**General Emergency Evacuation Procedure (GEEP)**

This Generic Emergency Evacuation Plan (GEEP) aims to give users of the building, particularly those with a disability or who may not be able to evacuate unaided, the information they need to evacuate safely.

**Safely Exiting the building**

Everyone should follow the simple steps outlined below to identify primary and secondary escape routes in the event of a fire alarm or other emergency.

Always locate your emergency escape route by identifying the nearest available stair core or final exit point from the building. This will be indicated by the green emergency exit signage shown below.

  

Following the green emergency exit sign will lead to a stair core (which are fire protected areas to allow safe orderly evacuation) or a final exit to outside if on Ground floor/ level 0.

Fire action notices are located prominently throughout the building and include the location of the nearest assembly point from that exit.

The secondary emergency escape route is an alternative exit route, should the primary route be inaccessible i.e blocked due to fire/smoke.  Identify this route, by considering how to access the core or outside safely if the primary route is blocked. Remember the green emergency exit sign will take you to a relative place of safety (fire protected stair core) or place of safety outside.

If able, you should leave the building immediately by the nearest fire exit and report to the assigned assembly point for the building. If you are unable to evacuate the building unaided, please proceed to one of the safe refuge point.

Refuge points are located on every stair core on each floor. Anyone who needs assistance to evacuate safely is advised to go to this point and press the button on the Emergency Voice Communication System to speak with a member of the security team who are trained in use of accessible evacuation lift or chair as appropriate.

**Emergency contacts**



Assistance can be requested by: -

* using Safezone App
* Phone 028 7012 3456 (24/7)
* If using an internal phone dial ext. 22222

**Assembly Points**

The fire assembly points for the Coleraine campus are listed below:

**Coleraine Assembly Points​**

Car parks 1-8

More information is available at <https://www.ulster.ac.uk/wellbeing/disability/accessability/Personal-Emergency-Evacuation-Plans>

