



## General Emergency Evacuation Plan

The purpose of this plan is to enable visitors to the facility with restricted mobility or those who may not be able to evacuate unaided to become familiar with the layout, procedures, available equipment and communication devices. If you feel this document does not provide sufficient information for your safety, please contact us on 02083941731.


NESCOT is a multi-building facility, evacuation may only occur within one building at a time, all ground level exits are suitable for disabled access.

### Action upon hearing the fire alarm-

If able, you should leave the building immediately by the nearest fire exit (see attached floor plans) and report to the nearest assembly point for the building. If unable to evacuate the building unaided, please contact a member of staff or activate a refuge call point to inform staff of your location. Remain in the refuge area until aid arrives if unable to evacuate.

It is recommended that you familiarise yourself whilst walking through the buildings of your nearest exits and escape routes as denoted by the fire safety signage around the college.





**IF YOU DISCOVER A FIRE:-**

a) Immediately operate the nearest fire alarm call point  
 b) Attack the fire if possible with the appliances provided but do not take personal risks.

**IF YOU HEAR THE FIRE ALARM:-**

c) \_\_\_\_\_ will call the fire brigade immediately by exchange telephone, (Always call the fire brigade immediately to every fire or suspicion of fire)

1. Lift the receiver and dial '999'  
 2. Give the operator your telephone number and ask for FIRE.  
 3. 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.

d) 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 07973882922 and allow them to manage the incident.



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.



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.



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.

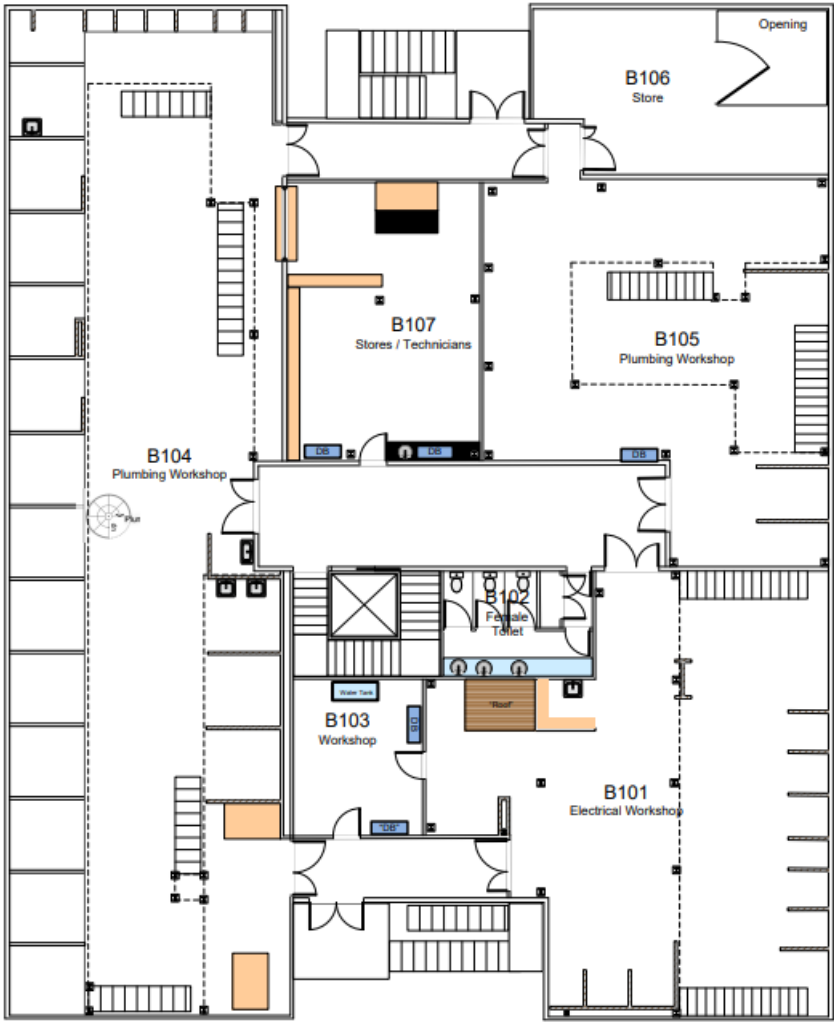
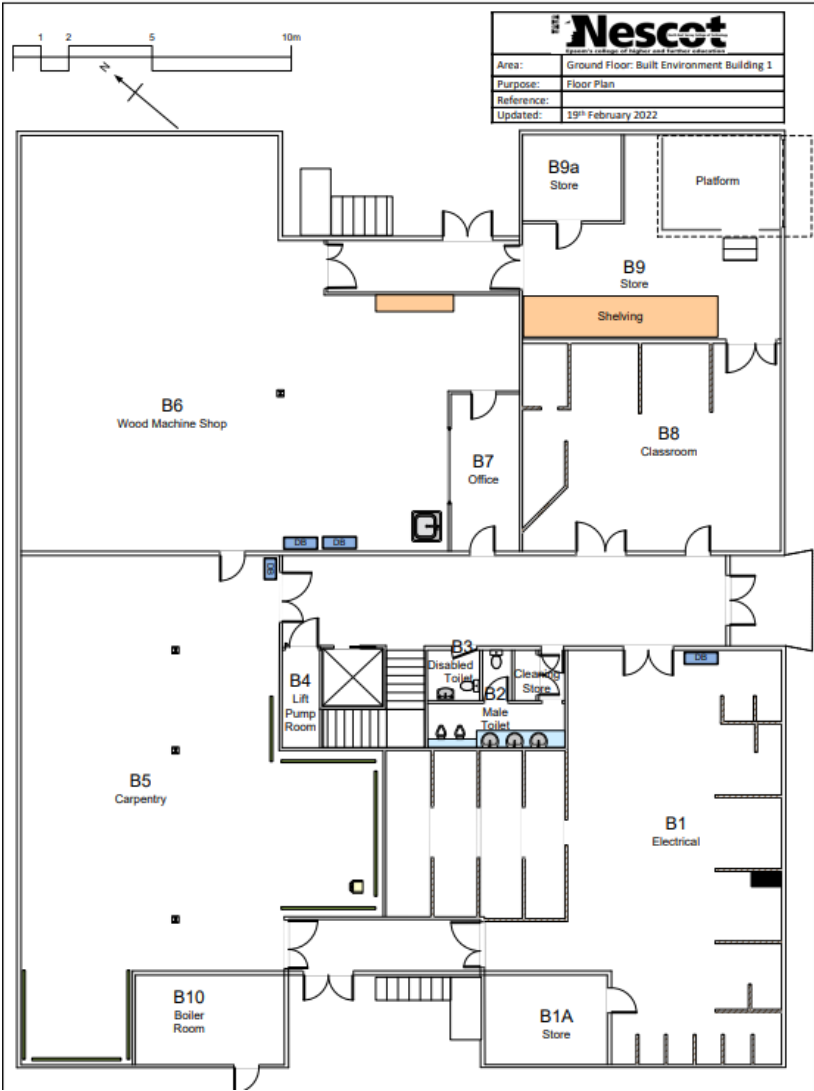
If you see fire, ensure your own safety first and if possible activate a call point by pushing the plastic window

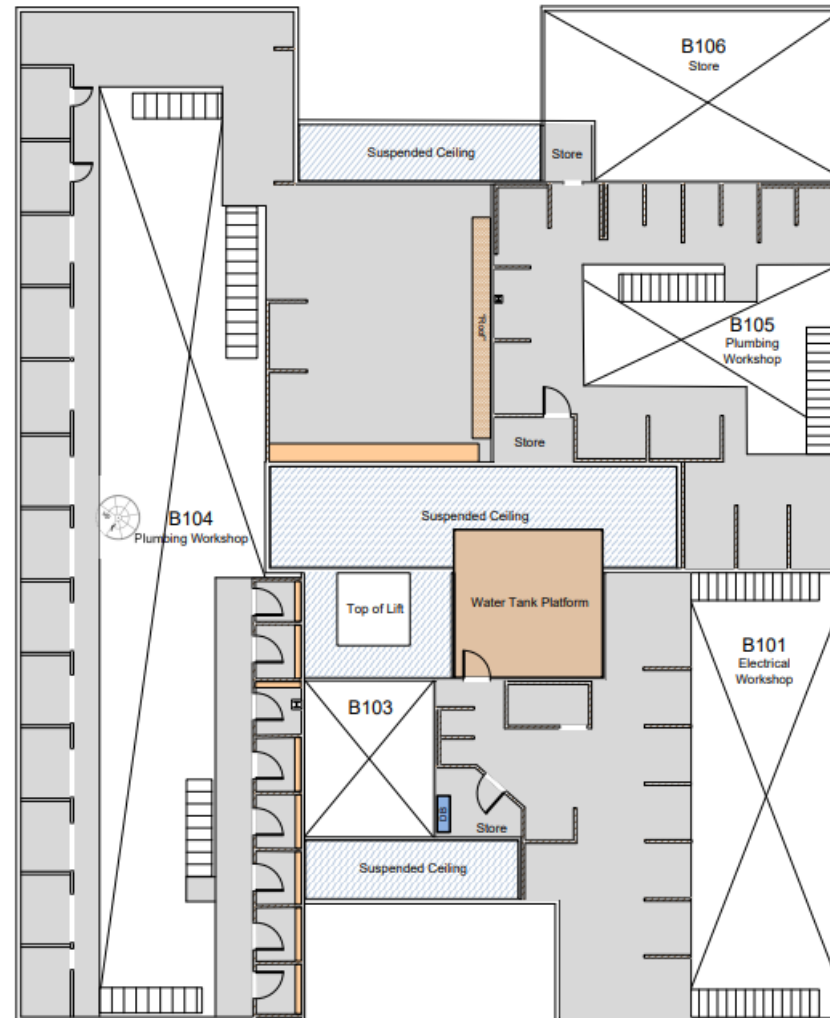
Fire Safety Information around the college. Please familiarise yourself with this information and the location of call-points and evac chairs as shown below.



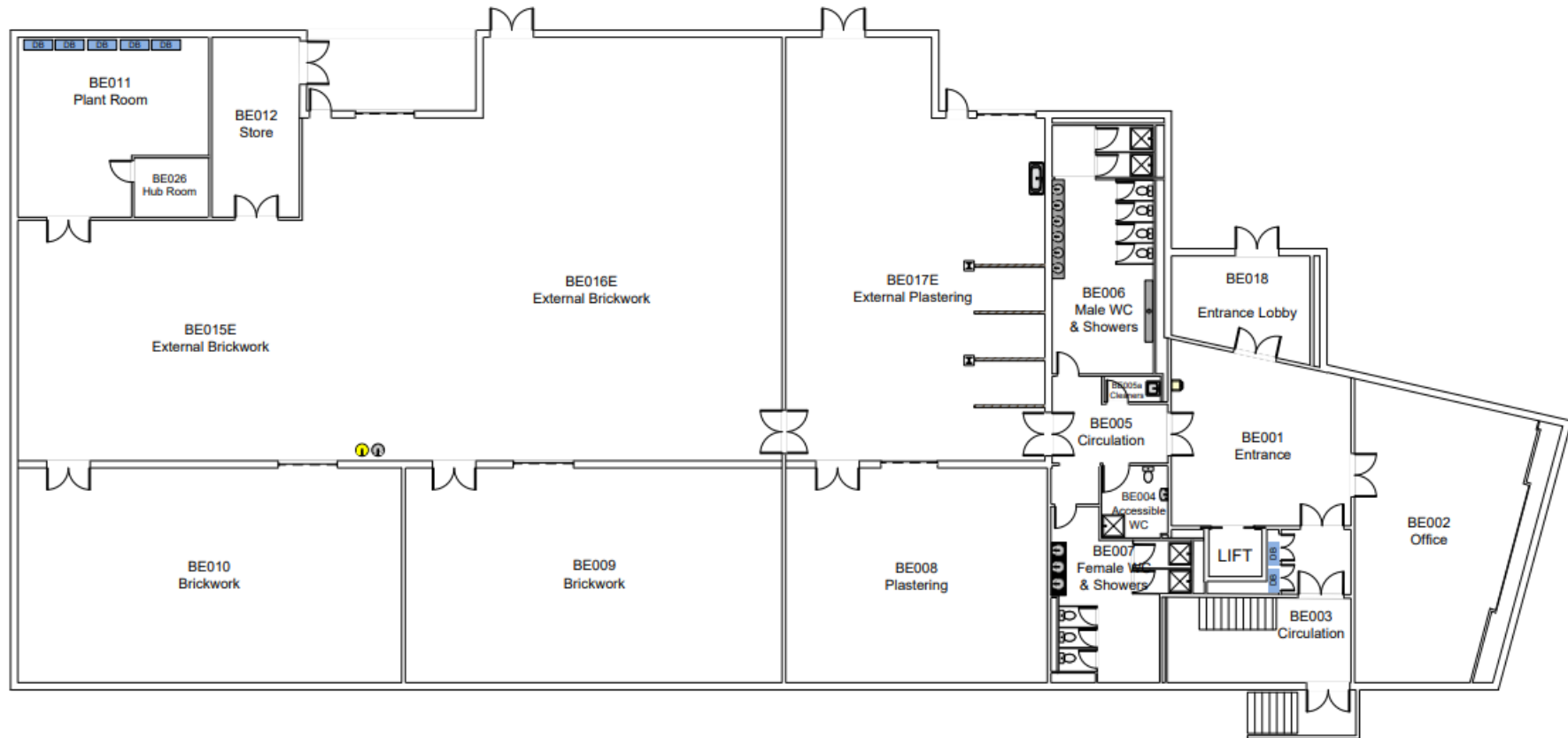
The layout of each building varies, please see below the floor plans for the areas open to visitors to the site. Please ensure that you stay within the areas that have been designated as 'open to visitors' for the duration of any open events.

