

## 6. MOBILITY, SENSORY AND COGNITIVE IMPAIRMENT AND BUILDINGS EMERGENCIES

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**6.2.1 Aim:** Safe and prompt evacuation of people with mobility, sensory or cognitive impairments, or with other special needs, from University-managed buildings on the Edinburgh bioQuarter campus during a building emergency.

**6.3.1 Introduction:** Mobility, sensory or cognitive impairment may be temporary or permanent, ranging from someone with a sprained ankle using a temporary walking aid to a regular wheelchair user for example. In either case, a person with a significant mobility, sensory or cognitive impairment could have a problem leaving the building rapidly in the event of an emergency and may, therefore, require assistance, and for specific *prior* arrangements to be made accordingly.

6.3.2 In the event of any building emergency, perhaps particularly one involving fire, it is almost inevitable that a sense of apprehension will exist. For a person with a significant mobility, sensory or cognitive impairment, their anxiety could well be increased by a fear that they might not be able to evacuate sufficiently promptly.

6.3.3 There are slightly different arrangements for people with significant mobility, sensory or cognitive impairments in each of the University-managed buildings on the Edinburgh bioQuarter campus. The following paragraphs describe arrangements for each of these buildings, and should be read carefully by people with significant mobility, sensory or cognitive impairments working within or visiting any one or more of the buildings as appropriate.

6.3.4 Separate arrangements apply for the Royal Infirmary of Edinburgh and Building NINE. University staff and students with significant mobility, sensory or cognitive impairments working in the Infirmary or Building NINE should familiarise

themselves with arrangements for whatever building they may be working in as a matter of the highest priority *before* commencing work.

6.3.5 By the same token, University staff and students with significant mobility, sensory or cognitive impairments may be required from time to time, or even on one occasion only, to visit any other place of work. In all such cases, they should familiarise themselves with arrangements for whatever building they may be working in as a matter of the highest priority *before* commencing work; do not depend on an adequate briefing being provided at another place of work.

6.3.6 The requirements of people with hearing or visual impairments, women in late pregnancy, and others who may have special needs, are also addressed in this Section; however, unless complicated with significant mobility impairments too, it would generally be expected that most people could evacuate the building quickly, albeit perhaps with some assistance from other occupants.

6.3.7 The term “significant”, used throughout this Section in the context of mobility, sensory and cognitive impairments, is intended only to reflect that there are degree of impairment, ranging from those who require virtually no support to effect an evacuation from premises, to those who require some amount of support from others, and it is in respect of these that the provisions of this Section most apply.

**6.4.1 Policy:** The underpinning policy for emergency evacuation of people with significant mobility, sensory or cognitive impairments is that:

- Specific procedures must exist to ensure that people with significant mobility sensory or cognitive impairments can be safely and promptly evacuated;
- Each person with a significant mobility, sensory or cognitive impairment must, themselves, know what procedures are in place for their evacuation, and have personally contributed to the formulation of a *Personal Emergency Evacuation Plan* (PEEP; see Paragraph 6.6.1 *et seq*) specifically tailored to meet their particular needs; and
- People with significant mobility, sensory or cognitive impairments intending to work *outside hours of expected building occupancy*, or alone in either building, must conform to policies set out in Section 9 of this Manual (see also Paragraph 6.7.1).

**6.5.1 Action to be Taken by a Person with Significant Mobility, Sensory or Cognitive Impairments regarding Evacuation Procedures:** Responsibility for informing staff, students and visitors with significant mobility, sensory or cognitive impairments, regarding fire evacuation procedures, rests with managers representing the Centre or other management unit within the building.

6.5.2 The application, registration and matriculation/enrolment process for new students will often (but not invariably) inform the process whereby the requirements of a student with significant mobility, sensory or cognitive impairment is appropriately addressed in anticipation of their arrival.

6.5.3 However, not all prospective students inform the University in advance of matriculation that they have a significant mobility, sensory or cognitive impairment or

other special need. For example, someone who cannot walk long distances because they have arthritis may never contact the University's Disability Office, and yet it may still be advisable for them to have a Personal Emergency Evacuation Plan (PEEP; see Paragraph 6.6.1).

6.5.4 Managers must, therefore, have a procedure for informing staff, students and visitors within their area precisely what arrangements exist for setting up a Personal Emergency Evacuation Plan (PEEP). The University's Disability Office is prepared to be involved where a student agrees that they should be informed, but it should be noted that the Disability Office deals only with students and not with staff.

6.5.5 Where it is apparent that a visitor reporting to Reception in a University-managed building has a significant mobility, sensory or cognitive impairment or other special need that might impair their ability to perceive or react appropriately to a building emergency, the Receptionist should advise the visitor of the following arrangements in outline and brief the visitor's host of the need for him or her to make detailed arrangements for the safety of the visitor, perhaps extending to preparation of a Personal Emergency Evacuation Plan (PEEP; see Paragraph 6.6.1 *et seq*).

**6.6.1 Personal Emergency Evacuation Plan (PEEP):** The manager representing the Centre or management unit within a building where a person with a significant mobility, sensory or cognitive impairment will be based, or which that person will visit, will (together with each person with a significant mobility, sensory or cognitive impairment) formulate a *Personal Emergency Evacuation Plan (PEEP)* for the person with special needs, tailored to that person's specific requirements. Others who should usually be involved are the University's Fire Safety Unit and Occupational Health Unit, all relevant Buildings Managers, the H&S Manager for the Edinburgh bioQuarter campus, and the University of Edinburgh's Estates Department if physical modifications are required to the working environment. The University's Disability Office is prepared to be involved where a student agrees that they may be informed.

6.6.2 A typical Personal Emergency Evacuation Plan will address:

- Specific vulnerabilities of the person for whom the Plan is to be created;
- Location(s) within the building(s) where the person will normally work or visit;
- The suitability of the building to support the person under normal circumstances *and* in the event of an emergency;
- Means to ensure that the named person can be alerted effectively to a building emergency;
- Actions to be taken by the named person, and all others with roles in support of the named person, in the event of a building emergency;
- Means for the named person to communicate with building's emergency controllers throughout the emergency;
- Any other measures necessary to provide support to the named person during broadcast of an alarm and actual evacuation;
- Any special requirements with regard to evacuation assembly and reoccupation of the building after resolution of the emergency;
- The names and routine and emergency contact details of all people with roles in support of the named person;

- A description of resources allocated, and physical adaptations made to the working environment, which have been dictated by the Plan;
- Special arrangements for lone or out-of-hours working if sanctioned (see Paragraph 6.7.1);
- Any other relevant factors identified during discussions dictating special arrangements;
- An agreed review date and frequency of reviews; and
- Signatures of all parties involved.

