

# Emergency Evacuation of People with Disabilities at Hamilton Campus

Hamilton Campus fire assembly points



For further information please contact:

Health & Safety  
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Scotland

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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 Hamilton 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: Hamilton Campus

- a) Refuge Areas
  - b) Refuge Telephones Communication
  - c) Signage
  - d) Evacuation Chairs
  - e) Visual flashing beacons
  - f) Pagers
  - g) Vibrating pillows
- a) Refuge Areas
- Refuges are in areas 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 if required. A refuge area has been identified on each level of every stair required as an emergency stair.
- b) Refuge Telephones Communication
- Positioned at each refuge area is a red telephone. When the receiver of the red telephone is lifted you will automatically be connected to University Security Staff. They will know the location of the phone you are using but you should still give them the unique identification number on the telephone.

- c) Signage
  - d) Evacuation Chairs
  - e) Evacuation chairs are provided in all relevant premises throughout the Hamilton campus, to help facilitate emergency evacuation of mobility-impaired persons.
  - f) Visual Flashing Beacons
  - g) Pagers
  - h) Vibrating Pillows
- Refuge signage is pictorial, tactile & in Braille.
- Flashing beacons have been fitted in all toilet areas. These will allow persons with hearing disabilities to be given a visual warning that a fire evacuation is in progress.
- 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 are carried out by Health & Safety for staff members and after forward referral by Disability Services for students.
- Vibrating pillows are available to people residing in university owned student accommodation. These will waken deaf or hearing-impaired residents in the event of a fire alarm. These would be issued following a PEEP.

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

- a) In the event of Fire or other emergency persons with disabilities that make it difficult to use the stairs should make their way to the nearest emergency exit staircase. You will find the Refuge Area there.
  - b) Lift the Refuge Area telephone and make contact with Security. Confirm the location of the refuge you are in, the number of people at the refuge and what assistance is required.
  - c) Maintain contact with Security staff; do not replace the receiver.
  - d) If required, security staff 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 of the building at the Assembly Point, until Estates staff tell you that it is safe to re-enter.
  - g) People without a disability 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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