Floor Plans:



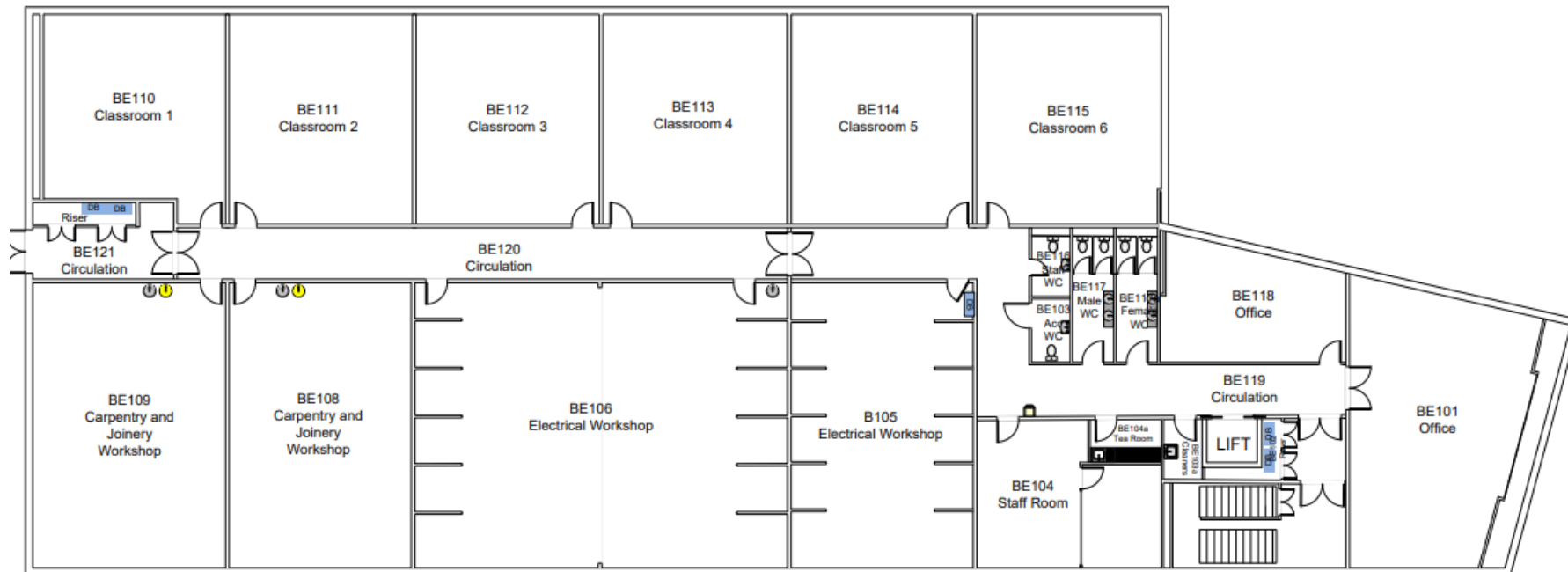


Area:	Ground Floor: Built Environment 2
Purpose:	Floor Plan
Reference:	
Updated:	28 <sup>th</sup> February 2022



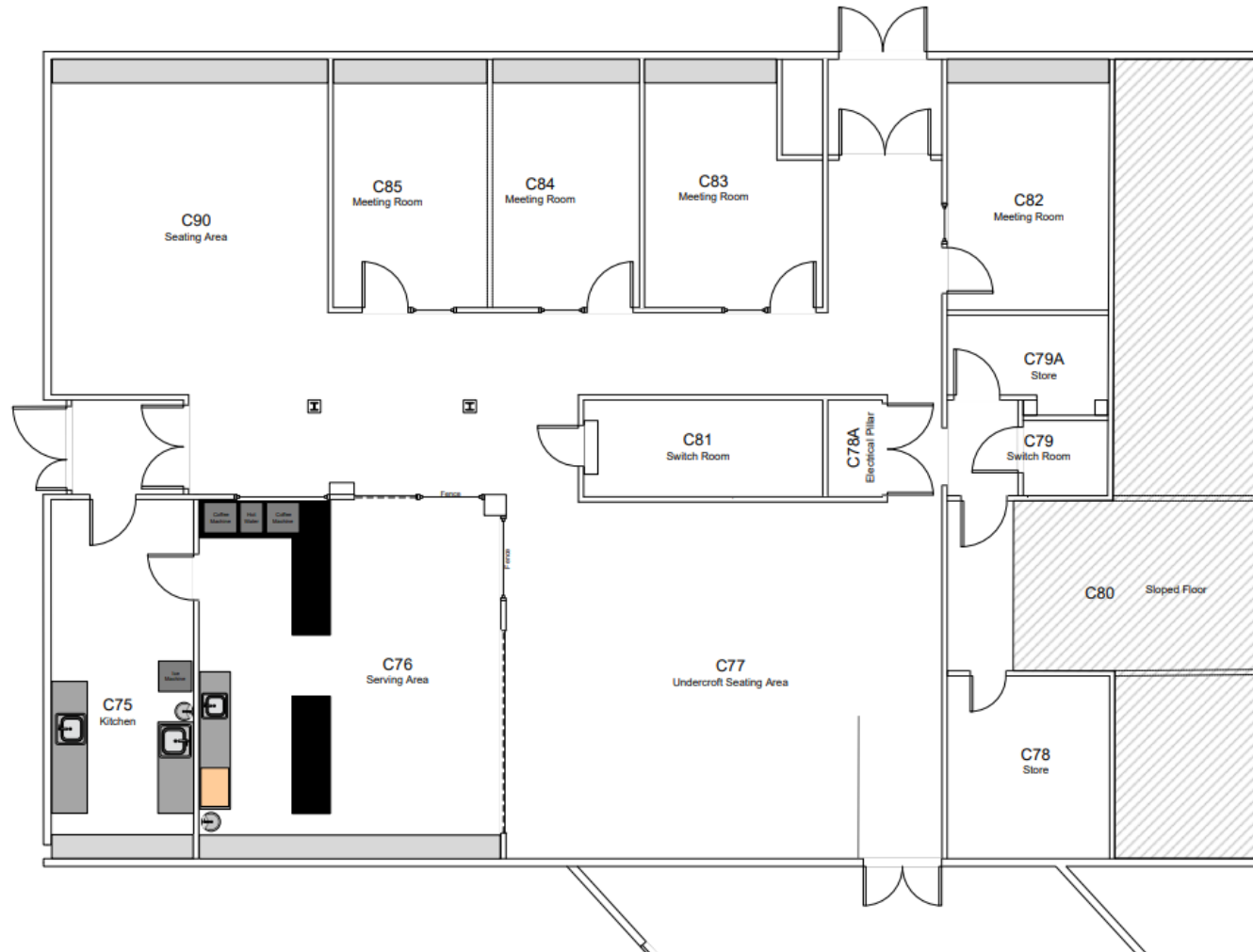


Area:	First Floor: Built Environment 2
Purpose:	Floor Plan
Reference:	
Updated:	28 <sup>th</sup> February 2022