6.6.3 The Personal Emergency Evacuation Plan (PEEP) will be discussed again, at the draft stage, with the individual concerned to ensure that he or she is entirely comfortable with, and fully confident in the arrangements which relate to him or her as an individual. A finalised Personal Emergency Evacuation Plan, and any associated physical arrangements, will also be confirmed with the host School/Deanery and relevant buildings managers. A draft version of the Plan should be forwarded to the PEEPS Mailbox ([PEEPS@uoe.onmicrosoft.com](mailto:PEEPS@uoe.onmicrosoft.com)) to enable an assessment to be made of the building for the named individual

6.6.4 A Personal Emergency Evacuation Plan (PEEP) may require to evolve to meet the changing needs of the individual and should, therefore, be reviewed on an appropriately regular basis, but certainly not less than annually. It will be a responsibility of the named person's line manager to ensure that this is done.

**6.7.1 Out-of-Hours and Lone-Working Arrangements:** People with mobility, sensory or cognitive impairments are as entitled as anyone else to work outside of normal working hours, or alone in any area of either building, provided that they conform to the same safety-related requirements as for any other person, and which are described in Sections 9 and 10 of this Manual, and that this matter has been addressed specifically in their Personal Emergency Evacuation Plan (PEEP; see Paragraph 6.6.1 *et seq*).

## CHANCELLOR'S BUILDING

**6.8.1 Implementation:** In practice, the policy for the University buildings on the Edinburgh bioQuarter site, outlined at Paragraph 6.4.1, is achieved for the Chancellor's Building by:

- Provision of phased fire alarm systems linked to building compartmentation (see Section 5 – Fire Procedures – of this Manual for further information: <http://docstore.mvm.ed.ac.uk/HealthAndSafety/manual/Manual5.pdf>);
- Provision of Temporary Waiting Spaces (formerly known as Refuges), together with a special monitoring and evacuation procedure;
- Issuing mobile telephones (if the named person has no access to a personal mobile telephone) to people with significant mobility, sensory or cognitive impairments and/or to specially designated Fire Stewards (sometimes known as Fire Wardens), so that they can communicate with each other and building Security staff during an emergency (individuals may prefer to use their own mobile telephones once it has been confirmed that they operate effectively within the building); and

- Special training for Fire Co-ordinators, Fire Stewards and members of Recovery Teams (where and when these have been formed and trained) – see Section 5 (Fire Procedures) and Paragraphs 6.12.1 *et seq* and 6.13.1 *et seq* of this Manual for definitions and explanations of roles.

**6.9.1 Phased Fire Alarm and Building Compartmentation:** An activated fire alarm will result in a continuous sound (🔊: ~~~~~) in the zone where an alert is initiated, and pulsed sounders will generate an intermittent alarm tone (🔊: - - - - -) in other zones of the building. All people with significant mobility impairments should proceed promptly to evacuate the building whenever an alarm sounds, irrespective of whether it is a continuous (🔊: ~~~~~) or intermittent (🔊: - - - - -) alarm.

**6.10.1 Action to be Taken by a Person with a Significant Mobility, Sensory or Cognitive Impairment:** In the event of an emergency signalled by alarm sounders located throughout the building (regardless of whether they are sounding continuously or intermittently), a person with a significant mobility, sensory or cognitive impairment should evacuate immediately, without delaying to collect personal possessions, and proceed to the relevant Evacuation Assembly Point (see Section 5 of this Manual at <http://docstore.mvm.ed.ac.uk/HealthAndSafety/manual/Manual5.pdf>); or, if that is not possible, proceed to one of the Temporary Waiting Spaces (Refuges) described in their Personal Emergency Evacuation Plan (PEEP; see Paragraph 6.6.1 *et seq*), and/or which is signposted within the building, and await the arrival of an assigned Fire Steward or Recovery Team (see Paragraphs 6.12.1 *et seq* and 6.13.1 *et seq*). Whilst there, the person may use a mobile telephone to contact Security using the number listed below, and give their location and any other relevant details. No attempt should be made to re-enter the building until clear instructions that it is safe to do so have been issued by attending fire-fighters.

**Telephone number for people with significant mobility, sensory or cognitive impairments to phone in the event of a building emergency:**

**0131 651 3999**

6.10.2 If the alarms are sounding only intermittently (🔊: - - - - -), and it is possible to move safely through the building without entering an area where the alarms are sounding continuously (🔊: ~~~~~), people with significant mobility, sensory or cognitive impairments should evacuate the building immediately. If the alarms are sounding continuously (🔊: ~~~~~) and evacuation to the outside is not readily practicable, the person with a significant mobility, sensory or cognitive impairment should proceed immediately to a Temporary Waiting Space (Refuge) described in their Personal Emergency Evacuation Plan (PEEP), contact Security using the number listed above, and await the arrival of the Fire and Rescue Service or a Recovery Team, bearing in mind that the Scottish Fire and Rescue

Service are not responsible for evacuation of a disabled person unless it is a rescue from a fire-related scenario.

6.10.3 It may be practical to evacuate from the Chancellor's Building into the adjacent Infirmary through interconnecting doors and corridors on the same floor (ground floor and second floor) or, from some areas of the Chancellor's Building, into the adjacent QMRI using the link bridge on the second floor from Bioresearch & Veterinary Services (BVS)-managed areas to obtain access to a safe and useable lift within the QMRI.

**6.11.1 Temporary Waiting Spaces (Refuges):** Stairwells built against the outer walls of the Chancellor's Building are protected to a minimum of 60 minutes fire resistance, and have been designated as Temporary Waiting Spaces (Refuges). Signs direct people with significant mobility, sensory or cognitive impairments, who are unable easily and directly to evacuate the building, to assemble in these areas (see Figure 1a) pending the arrival of a support team.



Figure 1a: Fire Refuge Signage (Coloured white on green)

6.11.2 At any one of these locations, the presence and safety of people with a significant mobility, sensory or cognitive impairment will be monitored using communications that have been specified in their Personal Emergency Evacuation Plan (PEEP; see Paragraph 6.6.1 *et seq*). People with significant mobility, sensory or cognitive impairments will be evacuated from Temporary Waiting Spaces(Refuges) by the Fire and Rescue Service or Recovery Teams (where and when these have been formed, trained and equipped) if it is considered necessary.

