

Welcome to Old Gym

This standard procedure is designed to inform customers of the actions required in an emergency situation. All customers are advised to make themselves familiar with our Fire / Emergency Evacuation notices. A further emphasis is placed on those making bookings where others are to attend. Here, there is an expectation that the hirer should assume responsibility for highlighting the detail on these notices to all group members. If in any doubt, please ask at reception. Please note we also operate a system of assisted escape for disabled visitors and will devise Personal Emergency Evacuation Plans (PEEP's) where requested.

This Plan is for: **Old Gym**

A Actions to be taken if YOU discover a fire:

- 1 Shout "Fire" to alert others in the immediate vicinity,
- 2 Sound the alarm, by breaking the glass of the nearest fire alarm call point (small red box)
- 3 Leave building as described below

B Actions to be taken if the fire / emergency alarm sounds in the building:

- 1 Immediately stop what you are doing,
- 2 Evacuate the building leaving by the nearest and safest exit following:
 - the member of staff providing instruction
 - instructions shown on Fire / Emergency Evacuation (wall mounted) directional notices
 - emergency lighting: illuminated green directional signs situated above doors
- 3 You must make your way to the designated Assembly Point.

Assembly Point: Business School (Front Entrance)

IMPORTANT:

If assistance to evacuate is required due to a disability / impairment, please inform Campus Support on entering the building. The Campus Sport team will complete a relevant Personal Evacuation Plan (PEEP) based on needs / areas to be used and will arrange for your assisted evacuation by trained members of staff.

DO NOT use a passenger lift to evacuate or return to the area you have vacated

DO NOT attempt to re-enter the building until authorized to do so by the head Fire Officer



Both Campus Support Staff (internal phone 4227, external phone 01695 584227) and EHS Staff (internal Phone 4745 / external phone 01695 584745) have first aid qualified staff and access to first aid supplies. IN EMERGENCIES CALL 2222 FROM AN INTERNAL PHONE. These staff are trained and have set procedures for calling and directing emergency services. EHU staff and student hirers (normally group leader, coach or lecturer) should report all accidents and injuries online as per the universities policy and then inform an EHS member of staff. External hirers without access to online reporting should request paper copies of accident forms from EHS reception or Campus Support (contact details above).