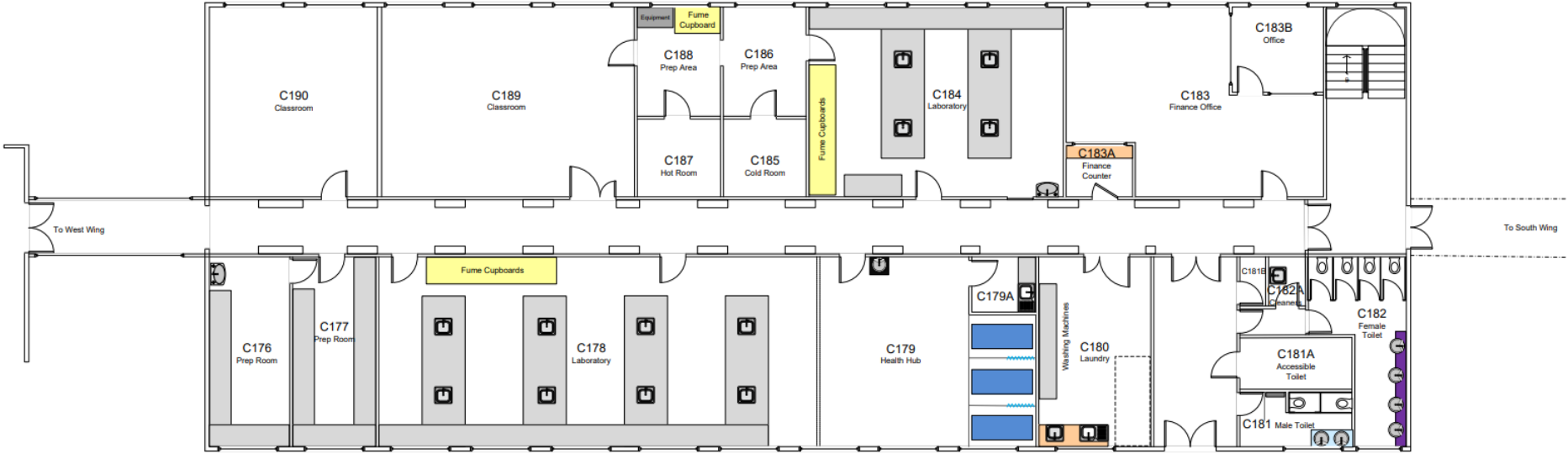




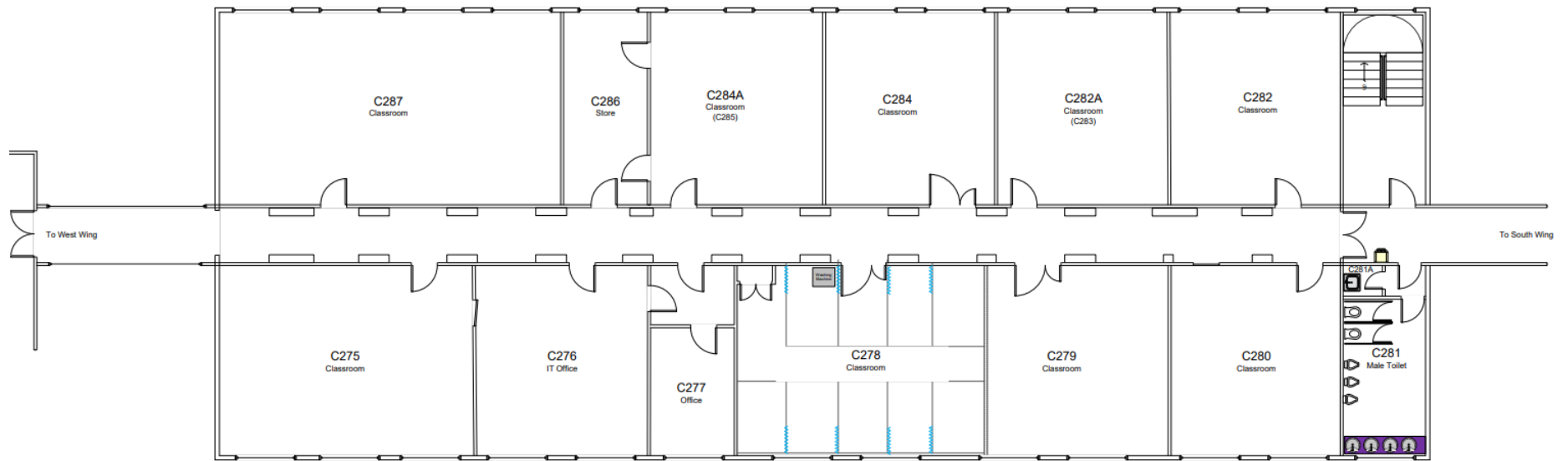
## Central Wing- Coffee Shop



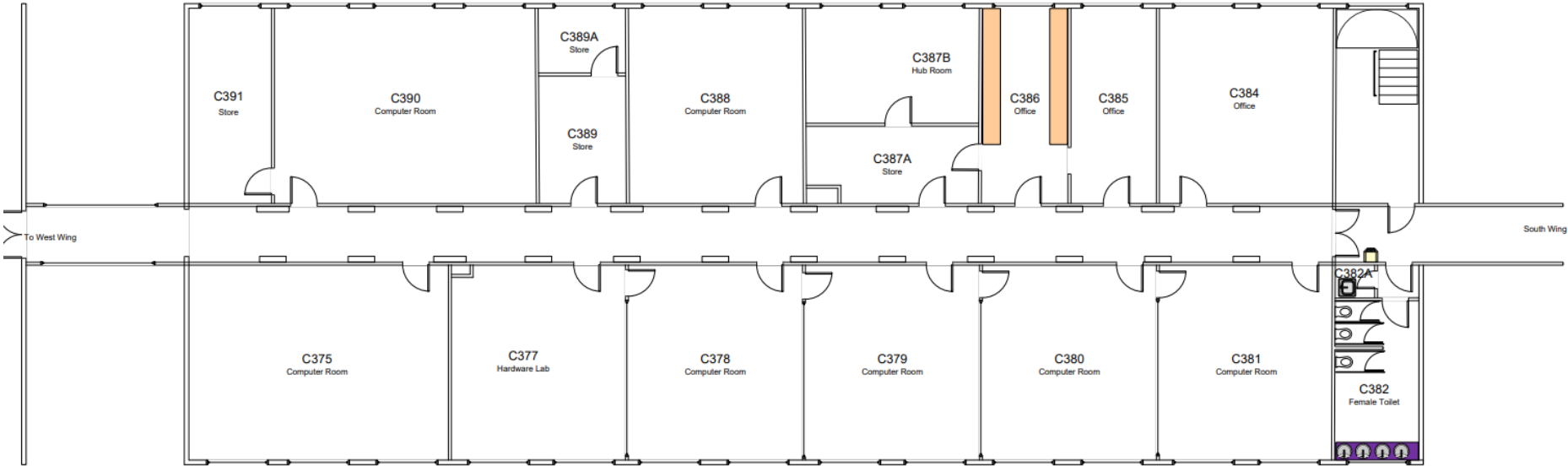
Central Wing 1<sup>st</sup> Floor



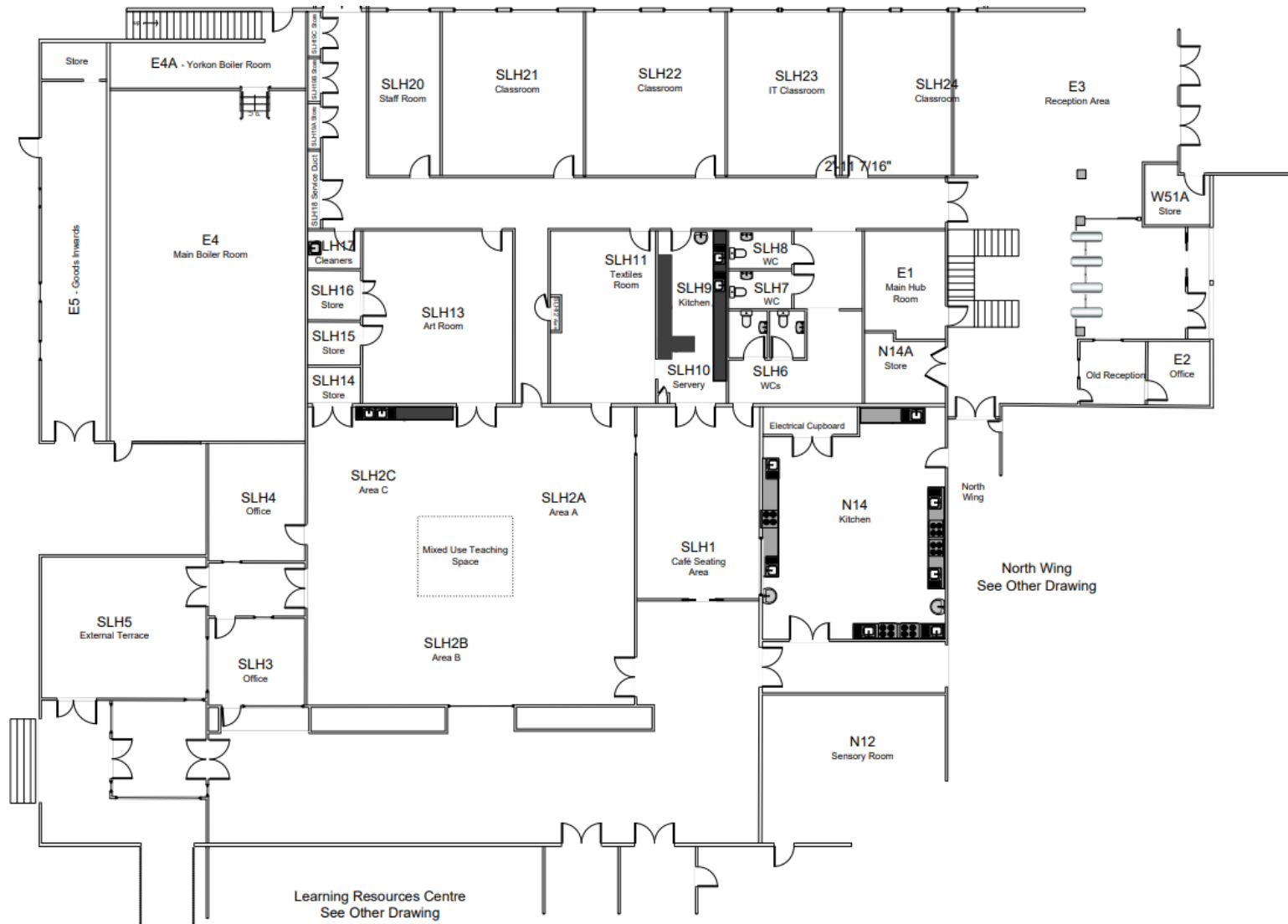
## Central Wing 2<sup>nd</sup> Floor



Central Wing 3<sup>rd</sup> Floor



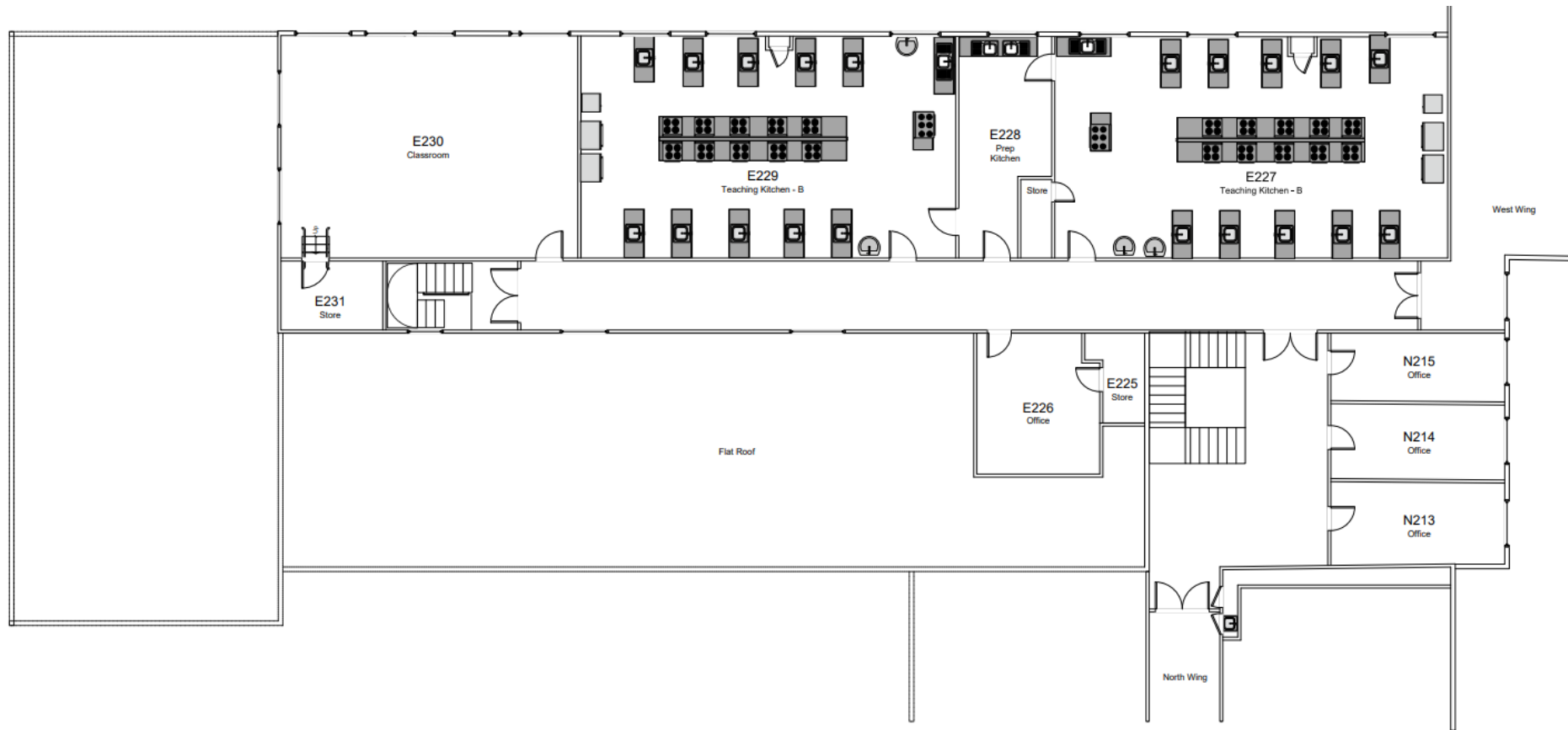
## East Wing Ground and Seasons Hub



# East Wing 1<sup>st</sup> Floor

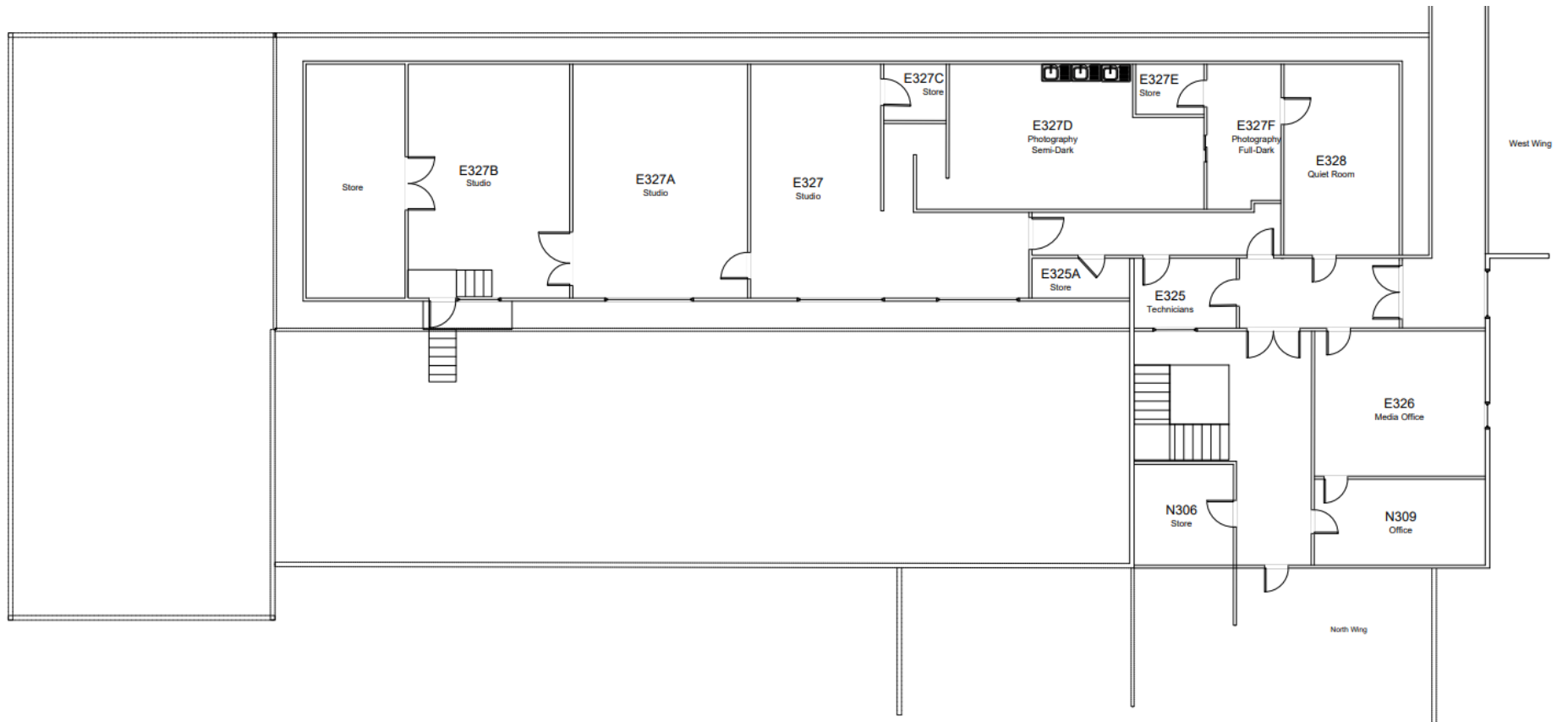