**6.12.1 The Role of Fire Stewards during an Emergency Evacuation - Procedure for Supporting People with Significant Mobility, Sensory or Cognitive Impairments:** The procedures in place set out specific responsibilities for appropriately trained and personally assigned Fire Stewards.

6.12.2 Normally, in the event of an evacuation, a Fire Steward (sometimes known as a Fire Warden) is expected to clear his or her designated area and report to a Fire Co-ordinator (see Section 5 and Appendix 1 to this Manual). Where necessary, and the arrangement has been set out in a Personal Emergency Evacuation Plan (PEEP; see Paragraph 6.6.1 *et seq*) for a person with a significant mobility, sensory or cognitive

impairment, a specific Fire Steward, or more than one person, will be named who will be expected to make that person his or her sole priority in the event of a buildings emergency. The Fire Steward(s) will meet the named person either at the Evacuation Assembly Point or a pre-arranged Temporary Waiting Space (formerly known as a Refuge) – see Paragraph 6.11.1 *et seq* – as specified in the named person’s Personal Emergency Evacuation Plan (PEEP) in the event that an alarm sounds.

6.12.3 A number of Temporary Waiting Spaces (Refuges) – see Paragraph 6.11.1 *et seq* – have been identified within the Chancellor’s Building, each displaying a laminated sheet containing instructions for people with significant mobility, sensory or cognitive impairments and communications contact information enabling a person with significant mobility, sensory or cognitive impairment to communicate with people who will provide them with support during a buildings emergency.

6.12.4 If a person with a significant mobility, sensory or cognitive impairment is expected to work within one of the University buildings on the Edinburgh bioQuarter site for a significant period of time, it is expected that their supervisor or host will know within which area(s) they will normally be based. A Fire Steward from the host Centre or other management unit should be informed by the person’s supervisor or host and asked to make himself or herself known to the person, and discuss their specific requirements in detail. A Personal Emergency Evacuation Plan (PEEP; see Paragraph 6.6.1 *et seq*) should previously have been formulated. The Plan may require to evolve to meet the changing needs of the individual and should, therefore, be reviewed on a regular basis. It will be a responsibility of the named person’s line manager to ensure that this is done.

6.12.5 Even in the absence of previously notified need (identification of people with significant mobility, sensory or cognitive impairments within the building), Fire Stewards should sweep through areas designated as Temporary Waiting Spaces(Refuges) – see Paragraph 6.11.1 *et seq* – that lie alongside their own evacuation route from the building to ensure that no-one has been forced, perhaps as a result of very recent injury, to shelter in a Temporary Waiting Space (formerly known as a Refuge) pending assistance.

**6.13.1 Recovery Teams:** In buildings where the procedure requires the provision of Temporary Waiting Spaces (formerly known as Refuges) – see Paragraph 6.11.1 *et seq* – and where all necessary training and equipment have been put in place, Recovery Teams will be formed. These are comprised of personnel who work in the building and who are familiar with the special evacuation procedures for people with significant mobility impairment and the correct use of evacuation chairs (see Paragraph 6.22.1).

6.13.2 Members of Recovery Teams will not be the same people already designated and trained as Fire Stewards, as their duties might well conflict during a building evacuation. Recovery Team members (where teams have been formed) have been trained in:

- Sensitive interactions with people with significant mobility, sensory or cognitive impairments;
- Safe lifting and moving procedures;



- Use of evacuation chairs (see Paragraph 6.22.1); and
- Fire evacuation procedures (see Section 5 of this Safety Manual at <http://docstore.mvm.ed.ac.uk/HealthAndSafety/manual/Manual5.pdf>).

6.13.3 A Recovery Team exists for the Chancellor's Building, but (since these are perishable skills) members require retraining on each new occasion that a person with a significant mobility impairment comes to work or study within the building in order to be properly prepared to support that person. It will be a responsibility of the named person's line manager to ensure that the campus's Safety Manager is informed of the need to repeat the necessary training.

**6.14.1 Communications:** Where a mobile telephone is required as one provision of a Personal Emergency Evacuation Plan (PEEP), students with significant mobility, sensory or cognitive impairments (who do not already have a mobile telephone) will be issued with one by the University's Disability Office. Alternatively (and in any event for staff and visitors), a mobile telephone can be issued at the Chancellor's Building Reception desk in accordance with arrangements described in a Personal Emergency Evacuation Plan (PEEP; see Paragraph 6.6.1 *et seq*). The effectiveness of mobile telephones within all relevant areas of the building must be tested and confirmed before these can be used as an element of a Personal Emergency Evacuation Plan (PEEP). People with significant mobility impairments will be provided with contact details, names and phone numbers to be used in the event of a building emergency.

**6.15.1 Signage:** Fire Action Notices are provided throughout the Chancellor's Building, and instruct people with mobility, sensory and cognitive impairments on evacuation procedures for the building (Figures 2a and 2b).

<b>QUEEN'S MEDICAL RESEARCH INSTITUTE (QMRI)</b>
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**6.16.1 Implementation:** In practice, the policy for the University buildings on the Edinburgh bioQuarter site, outlined at Paragraph 6.4.1, is achieved for the QMRI by:

- Provision of Temporary Waiting Spaces(Refuges) – see Paragraph 6.11.1 *et seq* – together with a special monitoring and evacuation procedure for people with significant mobility, sensory or cognitive impairments;
- Provision of special dedicated communications resources so that people with significant mobility, sensory or cognitive impairments sheltering in a Temporary Waiting Space (formerly known as a Refuge) can communicate with the Fire Co-ordinator (see Section 5 of this Manual) during an emergency; and
- Special training for Fire Co-ordinators, Fire Stewards (sometimes known as Fire Wardens) and members of Recovery Teams – see Section 5 (Fire Procedures) of this Manual for definitions and explanations of roles.

**6.17.1 Fire Emergency:** In the event that a fire alarm call point (see Figure 1b) is activated, or automatic detectors are activated, fire alarms will sound continuously throughout the whole building, and **all** occupants of the building will be expected to evacuate.

6.17.2 Upon activation of a single device (automatic fire/smoke detector or fire alarm call point), Lifts 1 and 2 in the QMRI (located between the East and Centre blocks and Centre and West Blocks respectively) will descend to the basement level - to the main evacuation exit floor (MEEF) - with escape of evacuees then proceeding through exits located at the rear of the building, Lifts 1 and 2 can, however, still be called by personnel located at any lift level landing.

