

This document provides information on the additional arrangements that may be required to ensure the safety of some people eg those with sensory and physical impairments; mental health difficulties and learning disabilities in an emergency. This document forms part of a series of Information Sheets which supports the University's Fire Safety Policy.

## **OVERVIEW**

This document provides advice on the safe evacuation of members of staff, students and visitors with an impairment which may prevent, or delay them from safely evacuating a building. It does not advise on generic (non-evacuation) safety issues which should be addressed as part of the College/Professional Service risk assessment process.

It is important Colleges / Services encourage staff and students to disclose an impairment (or if one occurs) which could restrict their ability to safely evacuate a building.

### **Personal Emergency Egress Plans (PEEP)**

Personal Emergency Egress Plans (PEEPs) help to assess the characteristics of the buildings visited as part of the person's studies / work against their disability to identify which support mechanisms are available, or can be put in place to assist them during an emergency.

### **Responsibility**

Colleges / Services should ensure that a PEEP is prepared for any member of staff or student with an impairment (or if they develop an impairment) for all the locations they regularly visit as part of their studies / work.

If a visitor or visiting academic has significant mobility or sensory difficulties, the College/Service they are visiting should try to ascertain if a PEEP is required or if generic control procedures are appropriate eg a buddy assigned for their visit, issue of contact numbers in case help is needed.

It is also important Colleges/Services consider the possible occupancy of buildings by members of the public with mobility or sensory difficulties, especially when organising large events, arranging specific arrangements or protocols as necessary.

### **Who should write a Personal Plan?**

The Health and Safety Office (HSO) will help prepare all PEEPs. This will take place in liaison with the person and appropriate College / Service staff who work directly with them eg Line Manager.

With regards to students, if the student has formally declared a disability on their University application form, Disability Services will notify the HSO that a PEEP is required (this will include Halls of Residence if necessary). The HSO will then make contact with the student to prepare a PEEP. Once agreed with the student, Disability Services will formally issue the PEEP to relevant College / Service staff – usually the Disability Contact and the Halls Office (if required).

**NOTE:** If a College / Service becomes aware that a student has / develops an impairment which has not been declared they should, **following consultation with the student and on their permission** liaise with Disability Services with regards to what action should be taken

### Preparing a Personal Emergency Egress Plans

A successful PEEP depends on the information gained from the person, their individual requirements, the nature of the building's fire and emergency arrangements and the means of access and egress into and out of the building. An example PEEP can be found attached.

**The Person:** When considering emergency evacuation procedures it is important to talk to the person in question as he/she will offer invaluable support and assistance. After all, they are best-placed to advise on what they are capable of!

Where a disabled person will be supervised or accompanied (carer, assistant or colleague) whilst within a building this information should be considered.

**The Building:** Many factors must be taken into account when considering the person's capabilities against the restrictions of the building. For example, hearing impaired people working alone may require a visual or vibrating pager, a wheel chair user based above the ground floor may need help leaving the building. Alternatively temporary 'safe refuge' arrangements may be required.

**Information:** As well as discussing the PEEP arrangements with the person, the information must be presented in the best possible way eg 'tape or brailing', specific font size.

## **SPECIFIC GUIDANCE**

### For Students

#### Pre-Enrolment

Where students have disclosed a disability on their University application form, Disability Services will liaise with Health and Safety and the relevant College / Service to ensure appropriate arrangements are in place to facilitate day to day activities and emergency situations.

As a general rule the student will notify the Halls Office of special requirements when requesting Halls Accommodation which will be catered for where possible. In addition, if the student has disclosed their disability and Disability Services has been liaising with them, Disability Services will check the Halls Office is aware of the student. They will also notify Health & Safety if a PEEP is required for the student's Halls accommodation.

### Induction procedure

1. If the student has not formally disclosed a disability to Disability Services, but has made the College/School aware they have an impairment, the College / School should advise the student of the need for a PEEP.
2. If the student will discuss their impairment, the College / School should contact the Health and Safety Office to ensure, in consultation with the student, suitable arrangements are identified and a PEEP is prepared (if required).
3. Once arrangements have been agreed with the student, the College/School must ensure lecturing and technical staff or those with direct supervision responsibilities are aware of the particular special requirements of the student and of agreed emergency procedures.