# East Wing 2<sup>nd</sup> Floor

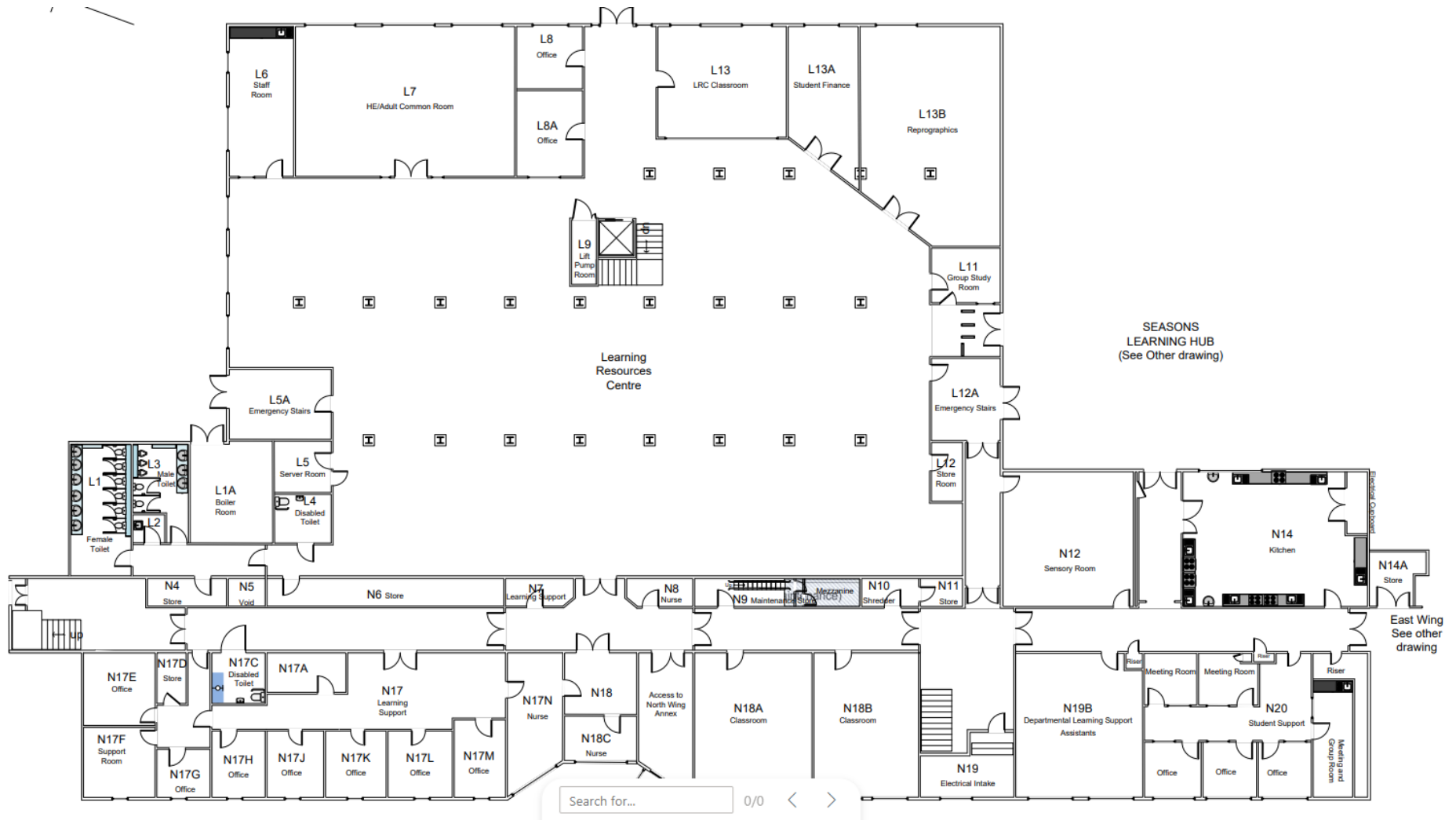




# East Wing 3<sup>rd</sup> Floor



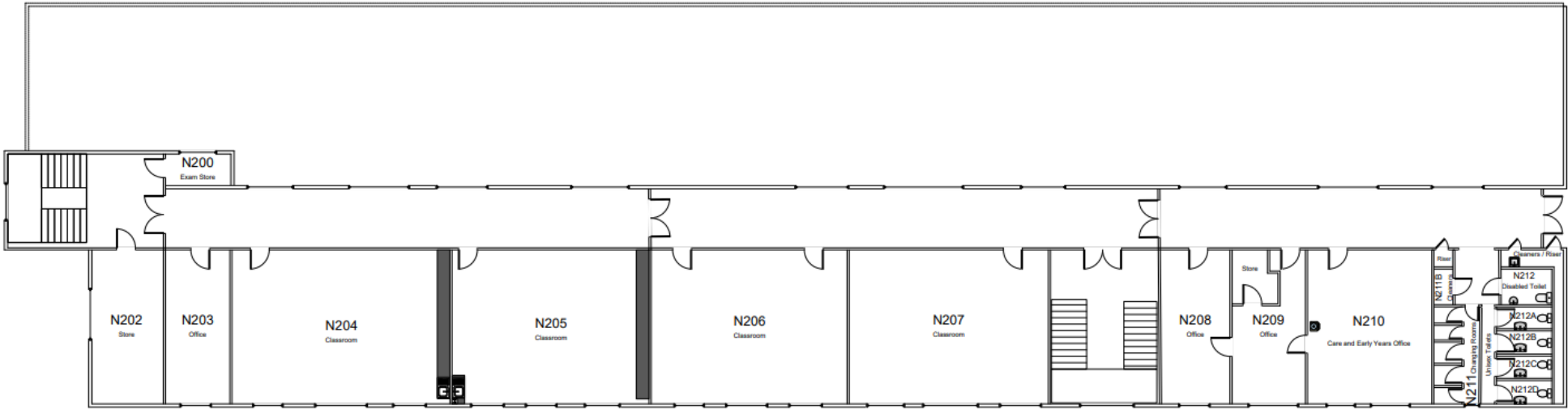
## North Wing and LRC Ground Floor



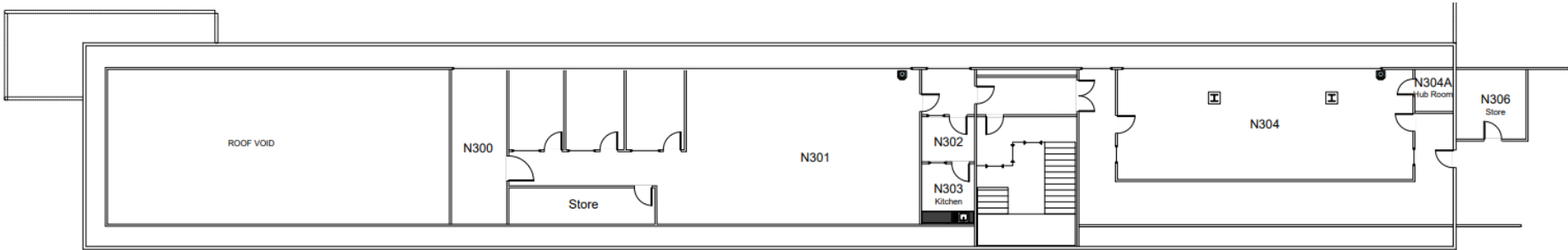
# North Wing and LRC 1st Floor



North Wing 2<sup>nd</sup> Floor



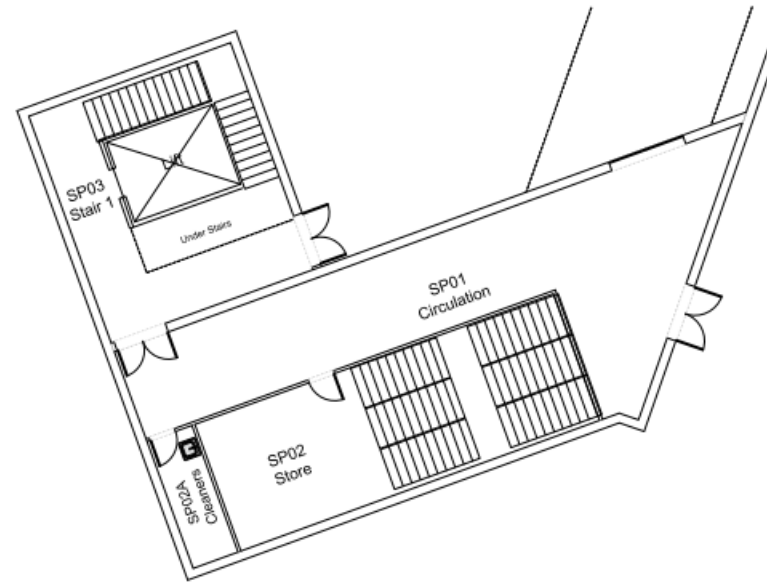
North Wing 3<sup>rd</sup> Floor

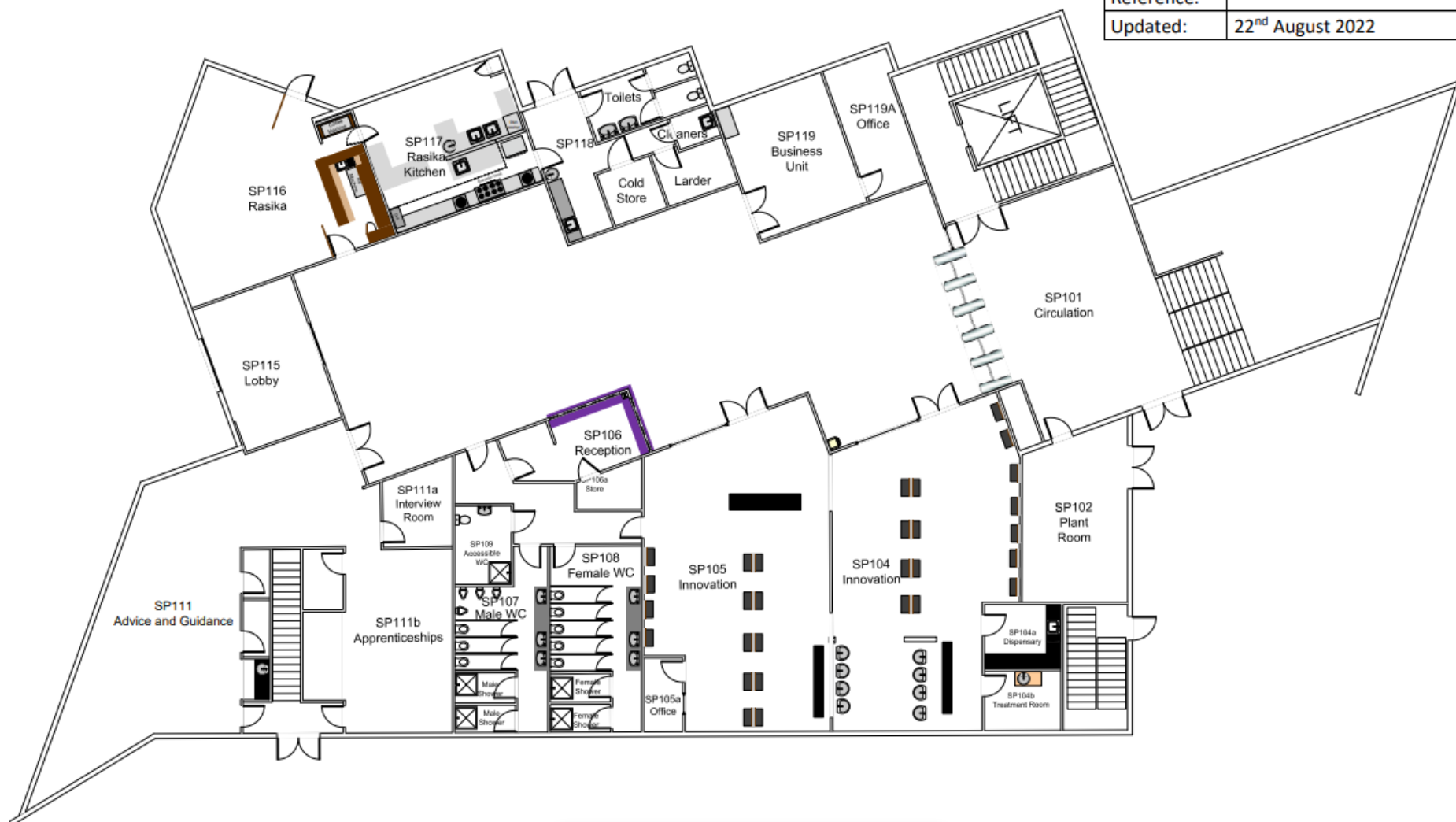
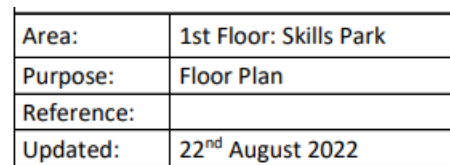