For all campuses

|  |  |  |  |
| --- | --- | --- | --- |
| **Block** | **Room** | **Primary Escape Route** | **Secondary Escape Route** |
| **E** | **E206** | **Leave room E206 using main exit door and proceed directly across the corridor through automated fire doors into protected stairwell/lift lobby and call Campus Security on 02870102870324480 using mobile phone; or use the internal extension of the meeting room dialling 22222 prior to leaving room.**  | **Alternatively; leave room E206 using main exit door, turning right to end of corridor, turning left through emergency exit door as indicated by directional signage into short corridor leading to protected stairwell and call Campus Security on 02870102870324480 using mobile phone; or use the internal extension of the meeting room dialling 22222 prior to leaving room.**  |
| **E** | **E207** | **Leave room E207 using main exit door, turning left to end of corridor, turn right through automated emergency exit door as indicated by directional signage into protected stairwell / lift lobby and call Campus Security on 02870102870324480 using mobile phone; or use the internal extension of the meeting room dialling 22222 prior to leaving room.**  | **Alternatively; leave room E207 using main exit door, proceeding directly ahead and turn right at directional signage indicating escape route through fire doors into short corridor leading to protected stairwell and call Campus Security on 02870102870324480 using mobile phone; or use the internal extension of the meeting room dialling 22222 prior to leaving room.**  |
| **G** | **G049** | **Vacate room through normal exit door, turn right along corridor through fire doors and exit building through final exit doors and proceed to assembly point 3 in CMB Car Park** | **Leave room turning left along corridor through fire doors into protected stairwell and call campus security for assistance on 02870124880** |
| **G** | **G096** | **Leave the room and proceed to the protected stairwell G048 in Science Block 2 leaving by the final exit door to go to the Assembly Point 1 in Car Park 1** | **Alternatively leave the room turning right and proceed to the protected stairwell in Science Block 3 leaving by the final exit door accessing the CMB Building and go to the Assembly Point 1 in Car Park 1** |
| **G** | **G104** | **Leave the room turning right and proceed along corridor through fire door, proceed directly ahead then turn left through two sets of automated fire doors and leave by main exit doors in central building lobby. Proceed to entrance to Tower Block and request assistance from campus security on 02870102870324480 using mobile phone or teaching room landline prior to evacuating.** | **Alternatively, leave room turning left to the end of the corridor through automatic fire doors into protected stairwell landing G115.****Call campus security on 02870102870324480 and await assistance using mobile phone or teaching room landline prior to evacuating** |
| **G** | **G186** | **Leave the room turning left then left again through automated fire door into protected stairwell landing G136; call campus security on 02870102870324480 and await assistance using mobile phone or teaching room landline prior to evacuating** | **Alternatively leave the room turning left then immediately right and proceed along corridor through automated fire door to the end of the corridor entering into protected stairwell landing G173; call campus security on 02870102870324480 and await assistance using mobile phone or teaching room landline prior to evacuating** |
| **G** | **G187** | **Leave the room turning right along to the end of the corridor through fire door into protected stairwell landing G138; call campus security on 02870102870324480 and await assistance using mobile phone or teaching room landline prior to evacuating room.** | **Leave the room turning left proceed to the end of the corridor through two sets of fire doors into protected stairwell landing G115.****Call campus security on 02870102870324480 and await assistance using mobile phone or teaching room landline prior to evacuating room.** |
| **G** | **G195** | **Leave room and proceed directly into protected stairwell landing G115.****Call campus security on 02870102870324480 and await assistance using mobile phone or teaching room landline prior to evacuating** | **Alternatively, leave the room turning right into main corridor H197 to the end passing through two sets of fire doors into protected stairwell landing G138; call campus security on 02870102870324480 and await assistance using mobile phone or teaching room landline prior to evacuating room.** |
| **G** | **G206** | **Leave room turning right and proceed to end of the corridor through fire door into protected stairwell/lift lobby G221, call campus security on 02870102870324480 using mobile phone or teaching room landline prior to evacuating room.** | **Alternatively. Leave the room turning left and proceed to end of the corridor through fire door into protected stairwell G223, call campus security on 02870102870324480 using mobile phone or teaching room landline prior to evacuating room.**  |
| **G** | **G207** | **Leave room turning right and proceed to end of the corridor through fire door into protected stairwell/lift lobby G221 call campus security on 02870102870324480 using mobile phone or teaching room landline prior to evacuating room.** | **Alternatively. Leave the room turning left and proceed to end of the corridor through fire door into protected stairwell G223, call campus security on 02870102870324480 using mobile phone or teaching room landline prior to evacuating room.** |
