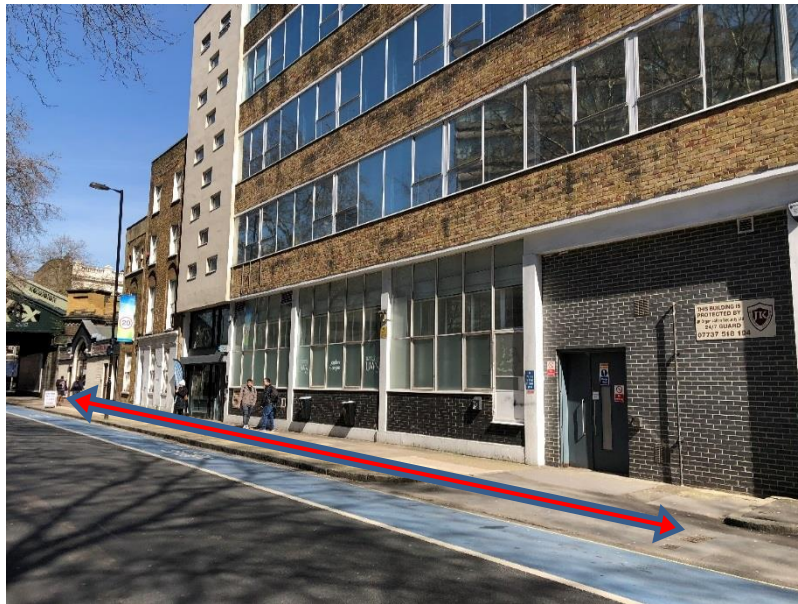


Emergency Evacuation of People with Disabilities at London Campus



Fire Assembly and Evacuation Route

Exit the building to the front from both fire exits, and travel left or right on the pavement making your way to the assembly point, remaining clear of the building. Leave access clear for the emergency services.

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: ResilienceandSafety@uws.ac.uk



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www.uws.ac.uk

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Emergency Evacuation of People with Disabilities

The University has facilities and procedures in place at London 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: London Campus

- a) Refuge Areas
- b) Refuge Telephones
- c) Signage
- d) Evacuation Chairs
- e) Visual flashing beacons
- f) Pagers
- g) Vibrating pillows

a) Temporary Waiting Spaces / Refuge Areas

Temporary Waiting Spaces / Refuges are in areas separated by fire-resisting construction and provide a safe route to a final exit. These also 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) Temporary Waiting Spaces / Refuge Telephones

Positioned at each refuge area is a telephone or call point. When the telephone or call point is activated you will automatically be connected to University 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 or simply tell them where you are.

c) Signage

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

d) Evacuation Chairs

Evacuation chairs are provided in all relevant premises throughout the London campus, to help facilitate emergency evacuation of mobility-impaired persons.

e) Visual Flashing Beacons

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.

f) 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 are carried out by Health & Safety for staff members and after forward referral by Disability Services for students.

g) 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. Again these would be issued following a PEEP.

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

- a) In the event of fire or other emergency people requiring assistance to evacuate should make their way to the nearest Temporary Waiting Spaces / Refuge area.
 - b) Lift the telephone and make contact with Security. Confirm your location, 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 UWS 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 stairs.
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