## Refectory, Kitchens and Osteopathy Clinic



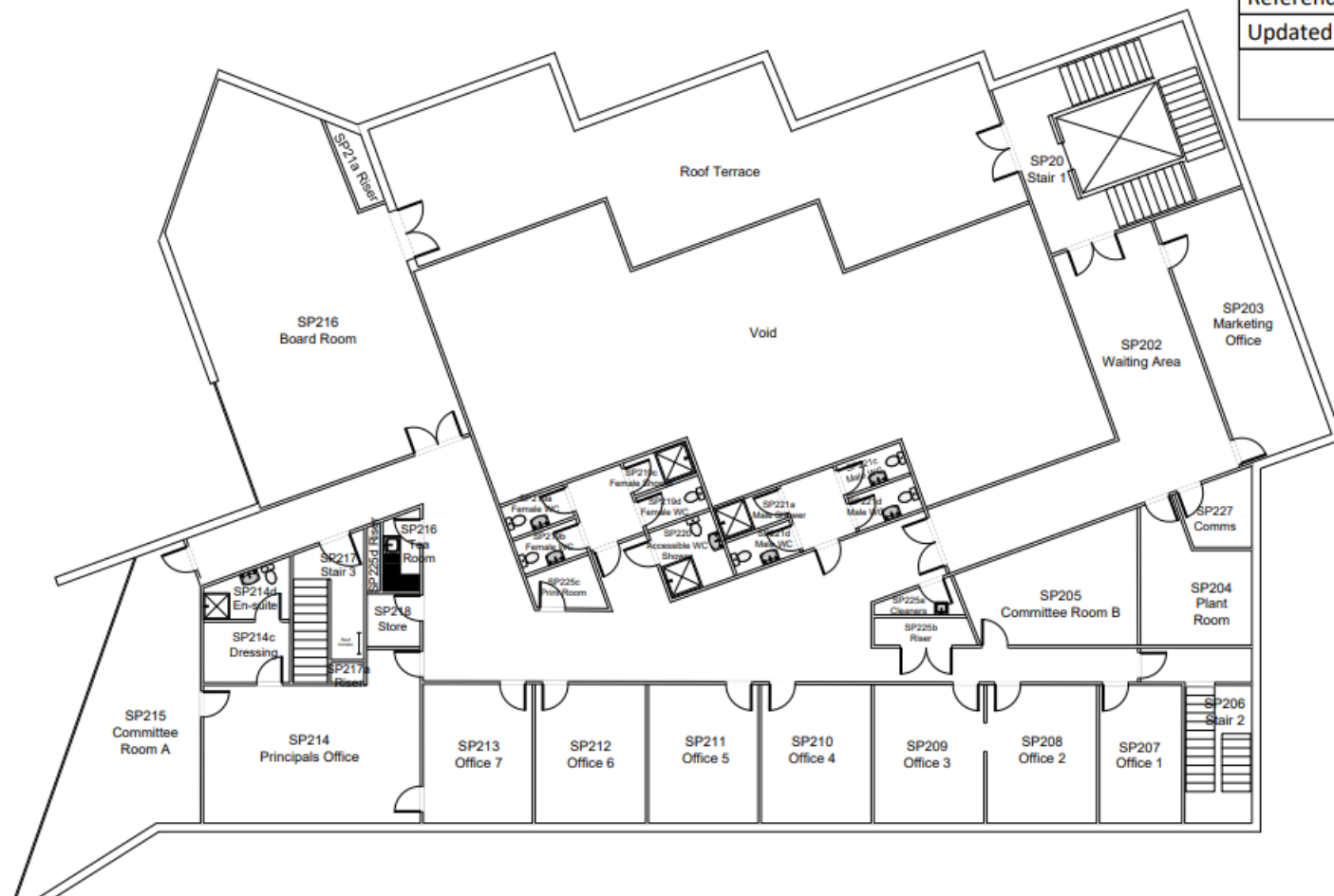
# Skills Park Ground Floor



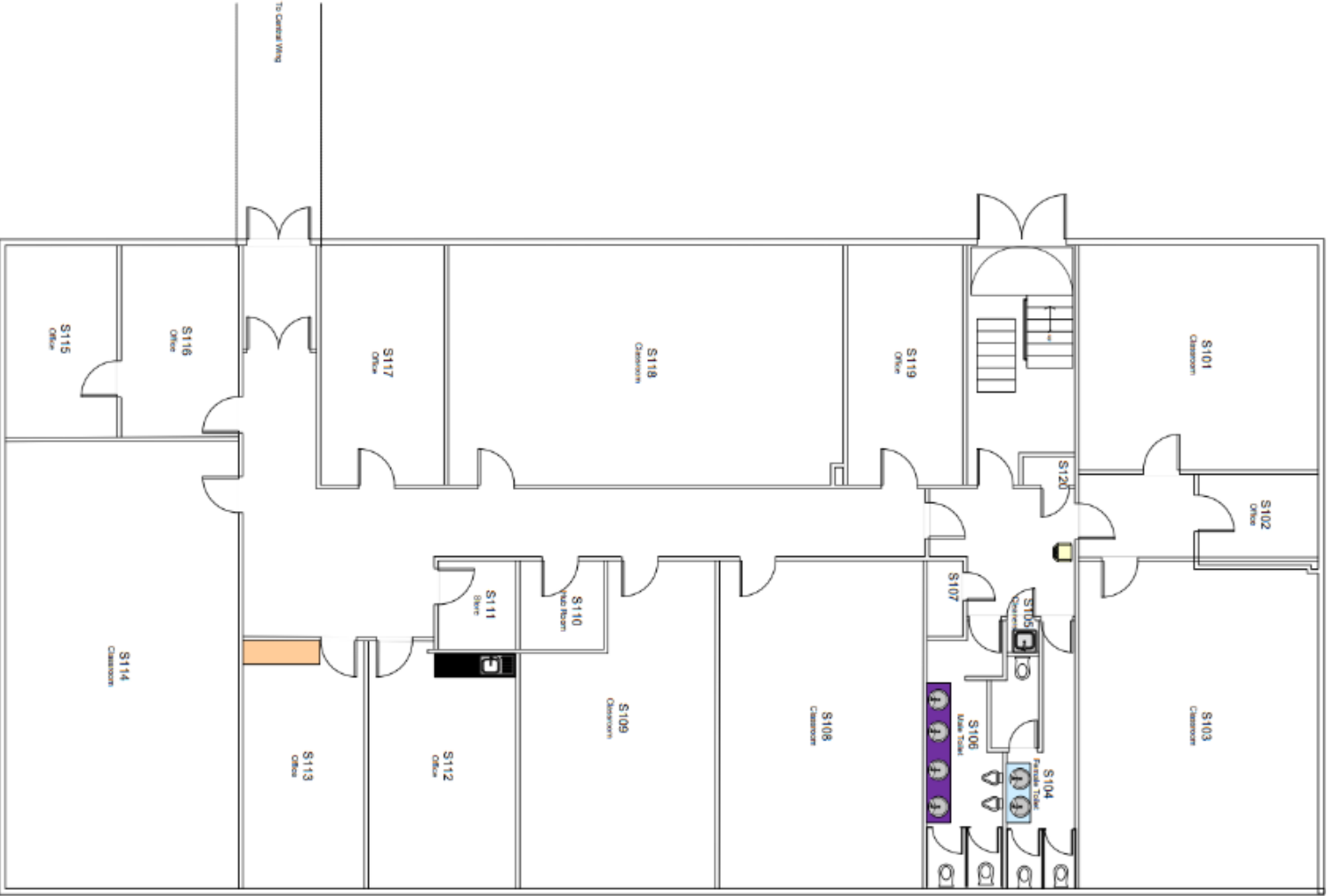




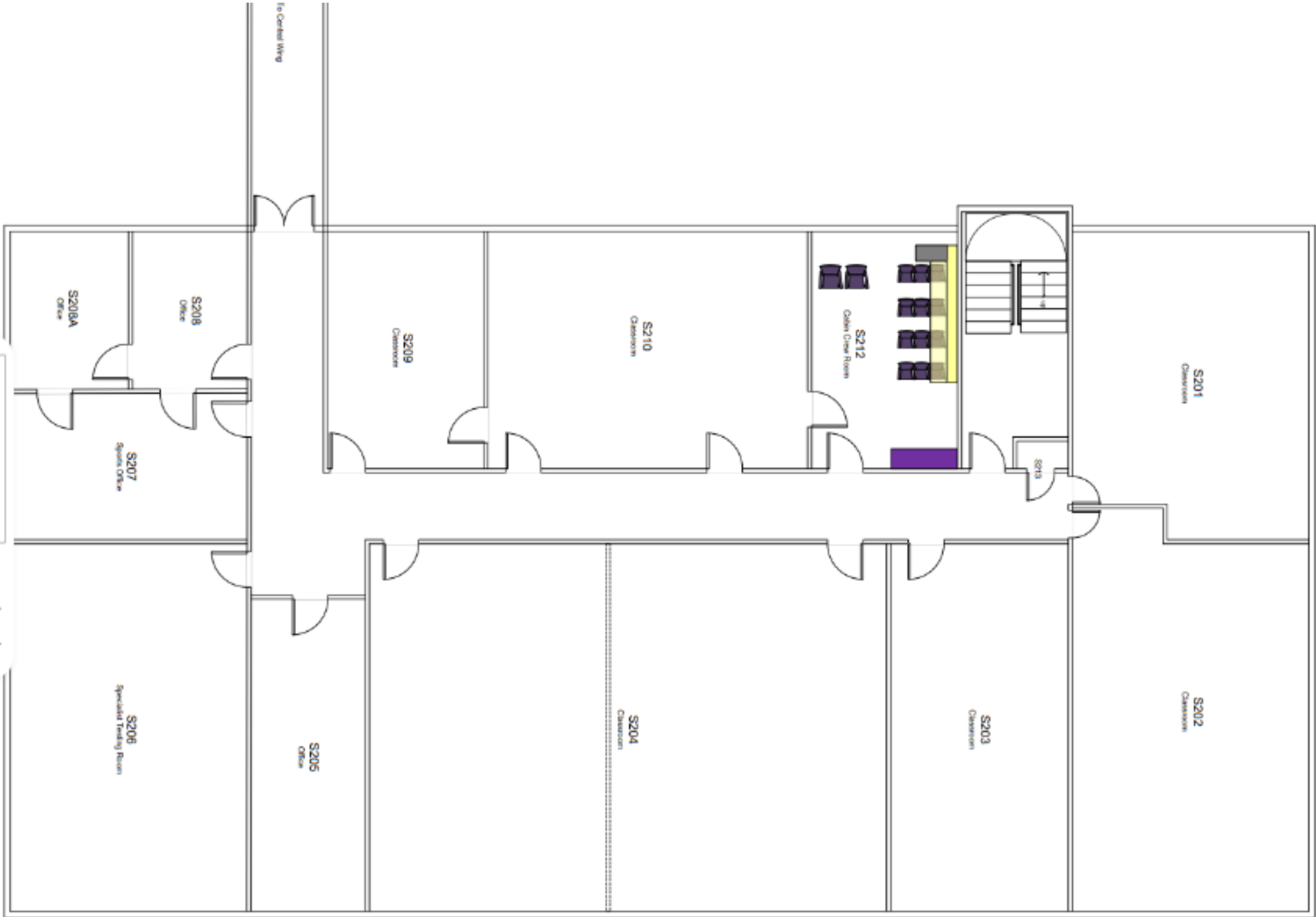
Area:	2nd Floor: Skills Park
Purpose:	Floor Plan
Reference:	048
Updated:	22 <sup>nd</sup> August 2022