### Post-admission procedure

Where there are particular issues to be covered, e.g. working in a laboratory, field trips these must also be addressed by a risk assessment.

### Cooperation

Disabled students are responsible for co-operating with the agreed procedures and the PEEP. In addition, they should monitor their PEEP asking for adjustments to be made as necessary eg change in buildings used.

### For Staff

Members of staff, who have or develop an impairment which may affect their health and safety or may affect the health and safety of others in the workplace, must inform the HSO or their College/Service. The HSO can then, in conjunction with the member of staff and their College/Service, assess the situation and recommend reasonable workplace adjustments. The HSO will also undertake a PEEP if required.

### Safe Refuge Points

The University seeks to implement the advice issued by the Department for Communities and Local Government (issued under the Regulatory Reform [Fire Safety] Order) and Building Research Establishment (IP16/91) and adopts where required the principle of a 'refuge' or 'safe area' within a building prior to physical evacuation.

- *Why a Safe Refuge Point?* University passenger lifts cannot be used when the fire alarm is activated (some may be used under the specific direction of the Fire & Rescue Service). The provision of a 'refuge point' will afford a safe place until help arrives to assist them in evacuating the building.
- *What is a Safe Refuge Point?* A designated area within a building which provides protection from smoke and fire for a considerable length of time (normally over 30 minutes). The safe refuge is capable of accommodating at least one wheelchair user and a helper and is located next to or very close to a stairway or passenger lift. A radio/intercom facility or an emergency telephone is usually provided at each

designated 'safe refuge' point. In most cases, this will allow communication with University Security.

*What do Safe Refuge Points look like?*



**NOTE:** Further information on their location can be found on the *Getting Around Bangor Document* available on the Health and Safety Website:

## EMERGENCY PROCEDURES

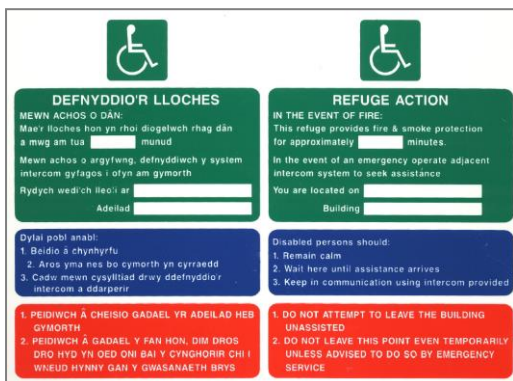
a) Wheelchair users/those unable to use stairs in an emergency

If you are on the ground floor or a floor with horizontal egress:

- On hearing the fire alarm evacuate the building as speedily and as safely as possible.

If on a floor with no horizontal egress, never use the passenger lifts to evacuate the building (unless under the direct supervision of the Fire & Rescue Service):

- If possible, ensure others know you are remaining in the building and where, and make your way to the Safe Refuge Point (you can ask someone to accompany you).
- Once at the Refuge Point follow the instructions displayed on the sign



Upon arrival at the building, University Security and/or the Fire & Rescue Service will assess the situation and where necessary due to a real fire or emergency situation proceed to evacuate. If it is not safe to use the passenger lift, you will be evacuated either through the

building or by the stairs using an Evacuation Chair by trained University personnel or the Fire & Rescue Service.

Where there is no personal risk, you will be asked to remain at the Safe Refuge Point whilst the Fire & Rescue Service assess the situation. At no stage will you be placed in any imminent danger.

b) People who are unable to hear the fire alarm

If you are unlikely to hear the fire alarm students should contact either Disability Services or their School Disability Tutor and staff their Line Manager to discuss any evacuation needs. The fire system is constantly being upgraded with flashing beacons installed as part of upgrades, in some cases you could also be issued with a vibrating pager which indicates when a fire alarm has been activated in your building. Deaf Alert Units can be issued in Halls of Residence – students should speak to the Halls Office if they feel they would like a Unit. Detailed advice on the use and coverage of the vibrating pager will be issued by Disability Services, the Halls Office or Property and Campus Services.

General Procedure

- Familiarise yourself with the standard evacuation procedure.
- Avoid working in isolated areas if you cannot hear alarms or where the vibrating pager has no coverage.
- If for any reason you have to work alone, ensure someone knows where you are and will inform you if the alarm sounds.