| **G** | **G233A** | **Leave room turning left through fire door into protected staircase landing G249, call campus security on 02870102870324480 and await assistance using mobile phone or teaching room landline prior to evacuating room.** | **Alternatively, leave room turning right and proceed along corridor through fire doors into protected stairwell/lift lobby G247; call campus security on 02870102870324480 and await assistance using mobile phone or teaching room landline prior to evacuating room.****Option 1: remain at lift and await fire marshal lift operator’s instructions or Option 2: proceed into Block H following directional signage to main staircase. There should be no alarms in this area; lifts may be used when no alarms are sounding.** |
| **G** | **Staff / School Office** | **Vacate Office G119 from Main Exit, turn left and proceed through automatic doors to main foyer area and make exit to remain at Podium area outside Student Support entrance, call Security on 02870324480 and await help.** | **Vacate Office G119 from Main Exit, turn right and proceed through automatic doors into protected stairwell and call Security on 02870324480 and await assistance.** |
| **G** | **G0100 – PC Lab** | **Vacate this room turning left through automated door, proceed ahead through second automated door until the end of corridor through third automated door exiting building at ground floor level and make your way to the nearest assembly point.** | **Vacate this room turning left through automated door and immediately right through another automated door and proceed to the end of the corridor through third automated door into protected staircase leaving by the emergency exit door.** |
| **G** | **T/Lab 1** | **Vacate lab through main exit door, turn left, then immediately left again through automated fire door into stairwell lobby, leave building through final exit door and proceed to the assembly point No1 in car Park.** | **Vacate lab through main exit door, turn left, then immediately right proceed along corridor through automated fire doors into protected stairwell.****Enter ground floor corridor of Science Block 2 and proceed to the end and vacate building at final exit door in protected stairwell.** |
| **G** | **T/Lab 2** | **Vacate lab through main exit door (at technicians office), turn right, then immediately left again through automated fire door into stairwell lobby, leave building through final exit door and proceed to the assembly point No1 in car Park.** | **Alternatively leave by other exit door leading to corridor, turn right through fire doors into protected stairwell, turn left through fire doors into corridor, proceed to the end through fire doors and leave building through final exit door in protected stairwell.** |
| **G** | **T/Lab 5** | **Leave room turning right through fire doors into protected stairwell, turning left to proceed through fire doors into corridor to the end through fire doors through protected lift / staircase lobby, into the main building, leave through main exit doors and proceed to entrance of Tower block and await assistance from campus security.** | **Leave room turning left along corridor through fire doors into protected stairwell** |
| **G** | **T/Lab 6** | **Leave room turning right through fire doors into protected stairwell, turning right to proceed through fire doors into corridor to the end through fire doors into protected staircase fire marshals have been designated to assist and to operate lift which will end evacuation on ground floor.** | **Leave room turning right through fire doors into protected stairwell, turning right and then immediately right along corridor through fire doors into protected stairwell. Call campus security on 02870124880 for assistance** |
|  |  | **Primary Route** | **Secondary Route** |
| **H** | **LT5** | **Vacate lecture theatre 5 using main exit doors turning left through three sets of double doors to final exit point; proceed to assembly point into car park.** | **Alternatively, exit lecture theatre turning right to main corridor, turning right again at security post, proceed through double doors exiting through single automated final exit door into covered walkway, and proceed to nearest assembly point.** |
| **H** | **101****LT6** | **Exit right from room, go through double doors and proceed to main foyer area of Block H. Leave by main entrance to the concourse. Call security for assistance 02870324480.** | **Exit left from the main entrance doors, and end of corridor turn left, proceed to end of corridor and turn right entering link walkway to J Block (Tower Block). Pass through staircase enclosure and exit building by door on left. Wait in concourse area. Call security for assistance 02870324480.** |
| **H** | **102****LT 7** | **Vacate Theatre from the main entrance doors, and proceed to main foyer area of Block H leaving by main entrance to the podium entrance to Tower Block and await assistance from Security** | **Vacate Theatre from the main entrance doors, turn left and left again at Lecture Theatre 8, proceeding to protected area in link corridor to Tower Block.** |
| **H** | **105****LT8** | **Vacate Theatre from the main entrance doors, and proceed to main foyer area of Block H leaving by main entrance to the podium entrance to Tower Block and await assistance from Security. Inform Security of your location on 02870324480** | **Vacate Theatre from the main entrance doors; turn right, proceeding to protected area in link corridor to Tower Block or alternatively turn left through Fire Doors into protected corridor.****Inform Security of your location on 02870324480** |