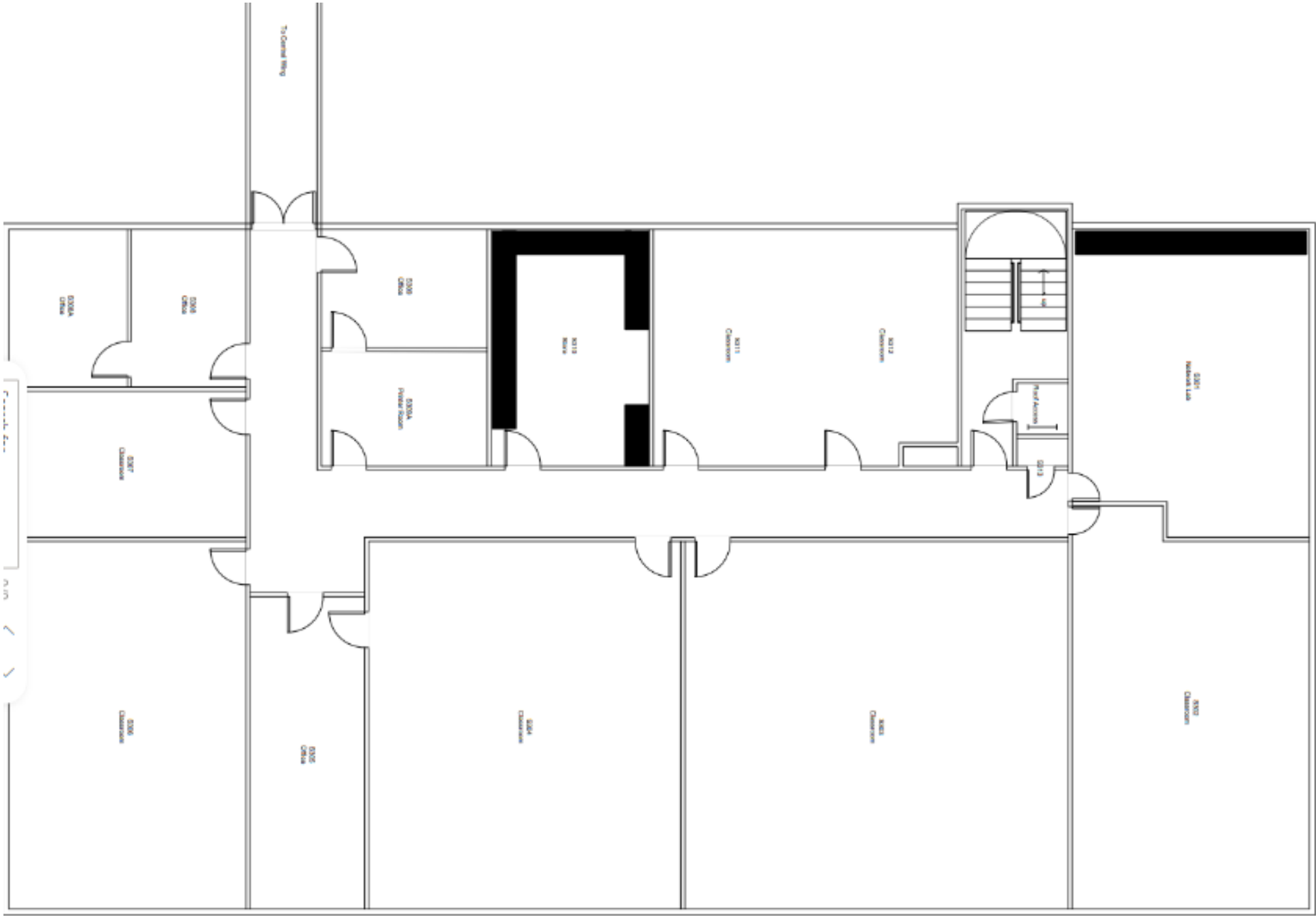
## South Wing 1<sup>st</sup> Floor



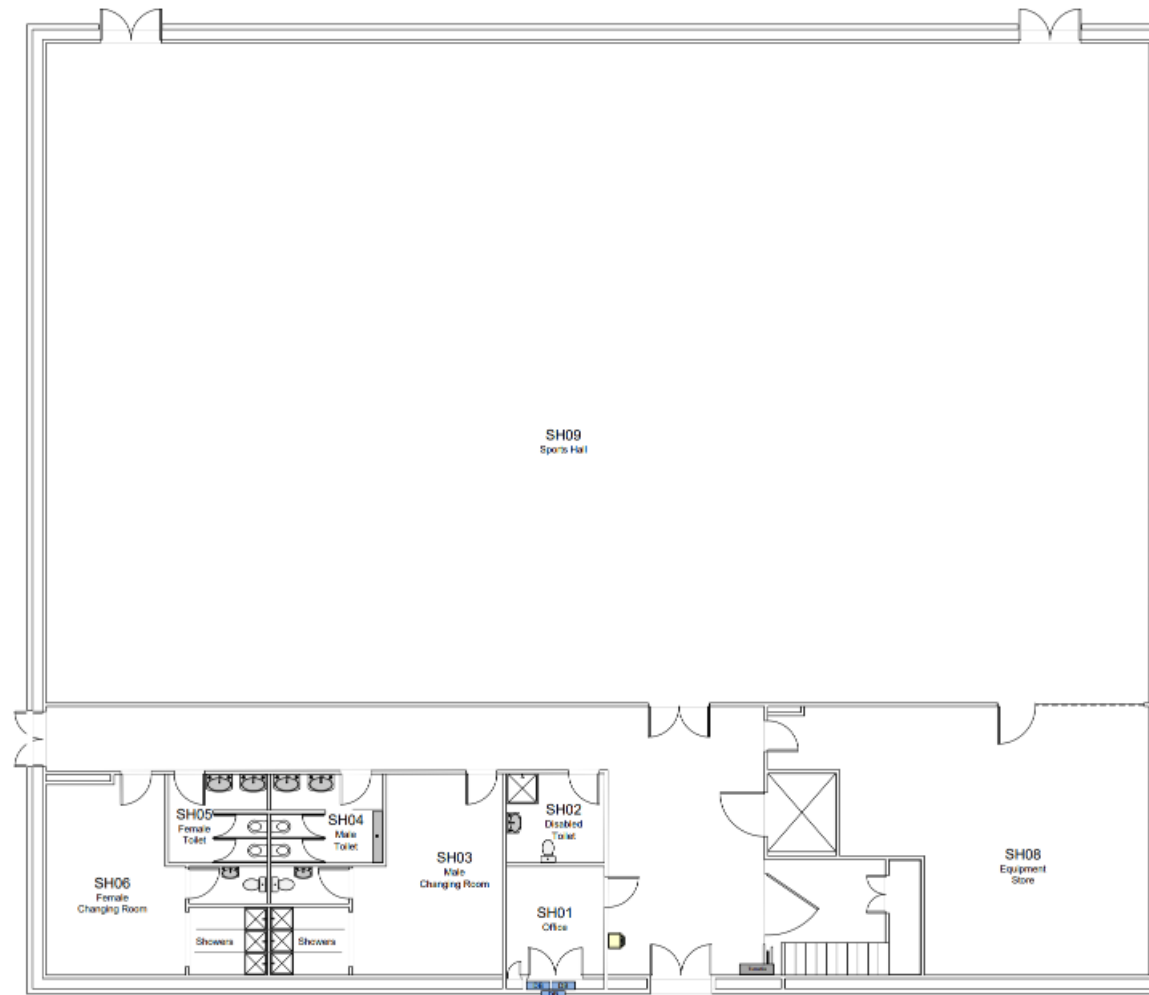
South Wing 2<sup>nd</sup> Floor



South Wing 3<sup>rd</sup> Floor

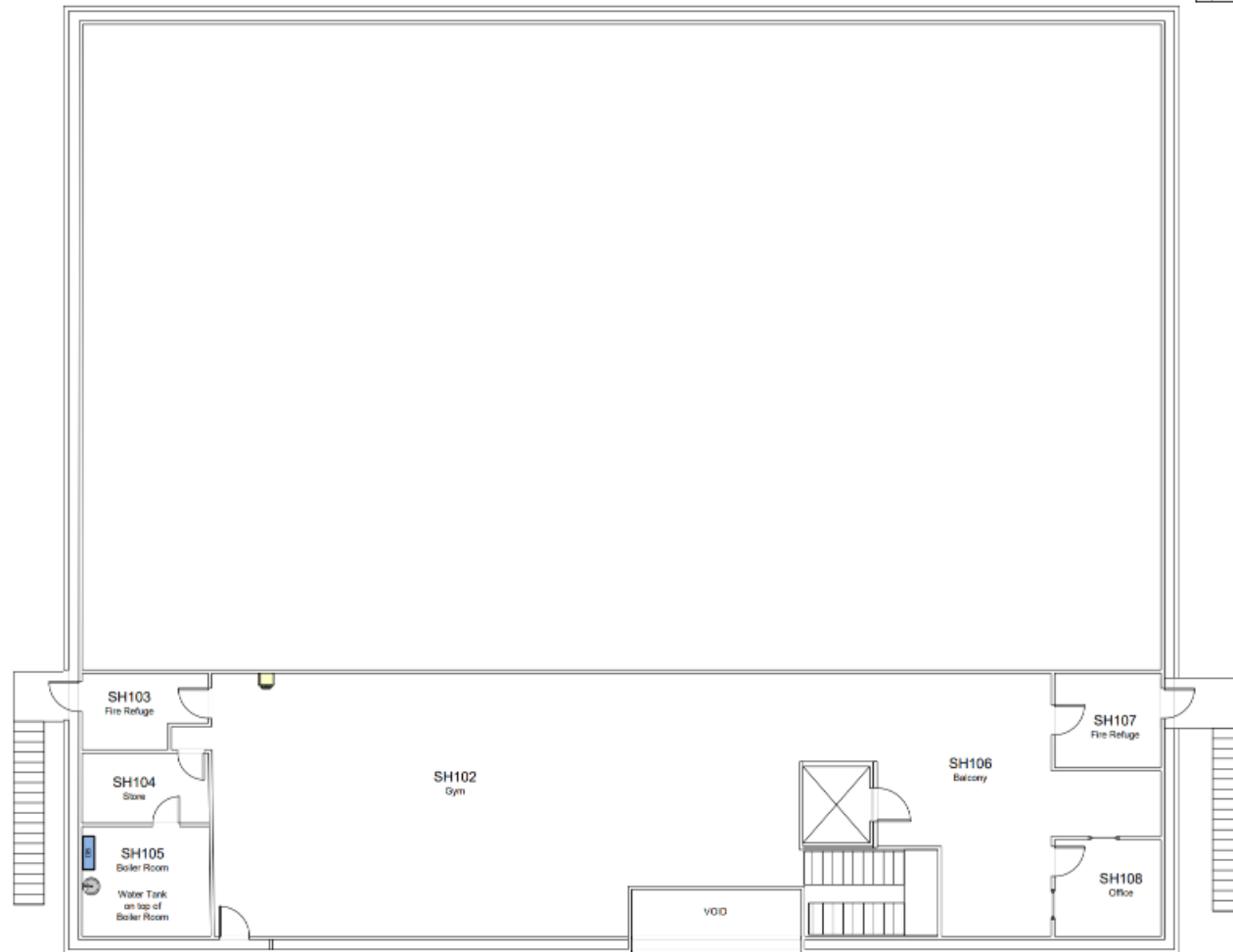


# Sports Hall Ground Floor

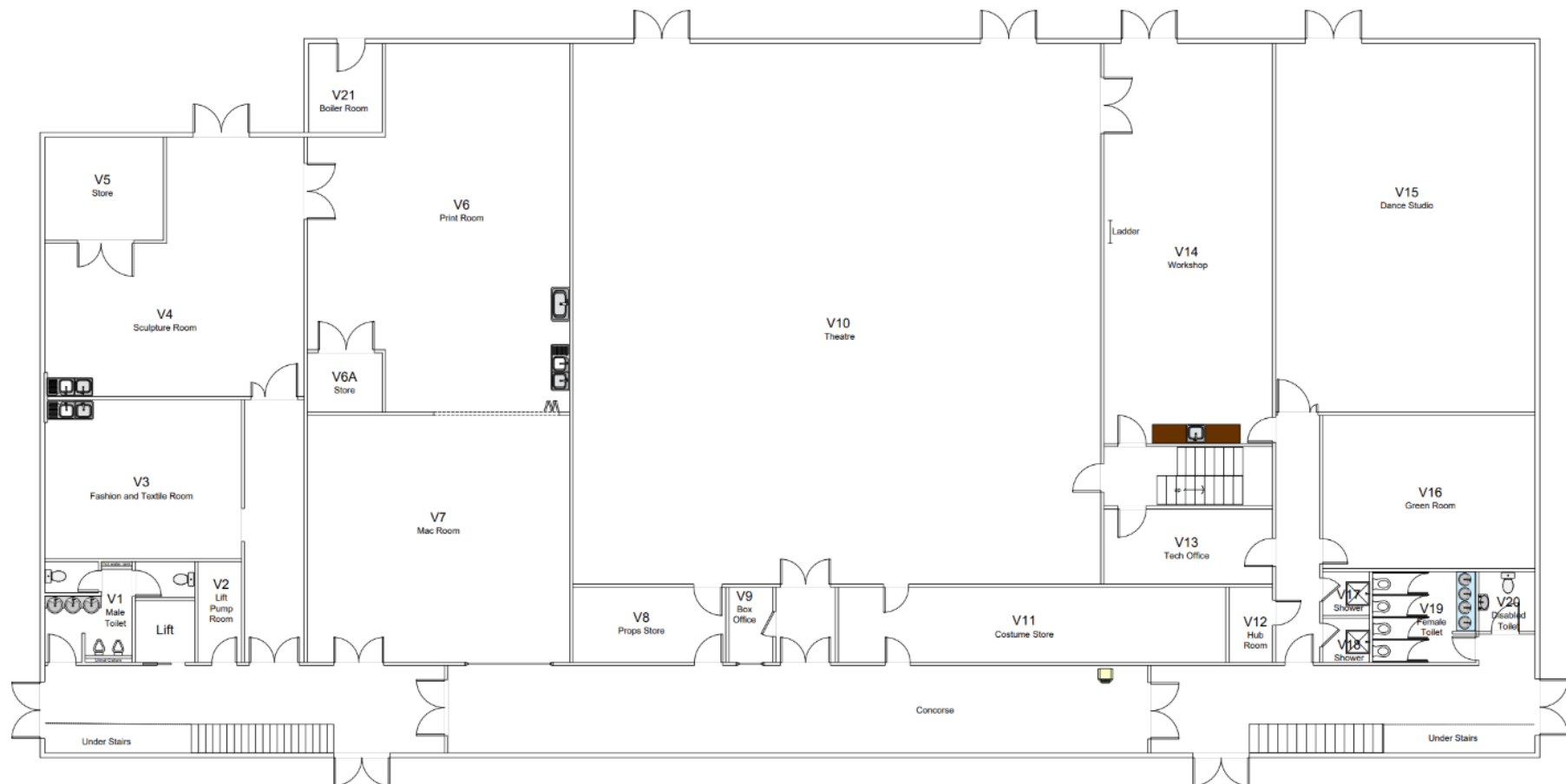


## Sports Hall 1<sup>st</sup> Floor

[Update](#)

