General Emergency Evacuation Plan
Centre for Human Brain Health

The general emergency evacuation plan identifies the measures in place to ensure that anyone requiring assistance evacuates **this building** in an emergency situation.

Please also refer to the building floor plans showing the location of refuges and exit routes.

Within this building there are the following provisions and equipment in place to provide an assisted evacuation: -
- Refuges are located:
    - 1st Floor
        - Next to admin area at the top of central stairwell (101A)
        - Escape stairwell landing (121).
    - 2nd Floor
        - Next to admin area at the top of central stairwell (201B)
        - Escape stairwell landing (223).
- Evac-Chairs are located:
    - 2nd Floor
        - In escape stairwell landing (223)
        - On second floor landing outside office 206.
- A *'DeafWatch'* messaging system linked to the fire alarm & used with a vibrating pager

Action to take on entering the building:
- Familiarise yourself with the evacuation route (shown by the green 'running man' signs).
- Know where the nearest refuge points are located (often within the stairwells or lift lobbies)
- Read the fire action notice. (Red, white and blue signs)

Contact a member of staff if you require a personal emergency evacuation plan (PEEP).
The contacts for this building are:
- Nina Salman – Office: 0121 414 8834 Mobile: 07966 311325 / 07866 503624
- Emily Loftus – Office: 0121 414 7195

Action to take on hearing the alarm
- If able to do so, leave the building immediately by the nearest fire exit.
- Report to the assembly point.
- If you require assistance to leave the building go to the nearest refuge (or to the point agreed on your PEEP).
- Follow the refuge action information to contact the Fire Warden dealing with the incident.

Further Information
If you require any further information please contact the Fire Safety Coordinator:
- Nina Salman - Office: 0121 414 8834 Mobile: 07966 311325 / 07866 503624.