



Centre for Open Learning is keen to ensure that all students are supported appropriately on their chosen course. In order to do so, students are required to provide relevant information about their needs. Please tell us about any specific support needs you have by completing this form.

Return the form to us by email: COL.StudentSupport@ed.ac.uk or post / hand in to: Student Support, Centre for Open Learning, Paterson's Land, Holyrood Road, Edinburgh, EH8 8AQ.

If you would like to request this information in an alternative format, please contact COL Student Support Team by email: COL.StudentSupport@ed.ac.uk or phone: +44 (0)131 650 4400.

Section A

Please fully complete this part.

1	Your name
2	Course title
3	Please check the box below and return the form if you have told us about your needs within the last 12 months. <input type="checkbox"/> I have already informed COL about my special study needs and my circumstances have not changed. If you have not contacted us before or your circumstances have changed since your last course, go to section B.

Section B

Please give us details of your support needs.

1	Overview of your circumstances: - Learning difficulty (dyslexia, dyspraxia, dyscalculia, autism spectrum etc.) - Mental health issues - Mobility issues - Sensory impairment (sight, hearing etc.) - Other (please give details)	
2	Do you have a personal assistant who will accompany you to classes?	
3	Can you see visual signs?	
4	Can you hear audible alarms?	
5	Can you use stairs safely and without assistance?	

6	Do you use a mobility aid such as walker, crutches, manual or electric wheelchair, mobility scooter etc.? Do you require it at all times?	
7	Are there any other measures that would aid your evacuation in an emergency?	
8	Please check the box below if you would you be content using the University evacuation procedures (general notes provided). <input type="checkbox"/> I would be content using the University evacuation procedures in an emergency.	

Evacuating disabled people

Guidance for the emergency evacuation of disabled people from University buildings.

For the purposes of this section, disabled people will include anyone with either a mobility or sensory impairment who requires assistance to evacuate the building.

Temporary Waiting Spaces (Refuge Space)

A temporary waiting space is an area that provides a space to accommodate physically impaired persons (or any other impaired person) who are unable to independently negotiate stairs in the event of an evacuation. Each space is provided with a means of communication to allow the person to speak to a first responder. In normal circumstances the communications system can be incorporated as part of the fire warning system, however, independent systems are also common and meet the same requirements. In each circumstance a procedure requires to be implemented and clearly described within the Fire Action Plan, identifying the key roles to assist persons in such events. Where persons are located within a refuge space, it may not be necessary to immediately evacuate. First responders should attempt to determine the cause of an activation or incident before deciding the most appropriate action to take

In some circumstances, evacuation lifts will be incorporated to assist with evacuation. In each case however, clear concise instruction and procedural guidance requires to be described within the Fire Action Plan to ensure evacuation is robustly controlled irrespective of how it is undertaken.

Use of lifts

The use of lifts during a fire or an alarm activation is strictly prohibited. However, there are several relevant premises that do have evacuation lifts specifically provided for evacuation purposes. These lifts are provided for the safe and efficient evacuation of persons with specific physical impairments and must only be operated by trained staff. Under no circumstances should evacuation lifts be operated by anyone other than a trained member of staff with specific knowledge and training in relation to safe evacuation procedures for the relevant premise.

Where refuges and evacuation lifts are present, the evacuation procedures require to be incorporated within the Fire Action Plan for the relevant premise.

Personal Emergency Evacuation Plan (PEEP)

PEEPs are advance plans for those who may need assistance or special arrangements during an emergency evacuation.

Where there is a requirement for assistance to any person to evacuate any relevant premise during an emergency a PEEP application will be required. Students or staff, who may require assistance to evacuate, should discuss their concerns and needs with their course co-ordinator, line manager or supervisor, as applicable, so that any necessary individual arrangements can be put in place in advance. Consultation on PEEP processes require to be confirmed with the Fire Safety Unit.

Visitors

Local managers should consider the arrangements that may be required to assist visitors with physical impairments in their area where evacuation becomes necessary. Evacuation chairs are provided at various locations and training in their application and use may be coordinated through the Fire Safety Unit on request.