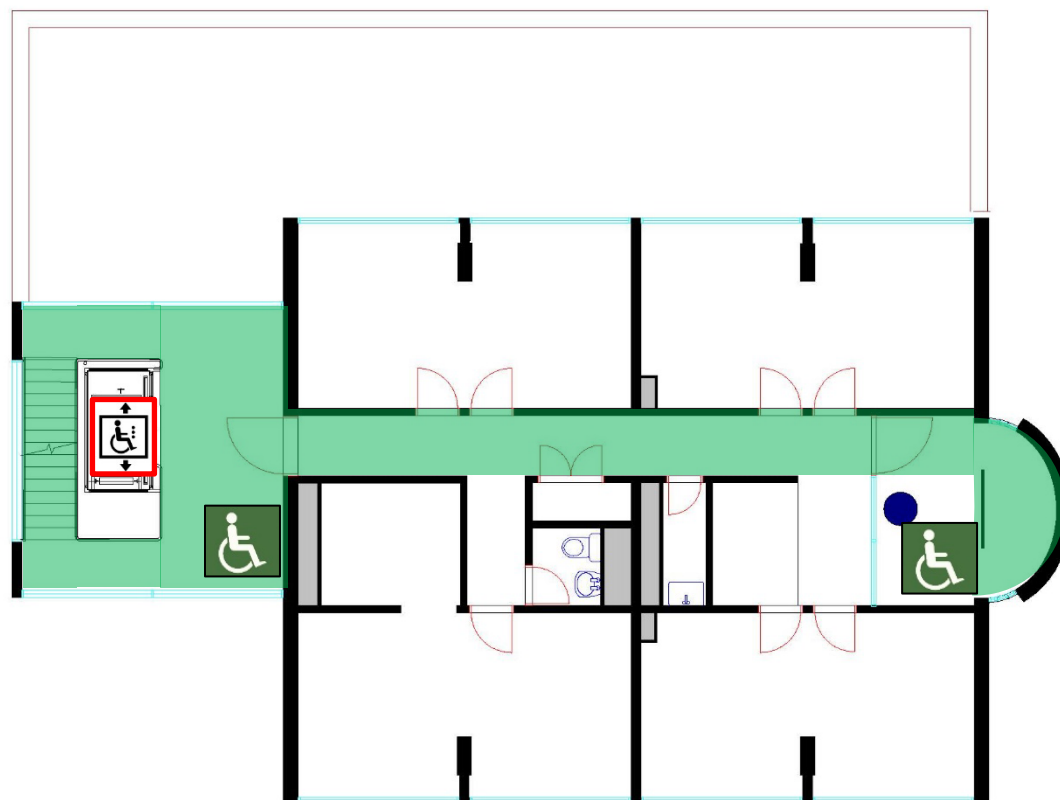


**Fire Safety**

**General  
Emergency  
Evacuation  
Plan**

**Weeks  
Building**

**Level:  
4**



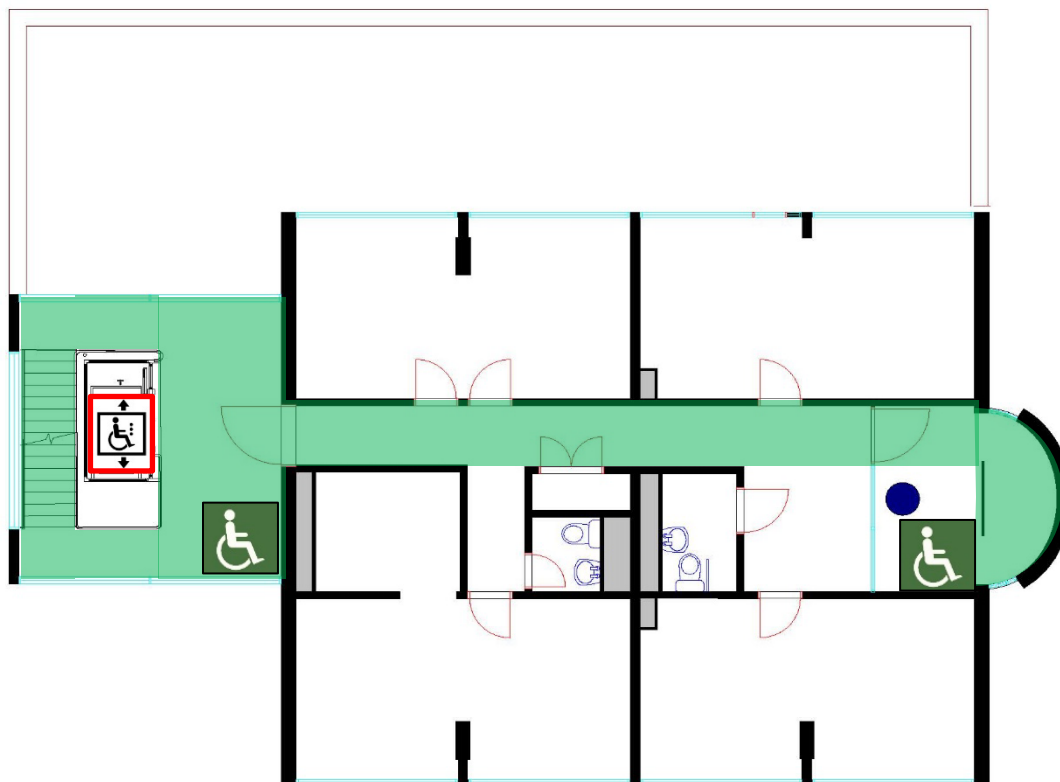