| **H** | **107****LT9** | **Vacate Theatre from the main entrance doors, and proceed to main foyer area of Block H leaving by main entrance to Student Support entrance to Tower Block and await assistance from Security. Inform Security of your location on 02870324480** | **Vacate Theatre from the main entrance doors; turn right, proceeding to protected area in link corridor to Tower Block or alternatively turn left through Fire Doors into protected corridor.****Inform Security of your location on 02870324480** |
| **H** | **111****LT10** | **Exit left from room, proceed to end of corridor, go through doors and enter main foyer. Turn right and exit building by main entrance. Wait in concourse area. Call security for assistance 02870324480. In bad weather wait in ground floor area of Tower Block.** | **Exit right from room, proceed to end of corridor. Turn right at U Block proceed down corridor and enter staircase enclosure. Call security for assistance 02870324480.** |
| **H** | **112****LT 11** | **Vacate this lecture theatre turning left along corridor to the central lobby, leave the building and proceed to the Car park 1 assembly point, should your mobility be more restricted than usual because of exertion etc. go to the entrance to Student Support at the Tower Block Podium entrance and call campus security for assistance if necessary.** | **Vacate the lecture theatre along the corridor at right angle to LT11 passing LT 8 and 9 into the link corridor to the Tower Block and exiting at the entrance to Student Support at the Tower Block Podium entrance and call campus security for assistance if necessary.**  |
| **H** | **113****LT12** | **Vacate Theatre from the main entrance doors, turning left and proceed to main foyer area of Block H leaving by main entrance to the podium entrance to Tower Block and await assistance from Security** | **Vacate Theatre from main exit doors turning right to end of corridor through fire doors to protected stairwell leading to Physical resources Department to await Security** |
| **H** | **114****LT 13** | **Vacate Theatre from the main entrance doors, turning right and proceed to main foyer area of Block H leaving by main entrance to Student Support entrance to Tower Block and await assistance from Security** | **Vacate Theatre from main exit doors turning left to end of corridor through fire doors to protected stairwell leading to Physical resources Department to await Security** |
| **H** | **132****LT14** | **Turn left at theatre doors and then right through automatic doors into main reception area vacating onto the Podium to the Entrance of the Tower Block leading to Student Support to await assistance from Campus Security.****Inform Security of your location on 02870324480** | **Turn left at theatre doors and then left again through automatic doors, turning right and proceeding straight ahead into Block G. Proceed along corridor through automatic doors to await assistance.** **Inform Security of your location on 02870324480**  |
| **H** | **133****LT15** | **Leave room turning left then immediately right through automated double doors at Streat Café into lobby of main building, leave by final exit point evacuating to the top of the podium steps, alternatively, to the entrance of Student Support at the podium entrance to the Tower Block and await assistance from Security Staff.** | **Leave the room turning left then immediately right after proceeding through automated doors.****Go straight ahead through automated door into Block G1 protected staircase, use lift to ground floor exit or alternative wait for assistance from Staff or Security.****You may also wish to consider going through the automated door into Block G1 to the protected staircase at the far end of this corridor.** |
| **H** | **227****LT16** | **Vacate Theatre from the main entrance doors, turning right and proceed to mezzanine floor which has protected areas off it and call Security to confirm your location.** | **Vacate Theatre from the main entrance doors, turning left along corridor to Tee Junction past lift. Turn right into protected stairwell area and await assistance from Security.** |
| **H** | **220****LT17** | **Vacate Theatre from the main entrance doors, turning left and proceed to mezzanine floor which has protected areas off it and call Security to confirm your location.** | **Vacate Theatre from the main entrance doors, turning right along corridor to Tee Junction past lift. Turn right into protected stairwell area and await assistance from Security.** |
| **I** | **202** | **Exit room by far door (not entrance door). Turn right, cross the corridor, go through double doors and turn left into staircase lobby. Turn left into staircase enclosure. Use the communications unit or phone security for assistance 02870324480.** | **Exit by main door, turn right crossing over the bridge area (away from the staircase). Near end of corridor turn left, go through doors and turn right into staircase lobby. Turn right into staircase enclosure. Use the communications unit or phone security for assistance 02870324480.** |
| **J** | **203** | **Turn left from room, proceed along corridor. Go through doors into lift lobby/staircase enclosure. Call security for assistance 02870324480.** | **Turn right from room, proceed along corridor. Go through doors into staircase enclosure. Call security for assistance 02870324480.** |
| **J** | **204A** | **Turn left from room, proceed along corridor. Go through doors into lift lobby/staircase enclosure. Call security for assistance 02870324480.** | **Turn right from room, proceed along corridor. Go through doors into staircase enclosure. Call security for assistance 02870324480.** |