6.17.3 Platform lifts are available in the basement-level West/Centre and Centre/East atria as one possible means to help support evacuation of people in wheelchairs, *etc.* These are capable of being operated directly and personally by a person in a wheelchair, and are intended to enable supported or self-evacuation from the main evacuation exit floor (MEEF) to the rear service road behind the QMRI, from where the evacuated person may proceed to the correct Evacuation Assembly Point (see Section 5 – Fire Procedures – of this Manual for further information: <http://docstore.mvm.ed.ac.uk/HealthAndSafety/manual/Manual5.pdf>). Complete reliance should not, however, be placed in the existence of these, and alternative arrangements should be set out in personal Emergency Evacuation Plans (PEEPs).

6.17.4 Where there has been activation of two or more devices (a “double knock”), Lifts 1 and 2 will descend to the basement level and will become operational again only as an evacuation lift operated by an appointed person using the key provided.

6.17.5 Building design allows for a minimum of one hour of fire resistance across compartment barriers, separating each compartment of the building as described above, so that each atrium represents a resistance to the advancement of fire through the building amounting to two hours *per* atrium.

6.17.6 In the event of a fire affecting any *one* of the above blocks, the lifts will remain available for use in the adjacent (and other) atrium areas. In the event that detectors on *both* sides of a compartment line are activated, the lift in the atrium area between the affected blocks will descend to Level One (ground floor), the doors will open allowing passengers to alight, and the lift will then disable. Other lifts within the building will remain available unless they too have been compromised by alarms in two adjacent blocks having been activated.

6.17.7 In the event that a person with a significant mobility, sensory or cognitive impairment cannot move to an area where lifts remain available, as may occur at either the extreme West end of the building or East Level 3, they should proceed to one of the Temporary Waiting Spaces (Refuges) – see Paragraph 6.11.1 *et seq* – which are located in stairwells at the far West end of the building and at Level 3 of the far East end, and use the intercom systems provided to speak with the Fire Co-ordinator (see Section 5 of this Manual) who will be located at the fire control panel where the intercom is also connected. Written instructions for operation of the communications system are available both at the fire alarm control panel and where intercoms are located throughout the building.

6.17.8 For East Levels 1 and 2, if evacuation to ground by the central corridor cargo lift is not possible, exit through office areas to the East lift provides an alternative for people with a significant mobility, sensory or cognitive impairment. Magnetic locks

that normally restrict access to the office areas will be disabled whenever the fire alarms are activated.

**6.18.1 Action to be Taken by a Person with a Significant Mobility, Sensory or Cognitive Impairment:** In the event of an emergency signalled by alarm sounders, a person with a significant mobility, sensory or cognitive impairment should use fire escape routes, lifts (where necessary and if appropriate) and fire exits to leave the building and report to the Evacuation Assembly (see Section 5 – Fire Procedures – of this Manual for further information: <http://docstore.mvm.ed.ac.uk/HealthAndSafety/manual/Manual5.pdf>).

6.18.2 A person with significant mobility, sensory or cognitive impairment who has successfully self-evacuated from the building should report that fact to the Fire Coordinator (see Section 5 of this Manual) who will be present at the fire alarm control panel close to Reception; alternatively, they may ask someone else to report that fact on their behalf.

6.18.3 If it is not possible for a person with a significant mobility, sensory or cognitive impairment to evacuate the building, the person should proceed immediately to one of the Temporary Waiting Spaces (Refuges) – see Paragraph 6.19.1 *et seq* – as described in their Personal Emergency Evacuation Plan (PEEP; see Paragraph 6.6.1 *et seq*), and/or which is signposted within the building, and await the arrival of a Fire Steward or Recovery Team (see Paragraphs 6.20.1 *et seq* and 6.21.1 *et seq*). Whilst there, the person should use the intercom provided to speak with the Fire Co-ordinator (see Section 5 of this Manual) at the fire alarm control panel and report their location and any other relevant details, and await the arrival of the Fire and Rescue Service or a Recovery Team.

**6.19.1 Temporary Waiting Spaces (formerly known as Refuges):** The West and East staircases are protected to a minimum of 60 minutes fire resistance, and have been designated as Temporary Waiting Spaces (formerly known as Refuges). At any one of these locations, the presence and safety of people with significant mobility, sensory or cognitive impairments will be monitored by the Fire Co-ordinator (see Section 5 of this Manual) using intercom equipment that has been provided for their use. People with significant mobility, sensory or cognitive impairments will be evacuated from Temporary Waiting Spaces (formerly known as Refuges) by the Fire and Rescue Service or Recovery Teams if it is considered necessary.

6.19.2 Signs direct people with significant mobility, sensory or cognitive impairment, who are unable to evacuate the building, to assemble in these areas (see Figure 1b).



Figure 1b: Fire Refuge Signage (Coloured white on green)

6.19.3 The atria between the East and Centre blocks and between the Centre and West Blocks are also protected to a minimum of 60 minutes fire resistance and can, therefore, be used as Temporary Waiting Spaces (Refuges) too. At any one of these locations, the presence and safety of people with significant mobility, sensory or cognitive impairments will be monitored by the Fire Co-ordinator (see Section 5 of this Manual) using intercom equipment that has been provided for their use. People with significant mobility, sensory or cognitive impairments will be evacuated from Temporary Waiting Spaces (formerly known as Refuges) by the Fire and Rescue Service or Recovery Teams if it is considered necessary.

**6.20.1 The Role of Fire Stewards during an Emergency Evacuation - Procedure for Supporting People with Significant Mobility, Sensory or Cognitive Impairments:** The procedures in place sets out specific responsibilities for trained and appropriately assigned Fire Stewards.

6.20.2 Normally, in the event of an evacuation, a Fire Steward (sometimes known as a Fire Warden) is expected to clear his or her designated area and report to a Fire Co-ordinator (see Section 5 and Appendix 1 to this Manual). Where necessary, and the arrangement has been set out in a Personal Emergency Evacuation Plan (PEEP; see Paragraph 6.6.1 *et seq*) for a person with a significant mobility, sensory or cognitive impairment, a specific Fire Steward will be named who will be expected to make that person his or her only priority in the event of a buildings emergency. The Fire Steward will meet the named person either at the Evacuation Assembly Point or a pre-arranged Temporary Waiting Space (formerly known as a Refuge) – see Paragraph 6.19.1 *et seq* – as specified in the named person's Personal Emergency Evacuation Plan (PEEP; see Paragraph 6.6.1 *et seq*) in the event that an alarm sounds.

