**Generic/General Emergency Evacuation Plan (GEEP)**

**Purpose:**

The purpose of a Generic or General 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, available equipment and communication devices.

A prominent notice (Evacuation Poster) should be displayed for staffs, visitors, pupils entering the school to declare if they require assistance. The notice should read:

***“We operate a system of assisted evacuation for disabled persons/pupil and others who may need help in an emergency. Please speak to our reception staff and we will provide you with a suitable strategy”***.

**The building:**

Our School comprised of only one/two/three floors. The/All floors are accessible by using the lift(s). Emergency egress using these lifts is **not** possible during an evacuation **but** controlled by existing management processes. Emergency egress by use of the lifts should only be if it is safe to do so.

Safe refuge areas are available in all/main stair core(s) on the first, second, and floors and/but provide no a disabled emergency call point which links directly to security/reception (see attached floor plan). Several accessible fire exits are available on the ground floor level.

**Action required on hearing the fire alarm:**

Our fire alarm is a continuously / intermittently sounding bell / siren and may be accompanied by a PA announcement.

If able, you should leave the building immediately by the nearest fire exit (see attached floor plan) and report to the designated assembly point for the building. (state the assembly point).

If you are unable to evacuate the building unaided, please proceed to one of the safe refuges located in each stair core(s) or call for your assigned aid (see attached floor plan).

A disabled emergency call point is/not available in each safe refuge. Use this to contact the security team/reception and notify them of your location, details of which are printed on the front of the panel. Full details on how to use the emergency call points are also provided in the safe refuge.

The Deaf Alerter system is installed in this building. If you would like access to a Deaf Alerter device, please inform reception/there is no Deaf Alerter system in the building.

Remain outside until the competent authority (Designated Official or designee) announces that it is safe to re-enter the building.

**Equipment**

The following equipment are available to assist less able visitors/pupils/staffs to evacuate the building in an emergency;

1. Wheel chair
2. Evac chair
3. Pager device