Brotherton Library PEEPS Information for Non-Library Staff Personnel

The following information is provided to help Departments in the preparation of PEEPs for their Students or staff who may use the Library facilities

Library Disabilities Officer : Audrey Cobb, 0113 34 37491, a.j.cobb@leeds.ac.uk

Item	Information
Site Information	Information about each Library can be found at www.leeds.ac.uk/library and following the links to the individual sites. Floor plans can be viewed or downloaded and are also available as a printed version at all reception points. The location of Fire Exits, Places of Safety and lifts are all shown. Opening/closing times are available at the above link.
Access route	The main access route, including weekends and late hours, is through the main doors to Chemistry Department. There is a ramp up to the door and the door opening device works on the Library Card Swipe System. The Library Reception Desk can also be contacted from this door via tele-link. During normal working hours access to the Parkinson Court can also be gained via the Baines Wing entrance.
Fire Alarm System	The building is protected by an automated Fire Detection System. The system will automatically set off the sounders and relays through to Security Services and the local Fire Service. The Assembly point for the Library is to the south of the Parkinson Building steps. If you see a fire or smoke the alarm system can be manually activated by breaking the glass of a “red break-glass” unit, these are located throughout the library. Upon activation of the Fire Alarm System leave the building by following the signs to the nearest fire exit or make your way to the Refuge Area and wait (see next section). All areas are provided with fire fighting equipment but this should only be used by trained personnel. **Priority is for personnel to leave the building or go to a safe protected place.**

Refuge Areas (Places of Safety)	On level 3 throughout the building the building can be evacuated via any of the marked Fire Exits. Elsewhere in the building identified Refuge Areas are clearly marked. In the main building they are situated : On all floors, except level 3, in the rear stairwell. In the West Building it is outside the foyer into West 2 In Special Collections the area is in the corridor near the rear staff stairs. None of the areas have intercoms so ask someone to notify a Fire Warden/Security (or if you have a mobile phone contact Security on 0113 3432222) that you are located in a Refuge Area and they will arrange for your evacuation.
Lifts *Lifts are not to be used in the event of a Fire*	There is a wheelchair lift from the entrance level up to the Main 3. The lift is just within the automatic door, left side from the foyer area. From Level 3 the main lift, situated in the rear stairwell area, provides access to levels Main 1, Main 2, Main 3 and Main 4 (including Special Collections) In the West Building there is a lift that travels between West 3 and West 2
Toilets	Toilet facilities are available on West 2 and the Special Collections corridor (Main 4)
Building	The only link between the Main Building and the West Building is on level 3.
Assistance	If you would like a briefing on the location of Fire Exits and Refuge Areas then go to the Enquiries Desk, Main 3 and a member off staff can point them out. Customer Services are happy to help access any material that is situated on high or low shelving. Please go to the Enquiries Desk on Main 3. Disabilities Representative for the site is : Simon Robinson, ext 37168, s.d.robinson@leeds.ac.uk