If you are living in University accommodation:

- A study room with a flashing fire alarm should be allocated or appropriate vibrating pads and equipment to complement the vibrating pager issued.
- Contact your Accommodation Manager or Disability Services if you need a flashing alarm, vibrating pads etc.

Further Advice to Staff and Students with a Visual Impairment

- On hearing the alarm, leave the building by the nearest route and go to the Assembly Point. Your evacuation training will identify this route.
- If you do not know the emergency exit route, ask someone to escort you to the nearest fire exit. Always make yourself aware of the exit routes.

**NOTE: OTHER ARRANGEMENTS MAY BE AGREED AS PART OF THE PEEPS PROCESS.**

Name: David Blurb

College/School/Service: School of Natural Sciences

Main Building Occupied: Thoday, Alun Roberts, Brambell, Memorial

Other Building(s) Occupied: Braint Halls of Residence

**AWARENESS OF PROCEDURE:**

David will receive the emergency evacuation procedures:

|            |                                     |                |                          |                |                          |
|------------|-------------------------------------|----------------|--------------------------|----------------|--------------------------|
| in Braille | <input type="checkbox"/>            | on Tape        | <input type="checkbox"/> | in BSL         | <input type="checkbox"/> |
| in Print   | <input checked="" type="checkbox"/> | in Large Print | <input type="checkbox"/> | another format | <input type="checkbox"/> |

Describe: In print

**ALARM SYSTEM:**

David will be informed of an emergency evacuation by the existing alarm system:

|                       |                                     |                        |                          |
|-----------------------|-------------------------------------|------------------------|--------------------------|
| existing alarm system | <input checked="" type="checkbox"/> | pager device           | <input type="checkbox"/> |
| visual alarm system   | <input type="checkbox"/>            | other (please specify) | <input type="checkbox"/> |

**GENERAL:**

David should always familiarise himself with the fire arrangements in any building he regularly visits as part of his studies. This includes the information on Fire Action Notices and the location of Fire Exits, Refuge Points (if available) and Assembly Points.



Call Point



Fire Action Notices look like this



Fire Exit signs look like this



Assembly Point signs usually have this symbol

## **EMERGENCY EVACUATION IN UNIVERSITY BUILDINGS:**

If the alarm sounds and David is on the **ground floor** of a building he should:

- Try and evacuate the building by the nearest exit.
- Proceed to the Assembly Point.

If the alarm sounds and David is **above the ground floor** he must:

- Never use a lift.
- Evacuate if possible or proceed to a Refuge Point (a friend can accompany him).
- Activate the Refuge Point letting Security know where he is (instructions are provided).
- Wait at the Refuge Point until help arrives.

**If David cannot evacuate or get to a Refuge Point / there is no Refuge Point available:**

- David **must inform** someone that he is staying in the building and ask them to **immediately** inform Security / Emergency Services of his location.
- Alternatively, he can call Security on **01248 382795 / 01248 383472 / 01248 388041**.

**NOTE:** The Refuge Points and Security staff should not just be used / contacted if the fire alarm is sounding. They can also be used if general assistance is required eg feeling unwell, concerns about personal safety.

## **LOCATION OF REFUGE POINTS:**

- **Memorial** – there are no Refuge Points in this building.
- **Brambell** – by the lift lobby and stair lobby located on the opposite side of the building (not ground floor).
- **Thoday** – in the lobby of both staircases (not ground floor.)
- **Alun Roberts** – in the lift lobby (not ground floor).
- **Braint** – in the lift lobby (not ground floor).



Refuge Points  
Thoday, Brambell



Refuge Point Braint

**USEFUL CONTACTS:**

1. Main Arts Security – **01248 382795** (external) **333** (internal auto phone).
2. Friddoedd Security Lodge – **01248 383472**.
3. St Marys Security Lodge – **01248 388041**.
4. University Switchboard – **01248 351151**.
5. S Barnes (Health and Safety Office) – **01248 382779**.
6. J Latchford (School Disability Tutor) **01248 38....**
7. Halls Office – **01248 382667**.
8. Halls Warden – G Smith.
9. Student Services – **01248 382024**.

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