



## Generic Emergency Evacuation Plan

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, and available equipment.

If you require further information please contact Erin Trevethan, Facilities Admin Assistant at [reception@liskeard.gov.uk](mailto:reception@liskeard.gov.uk) or Jacqui Orange, Facilities Manager at [facilities@liskeard.gov.uk](mailto:facilities@liskeard.gov.uk)

The Public Hall comprises 3 floors, the basement, ground floor and first floor (the basement area is not accessible to members of the public).

The **Wheal Phoenix Room, Council Chamber** and **Main Hall** are accessible via a platform lift. There is a stairlift connecting the first floor lobby area with the **Quimperle Room**.

The **New Liskeard Room** is accessed only via a flight of steps, from the Wheal Phoenix Room or the via the Town Council Office.

The **Town Council Office, Caretakers Room, Emily Hobhouse Room, Mayor's Parlour** and **Members' Room** are all on the ground floor.

**The lift will not operate if the fire alarm has been activated.**

Doors with automatic acoustic door holders will close if open.

The accessible fire exits are located:

**GROUND FLOOR** – from the main building via the double entrance doors on to West Street and from the Town Council Office via the office entrance on to West Street.

**FIRST FLOOR** – via the main hall into the passageway and on to Barras Place.

When you hear the fire alarm you should leave the building by the nearest fire exit (see attached floor plan) and assemble at the top of WESTBOURNE CAR PARK and await further instructions.

If you are unable to evacuate the building unaided, please proceed to the nearest fire exit.

**Emergency evacuation chairs** are located at:

- First floor lobby area
- Lobby area at rear of the Quimperle Room
- Council Chamber

The evacuation chairs look like this:



Evacuation chairs should be used by persons who have received training in their use. The chair can be used on stairways and along flat surfaces i.e. as a temporary wheelchair.

It is recommended that all visitors to the Public Hall familiarise themselves with the fire alarm signals and floor layout. Floor plans with fire exit locations will be provided with this document.

## General Fire Safety Information:



**Fire Action Notices** are located throughout the Public Hall. They tell you what action to take in the event of discovering a fire or if the fire alarm sounds.



**Fire doors** are designed to protect escape routes and limit the spread of fire. Any door labelled with one of the above signs will resist a fire for up to 30 minutes. Please do not prevent any door with one of these labels from closing e.g. propping open with a chair. Some fire doors are fitted with acoustic holdbacks and will close automatically when the fire alarm is activated.



The fire alarm system in the Public Hall rely on smoke and heat detection. There are also **Fire Alarm Call Points** which will trigger the fire alarm. If you discover a fire activate the nearest call point by pushing the plastic window.