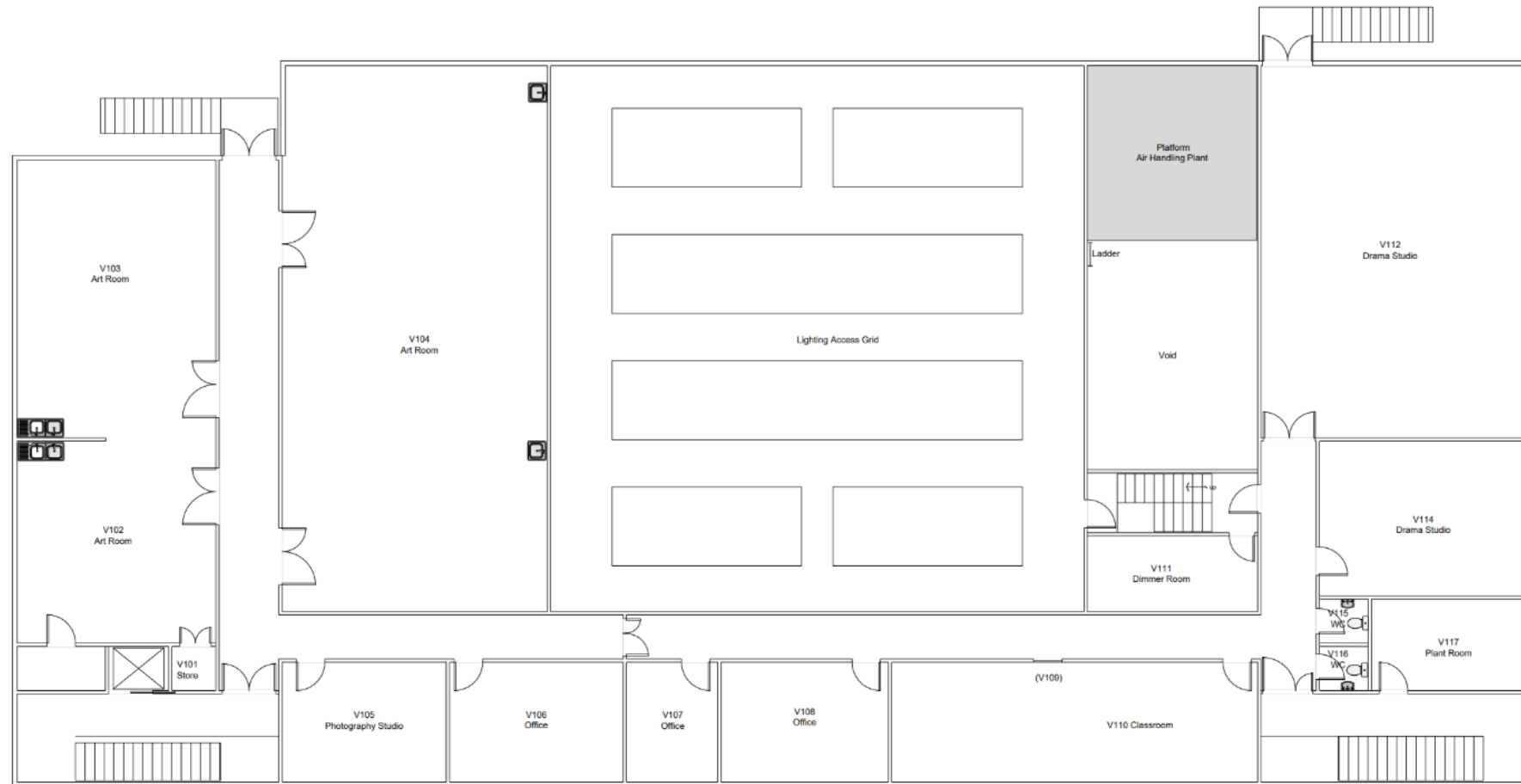


## VAPA Ground Floor

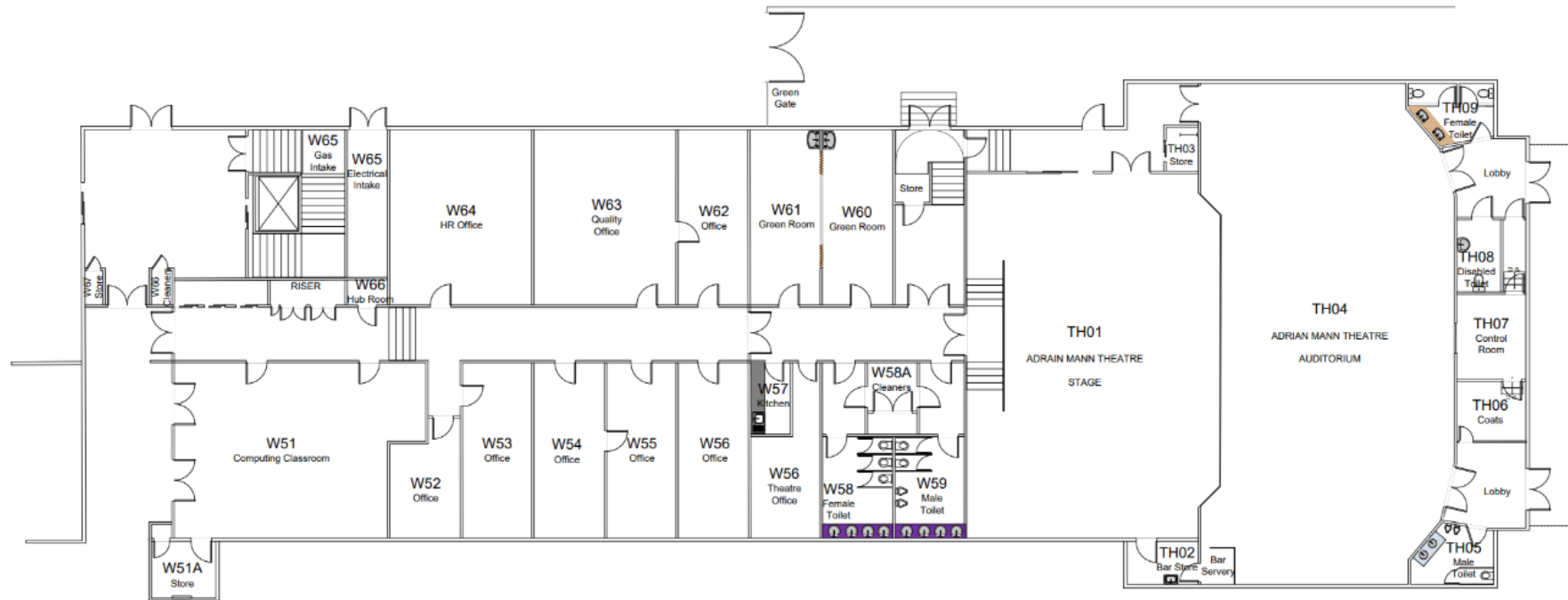




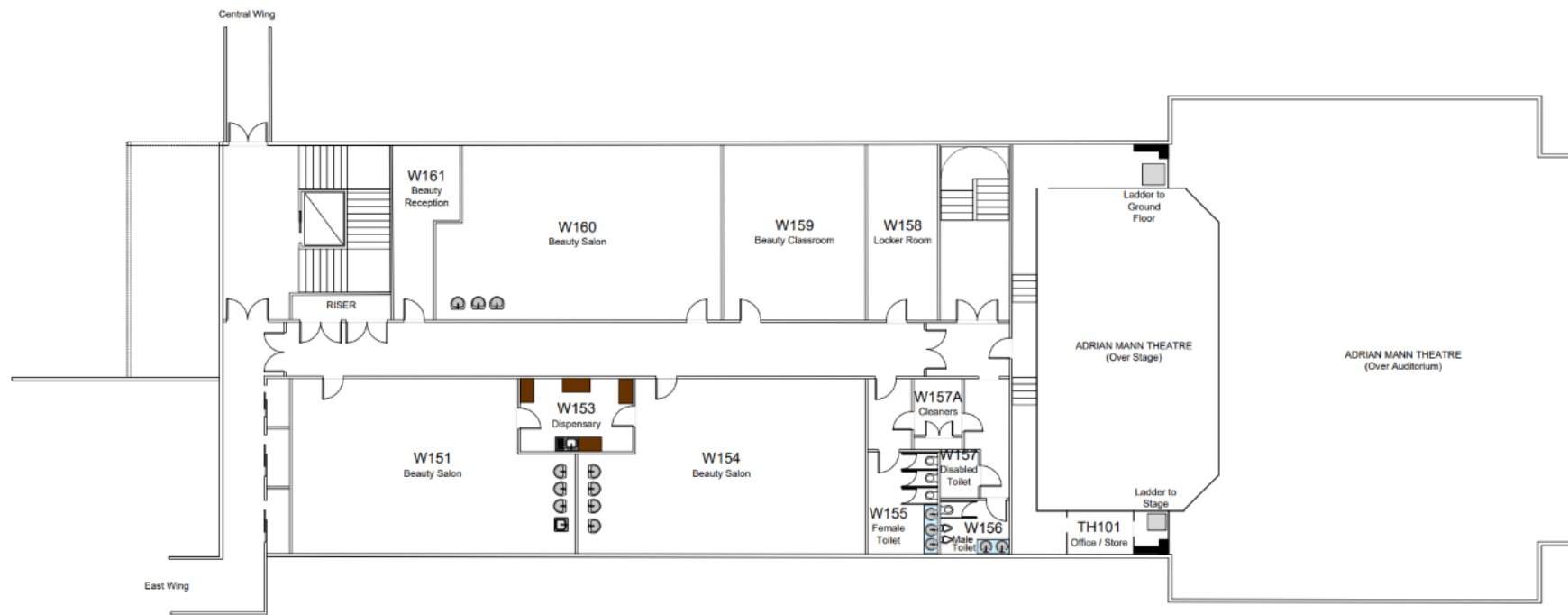
## VAPA 1<sup>st</sup> Floor



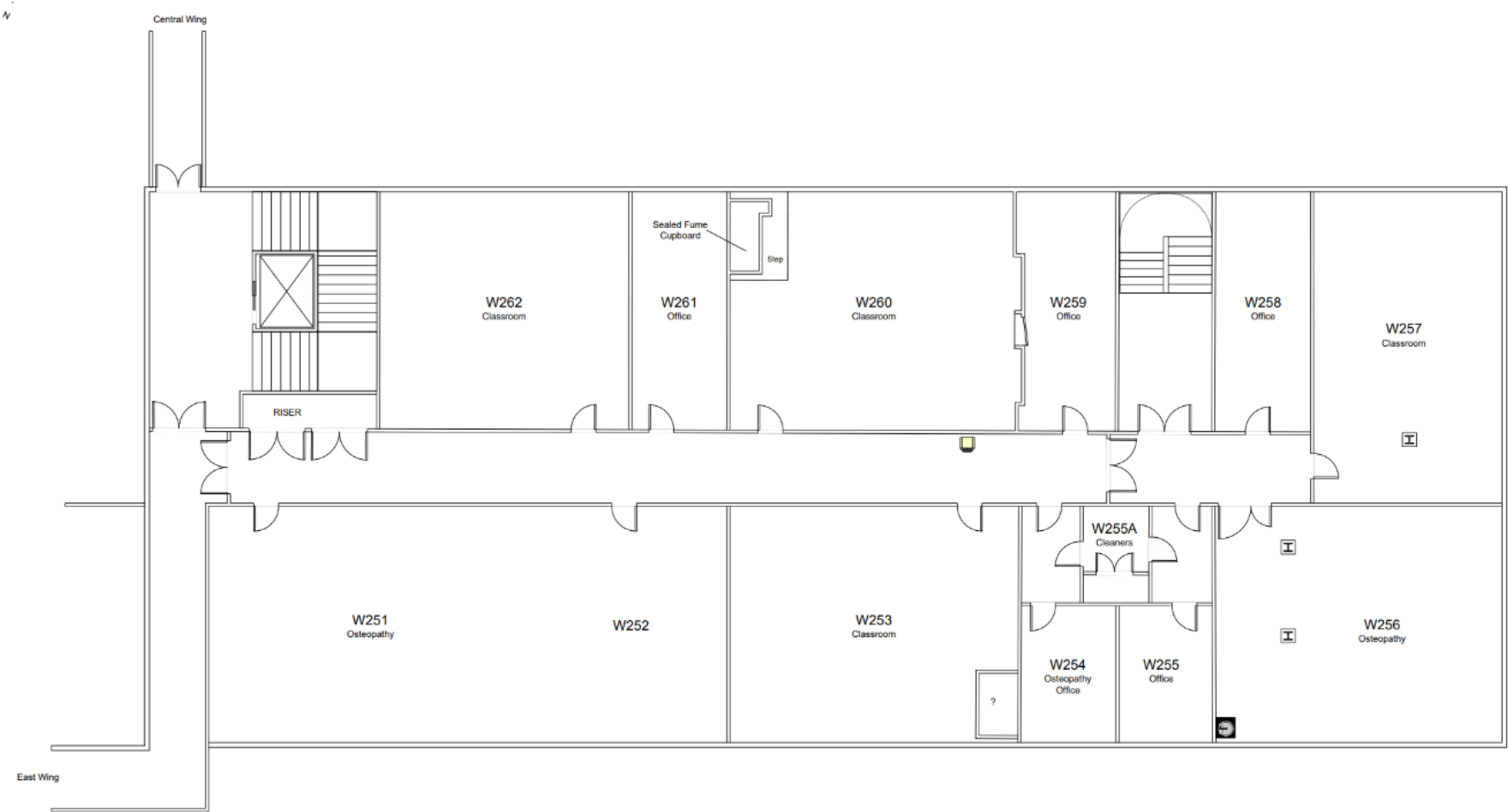
## West Wing and Adrian Mann Theatre



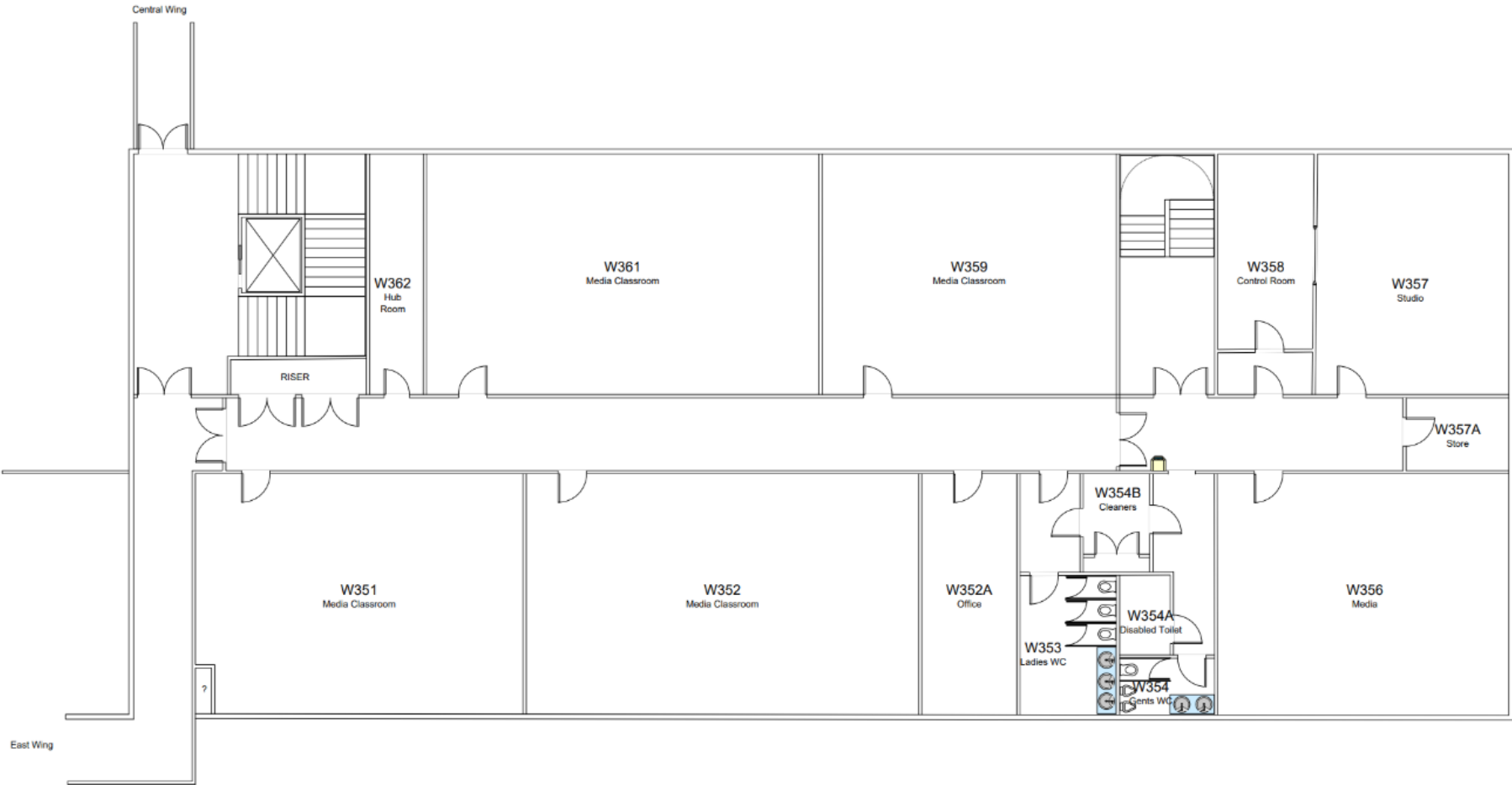