6.20.3 A number of Temporary Waiting Spaces (formerly known as Refuges) – see Paragraph 6.19.1 *et seq* – have been identified within University buildings on the Edinburgh bioQuarter site, each displaying a laminated sheet containing instructions for people with significant mobility, sensory or cognitive impairments.

6.20.4 If a person with a significant mobility, sensory or cognitive impairment is expected to work within one of the University buildings on the Edinburgh bioQuarter site for a significant period of time, it is expected that their supervisor or host will

know within which area(s) they will normally be based. A Fire Steward from the host Centre or management unit should be informed by the person's supervisor or host and asked to make him or herself known to the person with a significant mobility, sensory or cognitive impairment at the earliest reasonable opportunity, and discuss their specific requirements in detail. A Personal Emergency Evacuation Plan (PEEP; see Paragraph 6.6.1 *et seq*) should previously have been formulated. This Plan may require to evolve to meet the changing needs of the individual and should, therefore, be reviewed on a regular basis. It will be a responsibility of the named person's line manager to ensure that this is done.

6.20.5 Even in the absence of previously notified need (identification of people with a significant mobility, sensory or cognitive impairment within the building), Fire Stewards should sweep through areas designated as Temporary Waiting Spaces (Refuges) – see Paragraph 6.19.1 *et seq* – that lie on their own evacuation route from the building to ensure that no-one has been forced, perhaps as a result of very recent injury, to shelter in a Temporary Waiting Space (formerly known as a Refuge) pending assistance.

**6.21.1 Recovery Teams:** Recovery Teams have been formed for the QMRI. These are personnel who work in the building and who are familiar with the special evacuation procedures for people with significant mobility, sensory or cognitive impairment and have received training in the correct use of evacuation chairs (see Paragraph 6.22.1).

6.21.2 Members of Recovery Teams will not be the same people already designated and trained as Fire Stewards, as their duties might well conflict during a building evacuation. Recovery Team members (where teams have been formed) have been trained in:

- Sensitive interactions with people with significant mobility, sensory and cognitive impairments;
- Safe lifting and moving procedures;
- Use of evacuation chairs (see Paragraph 6.22.1); and
- Fire evacuation procedures (see Section 5 of this Safety Manual at <http://docstore.mvm.ed.ac.uk/HealthAndSafety/manual/Manual5.pdf>).

6.21.3 Since the skills required of Recovery Teams are relatively perishable, members require retraining on each new occasion that a person with a significant mobility, sensory or cognitive impairment comes to work or study within the building in order to be properly prepared to support that person. It will be a responsibility of the named person's line manager to ensure that the campus's Safety Manager is informed of the need to repeat the necessary training.

**6.22.1 Evacuation Chairs:** Members of Recovery Teams have been trained in the correct use of evacuation chairs, which (for the QMRI) are located on stairwells as follows:

- Main stairwell, West Block, Level 2;
- Main stairwell, East Block, Level 3; and

- On the Level 3 atrium between the East and Drum Blocks outside the Mary Kinross Room, and on the same level in the atria between the East and Centre blocks and West and Centre blocks.

Additionally, a track-mounted stair-climber/descender is located at the East end of the East Block (Level 2) with which to convey wheelchair users to the main evacuation exit floor (MEEF).

**6.23.1 Communications:** Where Temporryay Waiting Spaces (formerly known as refuges) have been established (see Paragraph 6.19.1 *et seq*), these have been equipped with communications devices that are connected to a similar device located alongside the main fire alarm panel at Reception. Using these, a person sheltering in a Temporary Waiting Space (formerly known as a Refuge) may speak with the Fire Co-ordinator (see Section 5 of this Manual) for the building to inform him that he or she is present within a Temporary Waiting Space (formerly known as a Refuge), and so that responding fire-fighters or a Recovery Team may be deployed to assist them to evacuate the building. Instructions notices describing proper use of the communications equipment are provided within Temporary Waiting Spaces (formerly known as Refuges) for use by people with significant mobility, sensory or cognitive impairments, and also at the fire alarm control panel for use by Fire Co-ordinators.

**6.24.1 Signage:** Fire Action Notices are provided throughout the QMRI, and instruct people with mobility, sensory or cognitive impairments on evacuation procedures for the building (Figures 2a and 2b).

<b>CENTRE FOR REGENERATIVE MEDICINE (CRM)</b>
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**6.25.1 Implementation:** In practice, the policy for the University buildings on the Edinburgh bioQuarter site, outlined at Paragraph 6.4.1, is achieved for the SRCM by:

- Provision of Temporary Waiting Spaces (formerly known as Refuges) – see Paragraph 6.11.1 *et seq* – together with a special monitoring and evacuation procedure for people with significant mobility, sensory or cognitive impairments;
- Provision of special dedicated communications resources so that people with significant mobility, sensory or cognitive impairments sheltering in a Temporary Waiting Space (formerly known as a Refuge) can communicate with the Fire Co-ordinator (see Section 5 of this Manual) during an emergency; and
- Special training for Fire Co-ordinators, Fire Stewards (sometimes known as Fire Wardens) and members of Recovery Teams – see Section 5 (Fire Procedures) of this Manual for definitions and explanations of roles.

**6.26.1 Fire Emergency:** In the event that a fire alarm call point (see Figure 1c) is activated, or automatic detectors are activated, fire alarms will sound continuously throughout the whole building, and **all** occupants of the building will be expected to evacuate.

6.26.2 All people with significant mobility, sensory or cognitive impairments should proceed promptly to evacuate the building whenever an alarm sounds.

6.26.3 Lifts in the CRM building cease to work if fire and smoke detectors are activated.

6.26.4 Building design allows for a minimum of one hour of fire resistance across compartment barriers separating each compartment of the building, so that each barrier represents a resistance to the advancement of fire through the building amounting to two hours *per* compartment

6.26.5 In the event that a person with a significant mobility impairment cannot use a lift, they should proceed to one of the Temporary Waiting Spaces (formerly known as Refuges) – see Paragraph 6.11.1 *et seq* – which are located in stairwells at various locations within the building and use the intercom systems provided to speak with the Fire Co-ordinator (see Section 5 of this Manual) who will be located at the fire control panel where the intercom is also connected. Written instructions for operation of the communications system are available both at the fire alarm control panel and where intercoms are located throughout the building.

6.26.6 Magnetic locks that normally restrict access to the certain areas of the building will be disabled whenever the fire alarms are activated.