**KEY** ● ● Safe Route ● Evac Lift ● Refuge Point

**Fire Safety**

**General  
Emergency  
Evacuation  
Plan**

**Weeks  
Building**

**Level:  
5**



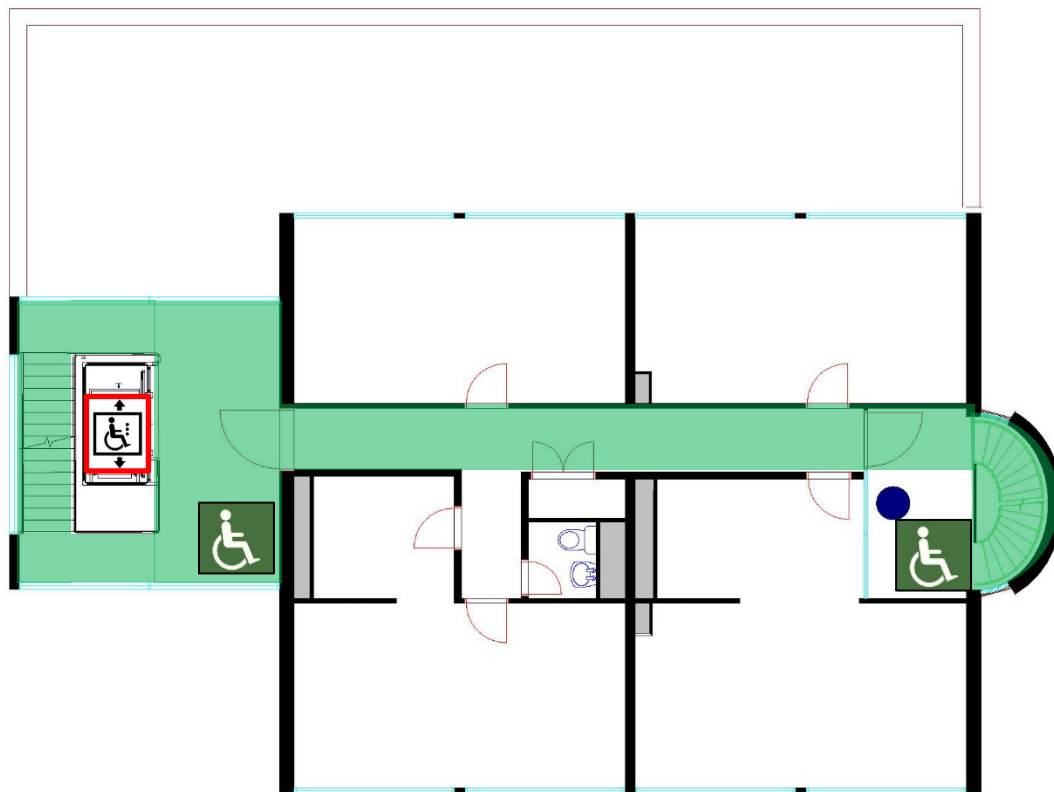
**KEY** ● ●  Safe Route  Evac Lift  Refuge Point