| **J** | **204B** | **Turn right from room, proceed along corridor. Go through doors into lift lobby/staircase enclosure. Call security for assistance 02870324480.** | **Turn left from room, proceed along corridor. Go through doors into staircase enclosure. Call security for assistance 02870324480.** |
| **J** | **J205** | **Turn right from room, proceed along corridor. Go through doors into lift lobby/staircase enclosure. Call security for assistance 02870324480.** | **Turn left from room, proceed along corridor. Go through doors into staircase enclosure. Call security for assistance 02870324480.**  |
| **J**  | **Floor 3** | **Vacate offices to the left and right and proceed to floor - lift entrance, Inform Security of your location on 02870324480** | **Vacate offices to the left and right and proceed to secondary emergency stairwell overlooking Podium steps Inform Security of your location on 02870324480** |
| **M** | **102****Octagon****Balcony** | **Vacate study area and proceed towards Bridge Shops exiting through main entrance doors at Main Foyer and wait at entrance to Student Support at Tower Block on Podium. Inform Security of your location and await assistance.** | **Vacate study area, if there are no apparent signs of fire, it is permissible to use the special evacuation lift to ground floor at Octagon Foyer, to vacate to assembly point at Car park 2 (Student Residences)** |
| **L** | **Block L****Ground floor** | **Vacate PC labs turning left or right in the direction of the south exit door leading to the car park area and proceed to the assembly point** | **Vacate PC labs turning left or right in the direction through the fire door leading to the protected staircase. Call Campus Security Staff on 02870324480 and advise them of your location and request assistance.** |
| **L** | **L217** | **Leave room turning right then right again, proceed to staircase at the end of the corridor and descend one flight turning right at bottom of staircase, proceed through “Bridge” area through automated doors and leave by main reception doors leading to Podium** | **Leave room turning left along corridor turning left passing Room L228 into protected stairwell, proceed through automated door to end of corridor to external fire escape, alternatively, descend two flights of stairs in protected stairwell turning left at bottom of stairs and left again through automated final exit door.** |
| **L** | **L228** | **Leave room turning left along corridor into protected stairwell, proceed through automated door to end of corridor to external fire escape, alternatively, descend two flights of stairs in protected stairwell turning left at bottom of stairs and left again through automated final exit door.** | **Leave the room turning right and proceed to end of corridor through fire door into protected stairwell landing: Inform Campus Security of your location on 02870324480 using mobile phone.**  |
| **U** | **012** | **Exit by right hand door, turn right and proceed through adjacent staircase lobby, through staircase enclosure and exit to air. Proceed to assembly point at car park 4.** | **Exit by left door and proceed to end of corridor. Exit building and proceed to assembly point at car park 4. Alternatively turn right then left and exit building through exit in central area.** |
| **U** | **110** | **Exit room, turn right and enter adjacent staircase lobby. Use the communications unit or phone security for assistance 02870324480.** | **Exit room, turn left. Proceed to end of corridor, turn right into staircase lobby. Use the communications unit or phone security for assistance 02870324480.** |
| **U** | **113** | **Exit room, turn right, proceed along corridor and staircase lobby. Use the communications unit or phone security for assistance 02870324480.** | **Exit room, turn left. Proceed to end of corridor, turn right into staircase lobby. Use the communications unit or phone security for assistance 02870324480.** |
| **U** | **116** | **Exit room, go through door opposite into staircase lobby. Use the communications unit or phone security for assistance 02870324480.** | **Exit room, turn right, proceed along corridor and staircase lobby. Use the communications unit or phone security for assistance 02870324480.** |
| **U** | **212** | **Exit room, turn right, proceed along corridor and staircase lobby. Use the communications unit or phone security for assistance 02870324480.** | **Exit room, turn left. Proceed to end of corridor, turn right into staircase lobby. Use the communications unit or phone security for assistance 02870324480.** |
| **W** | **010** | **Leave the room turning right and choose exits to the left or right and proceed to the Assembly Point as indicated on the fire safety signage at the final exit door** | **Alternatively leave the room turning left and proceed to the furthest part of the building and follow the signs to the nearest final exit point to proceed to the designated Assembly Point** |
| **W** | **056** | **Leave this room through the final emergency exit door located within the room and proceed to the Assembly Point as indicated on the fire safety signage at the final exit door.** | **Alternatively leave the room and proceed through the double fire doors to the furthest part of the building and follow the signs to the nearest final exit point at the building reception area then proceed to the designated Assembly Point** |
| **W** | **058** | **Leave this room through the double fire doors to enter Room W0056 and leave by the final emergency exit door located within the room and proceed to the Assembly Point as indicated on the fire safety signage at the final exit door.** | **Alternatively leave the room and proceed towards the building reception area through the double fire doors leaving by the final exit doors to proceed to the designated Assembly Point.** |

