**PERSONAL EVACUATION EMERGENCY PLAN**

**Fire Safety Law [Regulatory Reform (Fire Safety) Order 2005] still applies during the current Covid-19 situation. In the event of a fire necessitating evacuation from the building, UK Government Covid-19 guidance should be followed as much as possible given the circumstances. If you have any questions, please make use of the form below and we will try to answer them.**

**Event reference Number:………………….**

**Date of Booking:……………………**

**NAME:** …………………………………………………………………………………………….

**DATE:** ………………………………………….

**DESIGNATED ASSISTANT**:

Name: ……………………………………………………………….

Contact Details: …………………………………………………………………………………..

**ASSISTANCE METHODS/TECHNIQUES:**

**(transfer procedures, methods of assistance, etc.**

**EMERGENCY EVACUATION PROCEDURES/ROUTES:**

**First Floor:** Designated Fire Refuge is Room F11. There is an Emergency Voice Communication System located in the corridor outside Room F17

**Ground Floor:** Level exit through Main Entrance and down ramp or through left hand Main Hall exit door (into car park)

**Basement:** Level exit through Bootle Street door. Emergency Voice Communication System located in Basement Concourse.