**Fire Safety**

**General  
Emergency  
Evacuation  
Plan**

**Weeks  
Building**

**Level:  
6**



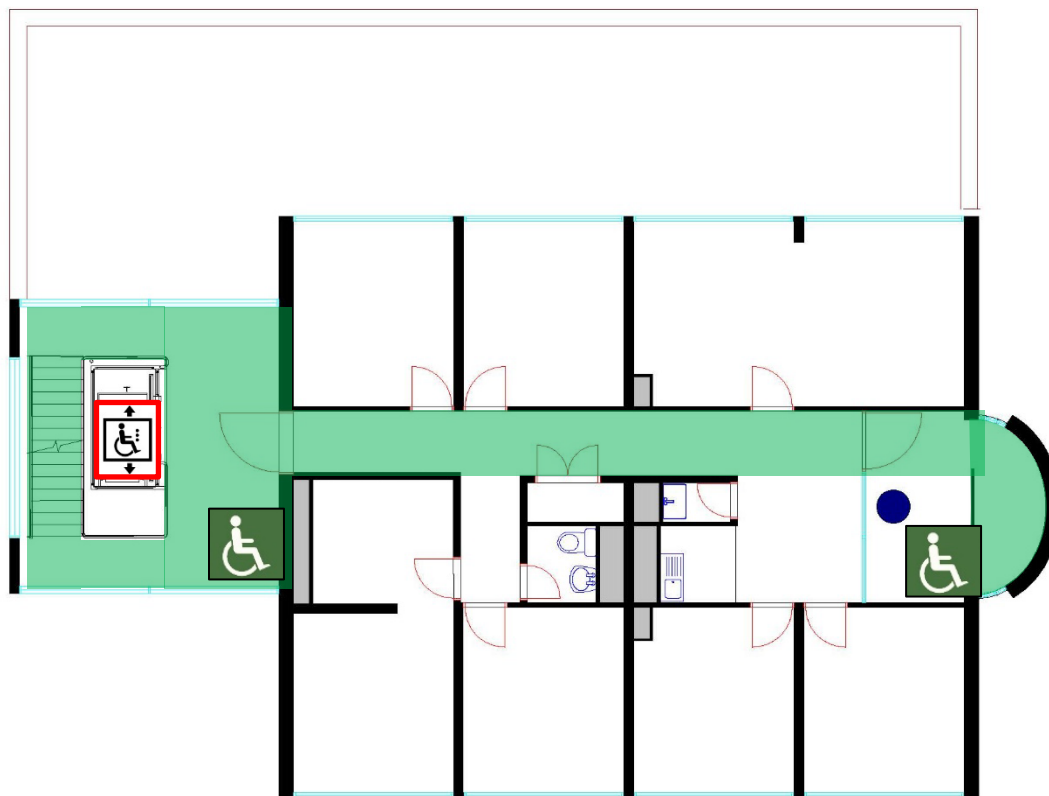
- KEY**
- ●
  - Safe Route
  - Evac Lift
  - Refuge Point