**6.27.1 Action to be Taken by a Person with a Significant Mobility, Sensory or Cognitive Impairment:** In the event of an emergency signalled by the voice alarm sounders, a person with a significant mobility, sensory or cognitive impairment should use fire escape routes, lifts (where necessary and if appropriate) and fire exits to leave the building and report to the Evacuation Assembly Point (see Section 5 of this Manual at Provision of phased fire alarm systems linked to building compartmentation (see Section 5 – Fire Procedures – of this Manual for further information: <http://docstore.mvm.ed.ac.uk/HealthAndSafety/manual/Manual5.pdf>).

6.27.2 A person with a significant mobility, sensory or cognitive impairment who has successfully self-evacuated from the building should report that fact to the Fire Coordinator (see Section 5 of this Manual) who will be present at the fire alarm control panel close to Reception; alternatively, they may ask someone else to report that fact on their behalf.

6.27.3 If it is not possible for a person with a significant mobility, sensory or cognitive impairment to evacuate the building, the person should proceed immediately to one of the Temporary Waiting Spaces(Refuges) – see Paragraph 6.11.1 *et seq* – as described in their Personal Emergency Evacuation Plan (PEEP; see Paragraph 6.6.1 *et seq*), and/or which is signposted within the building, and await the arrival of a Fire Steward or Recovery Team (see Paragraphs 6.12.1 *et seq* and 6.13.1 *et seq*). Whilst there, the person should use the intercom provided to speak with the Fire Co-ordinator (see Section 5 of this Manual) at the fire alarm control panel and report their location and any other relevant details, and await the arrival of the Fire and Rescue Service or a Recovery Team.

**6.28.1 Temporary Waiting Spaces (Formerly known as Refuges):** Staircases within the building are protected to a minimum of 60 minutes fire resistance, and have been designated as Temporary Waiting Spaces (formerly known as Refuges). At any

one of these sign-posted locations, the presence and safety of people with significant mobility, sensory or cognitive impairments will be monitored by the Fire Co-ordinator (see Section 5 of this Manual) using intercom equipment that has been provided for their use. People with mobility impairments will be evacuated from Temporary Waiting Spaces (formerly known as Refuges) by the Fire and Rescue Service or Recovery Teams if it is considered necessary.

6.28.2 Signs direct people with a significant mobility, sensory or cognitive impairment, who are unable to evacuate the building, to assemble in these areas (see Figure 1c).



Figure 1c: Fire Refuge Signage (Coloured white on green)

**6.29.1 The Role of Fire Stewards during an Emergency Evacuation - Procedure for Supporting People with Significant Mobility, Sensory or Cognitive Impairments:** The procedures in place sets out specific responsibilities for trained and appropriately assigned Fire Stewards.

6.29.2 Normally, in the event of an evacuation, a Fire Steward (sometimes known as a Fire Warden) is expected to clear his or her designated area and report to a Fire Co-ordinator (see Section 5 and Appendix 1 to this Manual). Where necessary, and the arrangement has been set out in a Personal Emergency Evacuation Plan (PEEP; see Paragraph 6.6.1 *et seq*) for a person with a significant mobility, sensory or cognitive impairment, a specific Fire Steward will be named who will be expected to make that person his or her only priority in the event of a buildings emergency. The Fire Steward will meet the named person either at the Evacuation Assembly Point or a pre-arranged Temporary Waiting Space (formerly known as a Refuge) – see Paragraph 6.19.1 *et seq* – as specified in the named person’s Personal Emergency Evacuation Plan (PEEP; see Paragraph 6.6.1 *et seq*) in the event that an alarm sounds.

6.29.3 A number of Temporary Waiting Spaces (formerly known as Refuges) – see Paragraph 6.19.1 *et seq* – have been identified within University buildings on the Edinburgh bioQuarter site, each displaying a laminated sheet containing instructions for people with mobility impairments.

6.29.4 If a person with a significant mobility, sensory or cognitive impairment is expected to work within one of the University buildings on the Edinburgh bioQuarter



site for a significant period of time, it is expected that their supervisor or host will know within which area(s) they will normally be based. A Fire Steward from the host Centre or management unit should be informed by the person's supervisor or host and asked to make him or herself known to the person with a significant mobility, sensory or cognitive impairment at the earliest reasonable opportunity, and discuss their specific requirements in detail. A Personal Emergency Evacuation Plan (PEEP; see Paragraph 6.6.1 *et seq*) should previously have been formulated. This Plan may require to evolve to meet the changing needs of the individual and should, therefore, be reviewed on a regular basis. It will be a responsibility of the named person's line manager to ensure that this is done.

6.29.5 Even in the absence of previously notified need (identification of people with a significant mobility, sensory or cognitive impairment within the building), Fire Stewards should sweep through areas designated as Temporary Waiting Spaces (Refuges) – see Paragraph 6.19.1 *et seq* – that lie on their own evacuation route from the building to ensure that no-one has been forced, perhaps as a result of very recent injury, to shelter in a Temporary Waiting Space (formerly known as a Refuge) pending assistance.

**6.30.1 Recovery Teams:** Recovery Teams have been formed for the CRM building. These are personnel who work in the building and who are familiar with the special evacuation procedures for people with significant mobility, sensory or cognitive impairments and have received training in the correct use of evacuation chairs (see Paragraph 6.22.1).

6.30.2 Members of Recovery Teams will not be the same people already designated and trained as Fire Stewards, as their duties might well conflict during a building evacuation. Recovery Team members (where teams have been formed) have been trained in:

- Sensitive interactions with people with a significant mobility, sensory or cognitive impairment;
- Safe lifting and moving procedures;
- Use of evacuation chairs (see Paragraph 6.22.1); and
- Fire evacuation procedures (see Section 5 of this Safety Manual at <http://docstore.mvm.ed.ac.uk/HealthAndSafety/manual/Manual5.pdf>).

**6.31.1 Evacuation Chairs:** Members of Recovery Teams have been trained in the correct use of evacuation chairs which, for the CRM building, are located on stairwells.

**6.32.1 Communications:** Remote call-point equipment, which is basically an intercom system, is provided in each of the Temporary Waiting Spaces (formerly known as Refuges) – see Paragraph 6.19.1 *et seq*. Within the CRM building, these are connected to a communications panel which is, in turn, located immediately alongside the main fire alarm panel at Reception. Using these, a person temporarily sheltering in a Temporary Waiting Space (formerly known as a Refuge) may speak with the Fire Co-ordinator (see Section 5 of this Manual) for the building to inform him that he or she is present within a Temporary Waiting Space (formerly known as a Refuge), and so that responding fire-fighters or a Recovery Team may be deployed to

assist them to evacuate the building. Instructions notices describing proper use of the communications equipment are provided within Temporary Waiting Spaces (formerly known as Refuges) for use by people with significant mobility, sensory or cognitive impairments, and also at the fire alarm control panel for use by Fire Co-ordinators.

