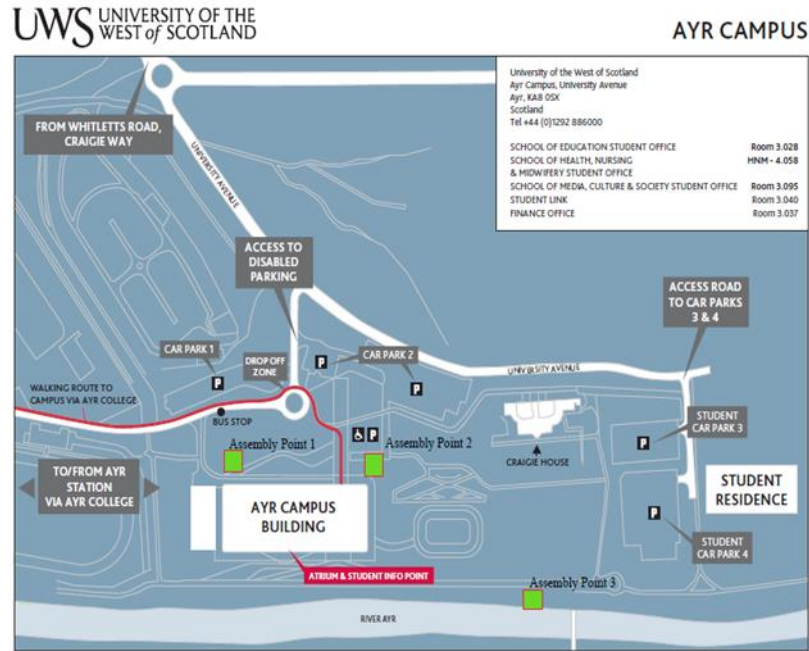


# Emergency Evacuation of People with Disabilities Ayr Campus

## Fire Assembly Points



For further information please contact  
Resilience & Safety  
Barbour Building  
Room A213  
Paisley PA1 2BE  
Scotland

Switchboard: 0141 848 3000  
Direct Telephone: 0141 848 3922

email: [ResilienceandSafetyuws.ac.uk](mailto:ResilienceandSafetyuws.ac.uk)



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[www.uws.ac.uk](http://www.uws.ac.uk)

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## Emergency Evacuation of People with Disabilities

The University has facilities and procedures in place at Ayr Campus to ensure the safe evacuation of people with disabilities from University buildings in the event of fire or other emergency. All staff and students should note the information contained in this leaflet, whether they have difficulties in evacuating buildings or not.

The UWS Evacuation of People with Disabilities Policy document requires the provision of a Personal Emergency Evacuation Plan (PEEP) for all persons who may be unable to evacuate a building unaided.

The Fire Safety Officer will develop the PEEP following a referral being received.

Referral of staff and students will be made through Occupational Health, Disability Services and Student Support Services respectively.

Advice and support when writing and recording a suitable PEEP for permanent/temporarily disabled staff and students, can be obtained by contacting Resilience and Safety.

\*It must be remembered that Staff are responsible for the safe evacuation arrangements of any guests/ visitors they invite into the University buildings.

### 1. Facilities Available to Assist in Evacuation: Ayr Campus

- a) Evacuation Lifts
- b) Platform Lift
- c) Temporary Waiting Spaces / Refuge Areas
- d) Refuge Communications
- e) Signage
- f) Evacuation Chairs
- g) Visual Flashing Beacons
- h) Pagers
- i) Vibrating Pillows

#### a) Evacuation Lifts:

Evacuation Lifts are provided at two locations, one located at main reception area which serves all level 1-4 "South Lift", the other is located at the library which serves levels 2-4 "North Lift".

Assistance by lift can be requested by using the communications located in the lift lobby of the South Lift on level 1 & 4, level 2 & 3 exit directly to fresh air is possible or alternatively by Evacuation Chair to level 2 and subsequently to fresh air. The Communications for the North Lift are located in the stair core 2 enclosure situated within the Lift Lobby on level 3 & 4. Requesting assistance by Evacuation Lift must be clearly stated when contact is made with security.

#### b) Platform Lift:

A second means of escape from level 1 is provided as an alternative to requesting the evacuation lift "South Lift" is the platform lift located outside lecture theatre 3, communications are provided to make security aware that the platform lift is in use. When using the platform lift, follow the instructions provided holding the control button in throughout the operation to level 2 where you can exit to ground level. Follow the signage to the Assembly Point.

#### c) Temporary Waiting Spaces / Refuge Areas:

These areas of fire-resisting construction provide a temporary waiting space for persons to await assistance for their evacuation and a safe route to a final exit.

A Temporary Waiting Spaces / refuge area has been identified on each level on every staircase where assistance may be required.

#### d) Emergency Communications:

Communications are positioned at each Temporary Waiting Space / refuge area in lift lobby or on every staircase where assistance would be required. When the flashing button is pressed you will automatically be connected to University Security staff. They will know the location of the communications you are using but you should still confirm your location by reference to the signage.

#### e) Signage:

Temporary Waiting Spaces / Refuge signage is pictorial, tactile & in Braille.

#### f) Evacuation Chairs:

At a predetermined area on each staircase required as an emergency stair, there will be an evacuation chair. There will be a minimum of one evacuation chair on each emergency staircase.

#### g) Visual Flashing Beacons:

Flashing beacons are installed throughout the premise and within all toilet areas. These will allow persons with hearing disabilities to be given a visual warning that a fire evacuation is in progress.

#### h) Pagers:

In certain circumstances and following a PEEP, a vibrating pager can be supplied to people who are deaf or hearing impaired. These pagers are connected to the fire alarm systems and give the wearer warning of a fire alarm.

A PEEP will be carried out by Health & Safety, for staff members and after forward referral by Disability Services for students.

#### i) Vibrating Pillows:

Vibrating pillows are available to people residing in University owned student accommodation. These will waken a deaf or hearing-impaired resident in the event of a fire alarm. Once again these would be issued following a Personal Emergency Evacuation Plan.

### 2. Procedure for Evacuating people with Disabilities Using Stairs: Ayr Campus

- a) In the event of fire or other emergency persons requiring assistance to evacuate should make their way to the nearest Temporary Waiting Space / Refuge.
  - b) Operate the communications and make contact with Security, confirm your location, the number of people at the Temporary Waiting Spaces / refuge and assistance required.
  - c) Maintain contact with security if possible.
  - d) If required, Security will arrange for assistance to be sent to your location.
  - e) If assistance is not required and you are able to descend the staircase slowly after the majority of people have passed, inform Security staff of your intention before leaving the refuge area.
  - f) Remain outside the building until Estates staff tell you it is safe to re-enter.
  - g) People without disabilities who are evacuating the building may assist in contacting Security, but should not attempt to lift a disabled person down the stairs.
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