

This document provides information on the additional arrangements that may be required to ensure the safety of some people eg those with sensory and physical impairments; mental health difficulties and learning disabilities in an emergency. This document forms part of a series of Information Sheets which supports the University's Fire Safety Policy.

OVERVIEW

This document provides advice on the safe evacuation of members of staff, students and visitors with an impairment which may prevent, or delay them from safely evacuating a building. It does not advise on generic (non-evacuation) safety issues which should be addressed as part of the College/Professional Service risk assessment process.

It is important Colleges / Services encourage staff and students to disclose an impairment (or if one occurs) which could restrict their ability to safely evacuate a building.

Personal Emergency Egress Plans (PEEP)

Personal Emergency Egress Plans (PEEPs) help to assess the characteristics of the buildings visited as part of the person's studies / work against their disability to identify which support mechanisms are available, or can be put in place to assist them during an emergency.

Responsibility

Colleges / Services should ensure that a PEEP is prepared for any member of staff or student with an impairment (or if they develop an impairment) for all the locations they regularly visit as part of their studies / work.

If a visitor or visiting academic has significant mobility or sensory difficulties, the College/Service they are visiting should try to ascertain if a PEEP is required or if generic control procedures are appropriate eg a buddy assigned for their visit, issue of contact numbers in case help is needed.

It is also important Colleges/Services consider the possible occupancy of buildings by members of the public with mobility or sensory difficulties, especially when organising large events, arranging specific arrangements or protocols as necessary.

Who should write a Personal Plan?

The Health and Safety Office (HSO) will help prepare all PEEP's. This will take place in liaison with the person and appropriate College / Service PEEP's.

NOTE: If a College / Service becomes aware that a student has / develops an impairment which has not been declared they should, **following consultation with the student and on their permission** liaise with Disability Services with regards to what action should be taken

Preparing a Personal Emergency Egress Plans

A successful PEEP depends on the information gained from the person, their individual requirements, the nature of the building's fire and emergency arrangements and the means of access and egress into and out of the building. An example PEEP can be found attached.

The Person: When considering emergency evacuation procedures it is important to talk to the person in question as he/she will offer invaluable support and assistance. After all, they are best-placed to advise on what they are capable of!

Where a disabled person will be supervised or accompanied (carer, assistant or colleague) whilst within a building this information should be considered.

The Building: Many factors must be taken into account when considering the person's capabilities against the restrictions of the building. For example, hearing impaired people working alone may require a visual or vibrating pager, a wheel chair user based above the ground floor may need help leaving the building. Alternatively temporary 'safe refuge' arrangements may be required.

Information: As well as discussing the PEEP arrangements with the person, the information must be presented in the best possible way eg 'tape or brailing', specific font size.

SPECIFIC GUIDANCE

For Students

Pre-Enrolment

Where students have disclosed a disability on their University application form, Disability Services will liaise with Health and Safety and the relevant College / Service to ensure appropriate arrangements are in place to facilitate day to day activities and emergency situations.

As a general rule the student will notify the Halls Office of special requirements when requesting Halls Accommodation which will be catered for where possible. In addition, if the student has disclosed their disability and Disability Services has been liaising with them, Disability Services will check the Halls Office is aware of the student. They will also notify Health & Safety if a PEEP is required for the student's Halls accommodation.

Induction procedure

1. If the student has not formally disclosed a disability to Disability Services, but has made the College/School aware they have an impairment, the College / School should advise the student of the need for a PEEP

building or by the stairs using an Evacuation Chair by trained University personnel or the Fire & Rescue Service.

Where there is no personal risk, you will be asked to remain at the Safe Refuge Point whilst the Fire & Rescue Service assess the situation. At no stage will you be placed in any imminent danger.

b) People who are unable to hear the fire alarm

If you are unlikely to hear the fire alarm students should contact either Disability Services or their School Disability Tutor and staff their Line Manager to discuss any evacuation needs. The fire system is constantly being upgraded with flashing beacons installed as part of upgrades, in some cases you could also be issued with a vibrating pager which indicates when a fire alarm has been activated in your building. Deaf Alert Units can be issued in Halls of Residence – students should speak to the Halls Office if they feel they would like a Unit. Detailed advice on the use and coverage of the vibrating pager will be issued by Disability Services, the Halls Office or Property and Campus Services.

General Procedure

- Familiarise yourself with the standard evacuation procedure.
- Avoid working in isolated areas if you cannot hear alarms or where the vibrating pager has no coverage.
- If for any reason you have to work alone, ensure someone knows where you are and will inform you if the alarm sounds.

If you are living in University accommodation:

- A study room with a flashing fire alarm should be allocated or appropriate vibrating pads and equipment to complement the vibrating pager issued.
- Contact your Accommodation Manager or Disability Services if you need a flashing alarm, vibrating pads etc.

Further Advice to Staff and Students with a Visual Impairment

- On hearing the alarm, leave the building by the nearest route and go to the Assembly Point. Your evacuation training will identify this route.
- If you do not know the emergency exit route, ask someone to escort you to the nearest fire exit. Always make yourself aware of the exit routes.

NOTE: OTHER ARRANGEMENTS MAY BE AGREED AS PART OF THE PEEPS PROCESS.

Name: David Blurb
College/School/Service: School of Natural Sciences
Main Building Occupied: Thoday, Alun Roberts, Brambell, Memorial
Other Building(s) Occupied: Braint Halls of Residence

AWARENESS OF PROCEDURE:

David will receive the emergency evacuation procedures:

in Braille	on Tape	in BSL
in Print	in Large Print	another format

Describe: In print

ALARM SYSTEM:

EMERGENCY EVACUATION IN UNIVERSITY BUILDINGS:

If the alarm sounds and David

USEFUL CONTACTS:

1. Main Arts Security – **01248 382795** (external) **333** (internal auto phone).
2. Friddoedd Security Lodge –