**6.33.1 Signage:** Fire Action Notices are provided throughout the CRM building, and instruct people with mobility impairments on evacuation procedures for the building (Figures 2a and 2b).

### ADVANCED CARE RESEARCH CENTRE (ACRC)

**6.34.1 Implementation:** In practice, the policy for the University buildings on the Edinburgh bioQuarter site, outlined at Paragraph 6.4.1, is achieved for the ACRC by:

- Special training for Fire Co-ordinators, Fire Stewards (sometimes known as Fire Wardens) and members of Recovery Teams – see Section 5 (Fire Procedures) of this Manual for definitions and explanations of roles.

**6.35.1 Fire Emergency:** In the event that a fire alarm call point is activated, or automatic detectors are activated, fire alarms will sound continuously throughout the whole building, and **all** occupants of the building will be expected to evacuate.

6.35.2 All people with significant mobility, sensory or cognitive impairments should proceed promptly to evacuate the building whenever an alarm sounds.

6.35.3 Magnetic locks that normally restrict access to the certain areas of the building will be disabled whenever the fire alarms are activated.

**6.36.1 Action to be Taken by a Person with a Significant Mobility, Sensory or Cognitive Impairment:** In the event of an emergency signalled by the voice alarm sounders, a person with a significant mobility, sensory or cognitive impairment should use fire escape routes, lifts (where necessary and if appropriate) and fire exits to leave the building and report to the Evacuation Assembly Point (see Section 5 – Fire Procedures – of this Manual for further information: <http://docstore.mvm.ed.ac.uk/HealthAndSafety/manual/Manual5.pdf>).

6.36.2 A person with a significant mobility, sensory or cognitive impairment who has successfully self-evacuated from the building should report that fact to the Fire Coordinator (see Section 5 of this Manual) who will be present at the fire alarm control panel close to Reception; alternatively, they may ask someone else to report that fact on their behalf.

6.36.3 If it is not possible for a person with a significant mobility, sensory or cognitive impairment to evacuate the building, the person should await the arrival of a Fire Steward or Recovery Team (see Paragraphs 6.12.1 *et seq* and 6.13.1 *et seq*).

**6.37.1 The Role of Fire Stewards during an Emergency Evacuation - Procedure for Supporting People with Significant Mobility, Sensory or Cognitive**

**Impairments:** The procedures in place sets out specific responsibilities for trained and appropriately assigned Fire Stewards.

6.37.2 Normally, in the event of an evacuation, a Fire Steward (sometimes known as a Fire Warden) is expected to clear his or her designated area and report to a Fire Co-ordinator (see Section 5 and Appendix 1 to this Manual). Where necessary, and the arrangement has been set out in a Personal Emergency Evacuation Plan (PEEP; see Paragraph 6.6.1 *et seq*) for a person with a significant mobility, sensory or cognitive impairment, a specific Fire Steward will be named who will be expected to make that person his or her only priority in the event of a buildings emergency. The Fire Steward will meet the named at a location specified in the named person's Personal Emergency Evacuation Plan (PEEP); see Paragraph 6.6.1 *et seq*) in the event that an alarm sounds.

6.37.3 If a person with a significant mobility, sensory or cognitive impairment is expected to work within one of the University buildings on the Edinburgh bioQuarter site for a significant period of time, it is expected that their supervisor or host will know within which area(s) they will normally be based. A Fire Steward from the host Centre or management unit should be informed by the person's supervisor or host and asked to make him or herself known to the person with a significant mobility, sensory or cognitive impairment at the earliest reasonable opportunity, and discuss their specific requirements in detail. A Personal Emergency Evacuation Plan (PEEP; see Paragraph 6.6.1 *et seq*) should previously have been formulated. This Plan may require to evolve to meet the changing needs of the individual and should, therefore, be reviewed on a regular basis. It will be a responsibility of the named person's line manager to ensure that this is done.

6.37.4 Even in the absence of previously notified need (identification of people with a significant mobility, sensory or cognitive impairment within the building), Fire Stewards should sweep through areas that lie on their own evacuation route from the building to ensure that no-one has been forced, perhaps as a result of very recent injury to shelter pending assistance.

**6.38.1 Signage:** Fire Action Notices are provided throughout the ACRC building, and instruct people with mobility impairments on evacuation procedures for the building (Figures 2a and 2b).


### FURTHER INFORMATION

**6.39.1 Deaf Alerter System:** Special provision has been made within the QMRI and CRM buildings (and is ultimately to be introduced also within the Chancellor's Building) for use of intercoms to alert people with significant mobility, sensory or cognitive impairments, and also members of the response teams (Security and Fire Coordinators) that a fire alert is being broadcast. Although known as a *Deaf Alerter* system, the value of the system is rather broader than only for people with impaired hearing.

6.39.2 The arrangements described in Section 5 (Fire Procedures) of this Manual (at <http://docstore.mvm.ed.ac.uk/HealthAndSafety/manual/Manual5.pdf>), and also in this Section, take account of the possibility that workers and visitors may be unaware that alarms are sounding in an adjacent building compartment. The pager will alert a person with a significant sensory impairment to the fact that a fire alarm is sounding somewhere in the building. Upon being alerted, the person should **immediately** make his or her way to an atrium and use the lift (see Paragraph 6.26.1) to descend to ground level, leave the building and proceed to the Evacuation Assembly Point (see Section 5 of this Manual).

6.39.3 A number of *Deaf Alerter* radio-pagers have been issued for use within the Edinburgh bioQuarter campus and may be requested through Reception of the relevant building, but these should be issued as part of the comprehensive provisions of a Personal Emergency Evacuation Plan (PEEP; see Paragraphs 6.6.1 *et seq*). Unanticipated numbers of visitors, each with special requirements as described in this Section, may be managed by requesting, even at short notice, an appropriate number of additional *Deaf Alerter* radio-pagers from the University's Estates Department.