**Fire Safety**

**General  
Emergency  
Evacuation  
Plan**

**Weeks  
Building**

**Level:  
7**



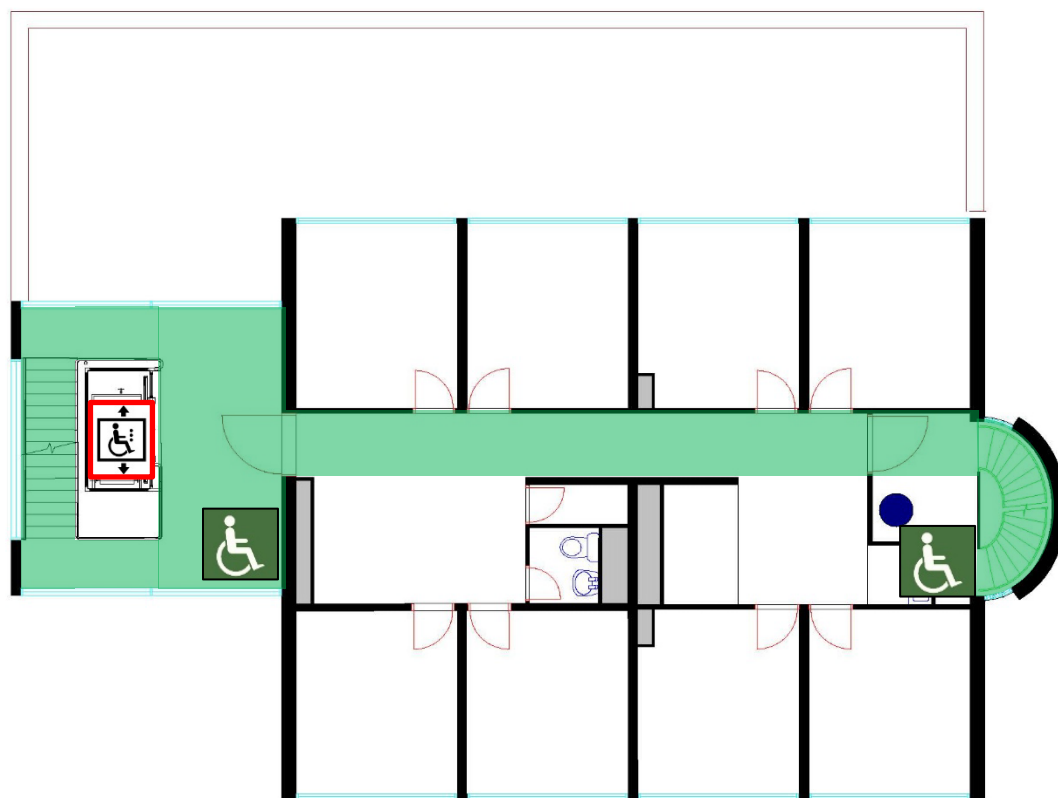
- KEY**
- ● Safe Route
  - Evac Lift
  - Refuge Point

**Fire Safety**

**General  
Emergency  
Evacuation  
Plan**

**Weeks  
Building**

**Level:  
8**



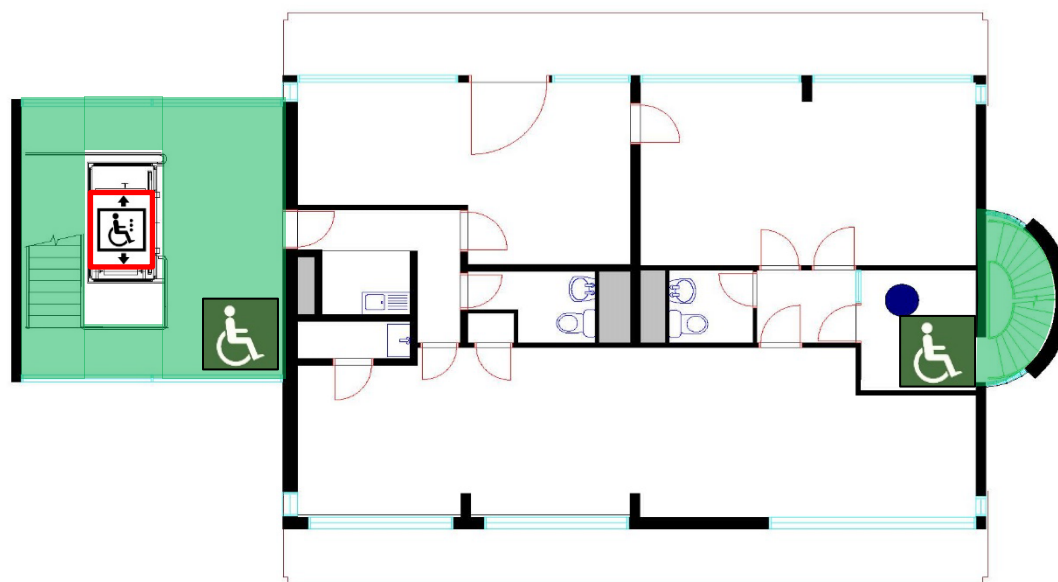
- KEY**
- ●
  - Safe Route
  - (with wheelchair icon and arrows) Evac Lift
  - (with wheelchair icon) Refuge Point

**Fire Safety**

**General  
Emergency  
Evacuation  
Plan**

**Weeks  
Building**

**Level:  
9**



- KEY**
- ●
  - Safe Route
  - Evac Lift
  - Refuge Point