



## Emergency Evacuation of People with Disabilities at Paisley Campus



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](mailto:ResilienceandSafety@uws.ac.uk)

UNIVERSITY OF THE  
 WEST of SCOTLAND



December 2018

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

University of the West of Scotland is a registered Scottish charity. Charity number SC002520

---

## 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: Paisley Campus

- a) Temporary Waiting Space / Refuge
- b) Emergency Communications
- c) Signage
- d) Evacuation Chairs
- e) Visual flashing beacons
- f) Pagers
- g) Vibrating pillows

#### a) Temporary Waiting space / Refuge Area

A temporary waiting space (Refuge area) is normally located within a protected stair enclosure. They provide a temporary safe place for persons who cannot evacuate the building unaided, to await assistance, prior to their evacuation taking place.

#### b) Emergency Communication

Each Temporary Waiting space / refuge area is provided with emergency communications. When the press to speak button is activated, you will automatically be connected to University Security Staff. They will know the location of the unit you are using but you should still confirm your location to them and provide any relevant information when asked.

#### c) Signage

Refuge signage is pictorial, tactile & in Braille.

#### d) Evacuation Chairs

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

#### e) Visual Flashing Beacons

Flashing beacons are provided within all buildings. These give persons with a hearing impairment a visual warning that the fire warning system has actuated, and 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 warning systems and give the wearer warning of fire alarm actuation..

#### 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 Personal Emergency Evacuation Plan.

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

- h) In the event of fire or other emergency persons requiring assistance to evacuate should make their way to the nearest Temporary Waiting Space / Refuge.
  - i) Operate the emergency communications and make contact with Security. Confirm your location and what assistance is required.
  - j) Maintain contact with Security staff
  - k) If required, security staff will arrange for assistance to be sent to your location.
  - l) 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. Descend stairs and proceed to the dedicated assembly point.
  - m) Remain at the Assembly Point until authorised staff tell you that it is safe to re-enter the building.
  - n) 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.
-