

DUMFRIES CAMPUS



Emergency Evacuation of People with Disabilities at Dumfries Campus



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Emergency Evacuation of People with Disabilities

The University has facilities and procedures in place at Paisley 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: Dumfries Campus

- a) Refuge Areas
 - b) Refuge Telephones
 - c) Signage
 - d) Evacuation Chairs
 - e) Pagers
- a) Refuge Areas
Refuge areas are in locations that are separated from fire by fire-resisting construction and provided with a safe route to an exit. These provide temporarily safe spaces for people to await assistance for their evacuation. A refuge area has been identified on each level on every staircase where assistance may be required.
- b) Refuge Telephones
These are positioned at each refuge area on every staircase where assistance would be required. When the appropriate button is pressed you will automatically be connected to University Security staff. They will know the location of the telephone you are using but you should still confirm your location by reference to the signage. There may be a slight delay until a Fire

Warden has reached the Master Phone—you can repeat your call until it is answered or await the Fire Warden returning your call.

- c) Signage
Refuge signage is pictorial, tactile & in Braille.
- d) Evacuation Chairs
At a predetermined refuge 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.
- e) 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. PEEPs will be carried out by Health & Safety for staff members and after forward referral by Disability Services for students.

2. Procedure for Evacuating People with Disabilities Using Stairs: Dumfries Campus

- a) In the event of fire or other emergency, people with disabilities that make it difficult to use the stairs should make their way to the nearest emergency exit staircase, where you will find the Refuge Area there
 - b) Operate the telephones and make contact with FMO/Fire Warden, confirm your location, the number of people at the refuge and assistance required.
 - c) Maintain contact if possible.
 - d) If required, arrangements will be made 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 your FMO/Fire Warden of your intention before leaving the refuge area.
 - f) Remain outside of 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 the Fire Warden but should not attempt to lift a disabled person down the stairs.
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