**Ambulant routes (straight to open air)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Block** | **Room** | **PRIMARY ESCAPE** | **SECONDARY ESCAPE** |
| **L** | **028 Lab 1** | **Turn left from lab door, continue to end through double doors. Turn left, proceed through double doors and exit building by door on right. Proceed to assembly point 4 at car park 4.** | **Turn right from lab door, continue to end through double doors into staircase enclosure. Exit building and proceed to assembly point.** |
| **L** | **021 Lab 2** | **Turn left from lab door, continue to end through double doors. Turn left, proceed through double doors and exit building by door on right. Proceed to assembly point 4 at car park 4.** | **Turn right from lab door, continue to end through double doors into staircase enclosure. Exit building and proceed to assembly point** |
| **L** | **011 Lab 3** | **Turn right from lab door, continue to end through double doors. Turn left, proceed through double doors and exit building by door on right. Proceed to assembly point 4 at car park 4.** | **Turn left from lab door, continue to end through double doors into staircase enclosure. Exit building and proceed to assembly point** |
| **L** | **009 Lab 4** | **Turn right from lab door, continue to end through double doors. Turn left, proceed through double doors and exit building by door on right. Proceed to assembly point 4 at car park 4.** | **Turn left from lab door, continue to end through double doors into staircase enclosure. Exit building and proceed to assembly point** |
| **L** | **017 Lab 5** | **Turn right from lab door, continue to end through double doors. Turn left, proceed through double doors and exit building by door on right. Proceed to assembly point 4 at car park 4.** | **Turn left from lab door, continue to end through double doors into staircase enclosure. Exit building and proceed to assembly point** |
| **M** | **002** | **Leave room using exit at rear. Facing to the rear it is in the right hand corner. Pass through lobby, turn right and through double exit doors. Turn right down the slope and proceed to assembly point** | **Leave room using exits at the front. Exit building and proceed to assembly point** |
| **M** | **102** | **Return back through main entrance and exit by door on your right. Proceed to assembly point.** | **Exit room by door on left wall. Note this door has a step outside. Proceed to assembly point.** |
| **U** | **123 Lower** | **Leave room via left side door, through lobby into staircase enclosure. Go down the stairs, exit building and proceed to assembly point** | **Leave room via right side doors, through lobby into main corridor. Turn left and proceed straight ahead through seating area and through exit door. Go down the stairs and exit building and proceed to assembly point** |
| **U** | **123 Upper** | **Leave room via left side door, into main corridor. Turn left and proceed straight ahead through seating area and through exit door. Go down the stairs and exit building and proceed to assembly point** | **Leave room via right side doors, turn right and enter staircase enclosure. Go down the stairs, exit building and proceed to assembly point** |
| **H** | **LT7** | **Leave room by the main entrance doors, turn right and proceed to main foyer area of Block H leaving by main entrance.** **Proceed to assembly point 1** | **Leave room by the main entrance doors, turn left and left again proceeding to link corridor to Tower Block. Exit building and proceed to assembly point 1.** |
| **H** | **LT8** | **Leave room from the main entrance doors, and proceed straight ahead to main foyer area of Block H leaving by main entrance. Proceed to assembly point 1** | **Leave room by the main entrance doors; turn right, proceeding to link corridor to Tower Block. Exit building and proceed to assembly point 1.** |
| **H** | **LT9** | **Leave room from the main entrance doors. Turn right then left and proceed to main foyer area of Block H leaving by main entrance. Proceed to assembly point 1** | **Leave room by the main entrance doors; turn right, proceeding to link corridor to Tower Block. Exit building and proceed to assembly point 1.** |