**Evacuation of disabled persons in event of fire**

1) The Disability Advisers will identify students who have notified the University of impairments which might inhibit their ability to escape from a building in event of a fire.

2) The Disability Advisers will oversee and ensure the preparation of individual written personal emergency evacuation plans.  Each plan will outline the evacuation arrangements specific to the individual student in each of the main University Buildings which he/she will be using.  Plans will be prepared in consultation with the students concerned.  In preparing the plans the Disability Advisers will be assisted as required by the University Safety Adviser, School Disability Co-ordinators and Departmental Safety Advisers in departments concerned.

**Mobility difficulties**

3) An evacuation plan will be required if a student needs to use a lift to go beyond the ground floor of a building because he/she is unable to use the stairs. If there were to be a fire it would not be possible to use the lift and the student would need to use other means to leave the building.

4) Wherever possible classes should be timetabled to ground floor rooms so that those attending do not need to use a lift.

5) If rooms above the ground floor will be used, discussions should be held with the student regarding the use of an EvacChair. If the student wants to use an EvacChair it will be necessary to locate chairs on each of the floors concerned and then to train sufficient staff in their use.

6) If the student is unable or unwilling to use an EvacChair, or if he/she wants to go into a building at times when staff trained to use an EvacChair will not be present, discussions should be held about alternative evacuation arrangements. Alternative arrangements might include arranging for the student to be taken down the stairs in their wheelchair or the student making their way to refuge (if there is one) and then using a mobile phone to notify Security of his/her whereabouts so Security can inform the fire brigade. (There should be arrangements for supplying a mobile phone to any student who does not already have one.)

**Hearing difficulties**

7) Many university buildings are now equipped with a vibrating pager system which links to the fire alarm. For further discussion, please contact a Disability Adviser.

**Sight difficulties**

8) If a student with sight difficulties has been able to make his/her way into a building it is likely that he/she will also be able to make his/her way out of a building in an emergency. Staff in buildings concerned should nevertheless be told how to guide someone with vision difficulties out from a building should it be necessary and of the importance of providing the person concerned with information about what is happening around them.

|  |  |
| --- | --- |
| MONO | **Personal Emergency Evacuation Plan** |

**Prepared for: …………..**

Difficulties which might be experienced during an emergency evacuation:

Buildings likely to be visited (and floors/rooms likely to be used) and likely times of visits:

|  |  |
| --- | --- |
| **Building:** | |
| Means of evacuation |  |
| Names of those who will provide assistance: |  |
| Location of any refuges and routes to the refuges: |  |
| Means of communication from the refuges: |  |

**Evacuation plan prepared by:**

**Date:**

**Signed by;-**