6.39.4 For the QMRI and CRM buildings, one University of Edinburgh Security Officer on the Edinburgh bioQuarter campus, and one or more of designated Fire Coordinators in attendance on any one day, will respond as directed in Section 5 (Fire Procedures) of this Manual, reporting to a fire alarm control panel to coordinate the evacuation; and, in the context of this Section, will communicate with anyone located in a Temporary Waiting Space (formerly known as a Refuge) - see Paragraph 6.19.1 *et seq*. Broadly similar arrangements will apply for other University-occupied buildings on the bioQuarter campus, but with slight variations according to the infrastructure serving these premises.

**6.40.1 Lifts:** Lifts are provided in various areas of University buildings on the Edinburgh bioQuarter campus, most of which are designated as passenger lifts. Although these will remain available for use in areas subject to a phased fire alarm alert (🔊: - - - - applicable to the Chancellor's Building only), lifts will be unavailable for use in a full alert situation (🔊: ). In the event of a situation escalating from phased alarm to full alarm, lifts in use will descend to ground level, the doors will open, and anyone inside should promptly evacuate from the building; the lifts will then stop responding to button calls.

6.40.2 Special arrangements regarding certain lifts within the Queen's Medical Research Institute are described in the paragraphs of this Section relating specifically to that building. The location, purpose and use of these will be fully described to those who may require to have access to them in the context of a Personal Emergency Evacuation Plan (PEEP).

**6.41.1 People with a Significant Hearing Impairment:** Although it is hoped that co-workers will draw the sounding of a buildings emergency alarm to the attention of a person with a significant hearing impairment, people with profound or frequency-specific hearing impairments could also be made aware of a building emergency by use of a radio-pager with a vibrating alert facility (see Paragraph 6.25.1 *et seq*); options will be discussed with each such person during creation of a Personal Emergency Evacuation Plan (PEEP) tailored to their specific requirements (see

Paragraph 6.6.1 *et seq*). A person with significantly impaired hearing will normally be able to evacuate the building without particular difficulty if assisted on a “buddy system” basis by a willing co-worker who is able to discern the alarm tone and avoid the person with hearing impairment entering an area where an alarm is sounding continuously. There is unlikely to be a need for a specially trained person to assist a person with a hearing impairment.

**6.42.1 People with a Significant Visual Impairment:** In most circumstances, people with a visual impairment will be alerted to a fire in the same way as those who are not visually impaired, although there are some areas of the two buildings where, because of problematic penetration by audible alarms, use has been made of flashing beacons. The specific requirements of a person with visual impairment will be discussed with them during creation of a Personal Emergency Evacuation Plan (PEEP; see Paragraph 6.6.1 *et seq*) tailored to their special needs. A person with a significant visual impairment will normally be able to evacuate the building without particular difficulty if assisted by a fully-sighted co-worker, on a “buddy system” basis, with the prior agreement of the co-worker, without the need to call upon a specially trained person.

**6.43.1 Women in Late Pregnancy:** A woman in the late stages of pregnancy might require assistance to vacate the building in an emergency, but this is perhaps best managed on a “buddy system” basis with the prior agreement of a willing co-worker, without the need to call upon a specially trained person. All relevant safety implications should be considered in formulating a *New and Expectant Mothers Risk Assessment* (MA1):

[http://www.safety.ed.ac.uk/safenet/risk\\_assess/Mother.shtm](http://www.safety.ed.ac.uk/safenet/risk_assess/Mother.shtm)

**6.44.1 Training:** Training for all people expected to have roles in these procedures is essential.

6.44.2 Further information on procedures related to fire safety for people with significant mobility, sensory or cognitive impairments can be accessed at:

<http://docstore.mvm.ed.ac.uk/HealthAndSafety/presentations/MobilityImpairment.ppt>

and

<http://docstore.mvm.ed.ac.uk/HealthAndSafety/presentations/FireSafety.ppt>

although definitive training is provided by the University’s Fire Safety Unit in various forms, including regular buildings-wide fire safety training.

**6.45.1 Further Information:** General information on procedures for the evacuation of people with mobility impairments appears on the University’s Health and Safety web site:

[http://www.docs.csg.ed.ac.uk/Safety/Policy/Framework\\_-\\_Arrangements.pdf](http://www.docs.csg.ed.ac.uk/Safety/Policy/Framework_-_Arrangements.pdf)

with appropriate links to other agencies within the University that are involved in this matter.

6.45.2 Lists of designated staff (Fire Co-ordinators, Evacuation Assembly Point Controllers, Fire Stewards and, when formed and trained, Recovery Team members) are contained at Appendix 1 to this Manual (not accessible to those viewing the Manual using Internet connections).

THE UNIVERSITY OF EDINBURGH



## Fire Action Notice for Disabled People

### On discovering a fire -

1. Operate the nearest Fire Alarm point
2. Dial the Emergency number
3. If on the ground floor leave the building and proceed to the Assembly Point
4. If on another floor of the building adopt your Department procedure and dial  giving your name and location

### On hearing the alarm

Warning of fire is given by:

1. If on the ground floor leave the building and proceed to the Assembly Point

The Assembly Point is:

2. If on another floor of the building adopt your Department procedure and dial  giving your name and location
3. DO NOT USE LIFTS

**Do not return to the building until authorised to do so**

*Figure 2a: Fire Action Notice for Disabled People*



### Assisted Evacuation Procedures

The following instructions are intended to support emergency evacuation within the building. Please ensure you are familiar with the procedures outlined.

Where assisted evacuation is required established procedures are implemented that incorporate the use of a response team and the use of evacuation chairs.

Where evacuation can be undertaken with limited mobility please allow all others to evacuate before proceeding within evacuation routes.





	<p>The fire alarm is an electronic sounder. When activated all occupiers require to evacuate the building immediately. Do not re-enter the building until it is indicated safe to do so.</p>
<b>ASSISTED EVACUATION PROCEDURES</b>	
	<p>Refuge Point signs are used to indicate all Temporary Waiting Spaces. This building has temporary waiting places strategically located within or adjacent to stair enclosures. If assistance is likely to be required, please ensure you are aware of the Refuge Point locations and the procedures for summoning assistance.</p>
	<p>Passenger lifts should not be used in an emergency. Where evacuation lifts are available they will be indicated with 'Emergency Evacuation Lift Signs'. These lifts are only intended to assist in the evacuation of persons with physical or sensory impairment.</p>
	<p style="text-align: center;"><u>Assembly Point</u></p> <p>All occupiers, including visitors, require to attend the designated assembly point. Assembly point locations are indicated within the building 'Fire Action' notices.</p>

Figure 2b: Assisted Evacuation Procedures Notice

Last reviewed/updated: 31<sup>st</sup> May, 2022