

General Emergency Evacuation Plan



The Barber Institute of Fine Arts is a Grade-1 listed building, built in 1937 and located near to the East Gate of the University's Edgbaston campus. The Barber Institute has three floors, with reception and an auditorium on the ground floor and galleries on the first floor.

There is access to all floors by stairs and lift. Step-free entry to the Barber is at the rear of the building. Designated parking spaces are available across campus to Blue Badge holders.

The Visitor Services Team are available at the reception desk next to the main entrance and throughout the gallery to answer any questions during your visit.



The General Emergency Evacuation Plan identifies the measures in place to ensure that everyone requiring assistance can safely evacuate from the Barber Institute

Please ask a member of the Visitor Services Team for further information on the location of refuge points and exit routes.

Within the Barber Institute of Fine Arts, the following provisions and equipment are in place to provide an assisted evacuation:

- Evac+ chair, located in the gallery on the first floor
- The Visitor Services Team, based on all accessible floors: basement, ground-floor reception and first-floor galleries
- Audible fire alarm on all floors
- Deaf Watch system (*Please ask a member of the team if you require a pager, and return it after your visit)
- Trained members of staff (Visitor Services team) for building evacuation, including additional fire wardens
- Clearly marked and illuminated fire exits on all floors
- Emergency lighting throughout
- Identified and clearly signed fire assembly point
- Handrails and floor-level number on all escape stairs
- Handrails on the main entrance and gallery stairs

Refuge Areas / Fire Exit stairwell locations:

- Basement
- Ground floor
- First-floor galleries

Action to take on entering the building:

- Familiarise yourself with emergency fire exit and routes
- There are fire exits on all floors: **basement, ground Floor and first-floor galleries**
- Identify the location of the nearest refuge point on each floor
- Read the fire action notice – located by the fire-alarm call-point at reception and throughout the building



Action to take on hearing the alarm

- If you can do so, leave the building immediately following the instructions of the Visitor Services team and/or Barber Institute of Fine Arts fire wardens and University staff
- Report to the assembly point located **opposite the main entrance**, crossing the ring road.
- If you require assistance to leave the building, go to the nearest refuge-point location; inform the nearest member of staff if possible; remain at the refuge point until a member of staff arrives to assist you.

Contact a staff member if you require a Personal Emergency Evacuation Plan (PEEP).

The contacts for this building are

David Lowe	T: 0121 414 8348	M: 07747472700	E: d.s.Lowe@bham.ac.uk
Trev Carter	T: 0121 414 3152	M:	E: t.carter.2@bham.ac.uk
Kevin Grey	T: 0121 414 3152	M:	E: k.grey@bham.ac.uk

Further Information

If you require any further information, please contact the Visitor Services Manager on 0121 414 8348 or the Barber Institute reception on 0121 414 7333.

Alternatively, email reception@barber.org.uk