# West Wing and Adrian Mann Theatre 1<sup>st</sup> Floor



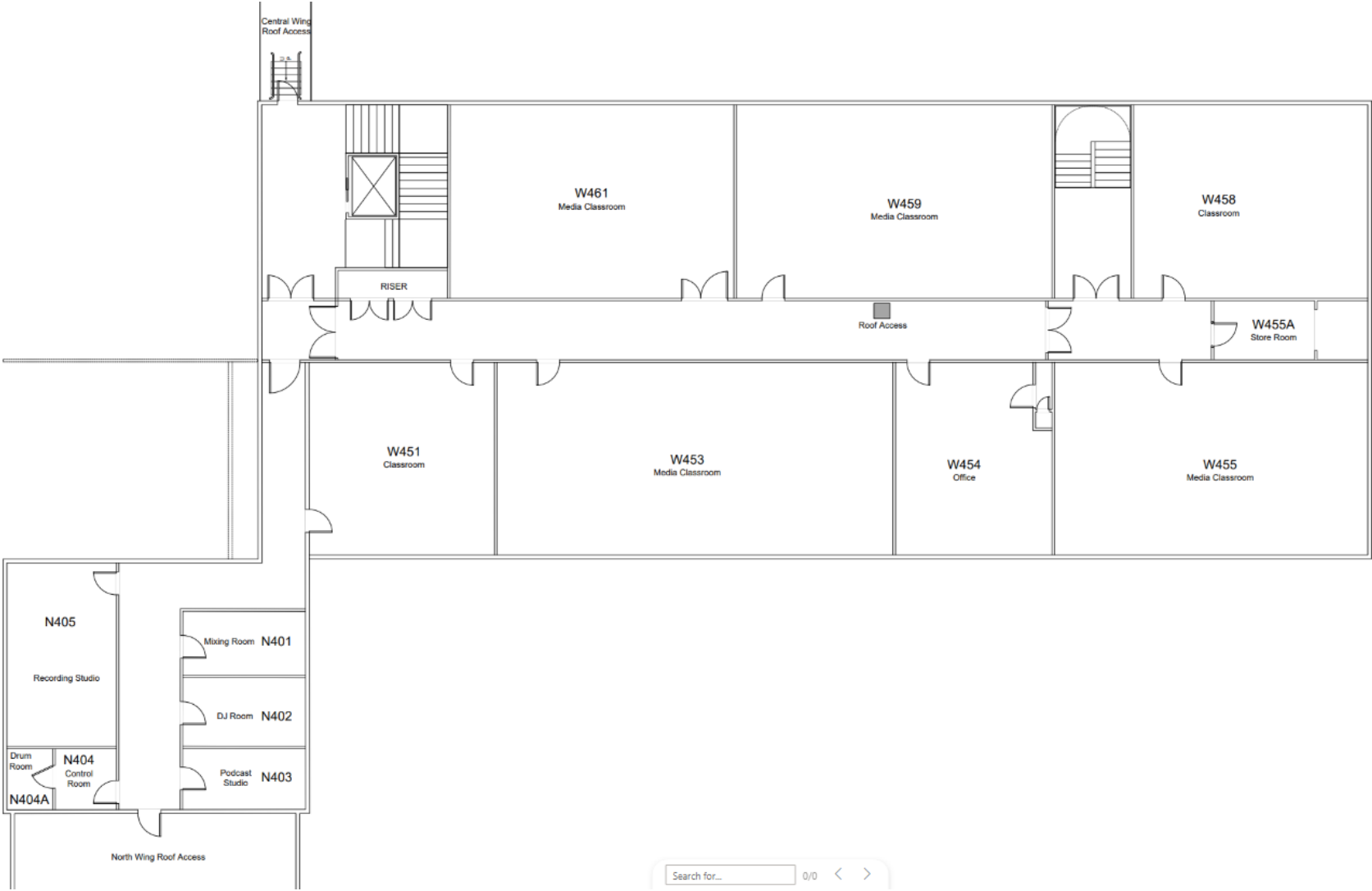
West Wing 2<sup>nd</sup> Floor



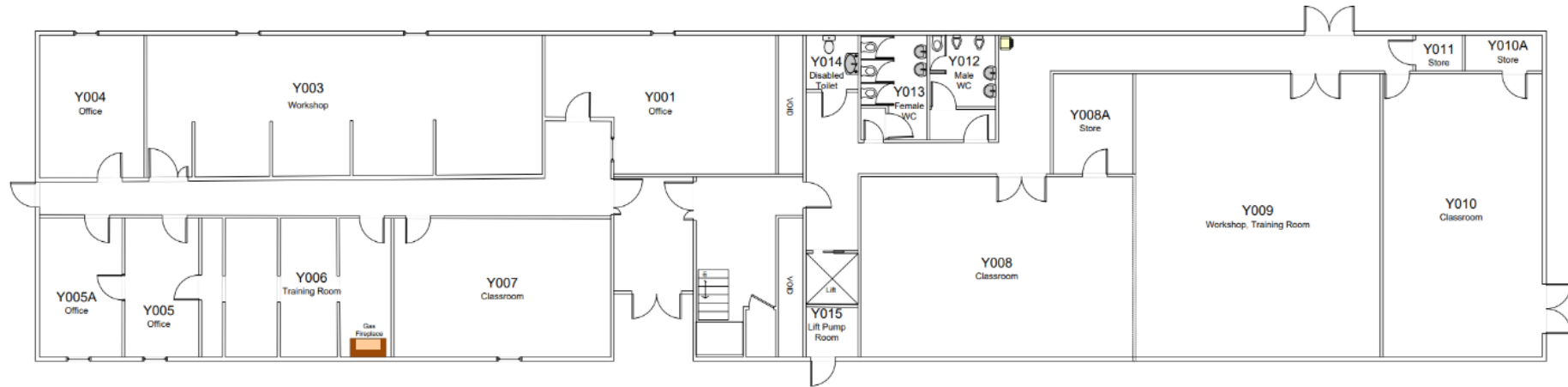
West Wing 3<sup>rd</sup> Floor



West Wing 4<sup>th</sup> Floor



Yorkon Ground Floor



Yorkon 1<sup>st</sup> Floor

