

Generic Emergency Evacuation Plan (GEEP)

King College Complex (KCC)

Room KCF 7

KCF 7 is located on the first floor of King College Complex, (KCC)

Stair and the fire evacuation lift are accessed via the left-hand door at the front to KCC identified in the photograph below.



Note when this lift is being used it moves very slowly but does operate fully

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Inside this large teaching there is space for wheelchairs but the are at the front on the lecture space is a raises platform.

There is wheelchair platform lifts at the front for accessing the raised space



Revision Record

Issue	Date	Reason for Review
Draft 1	August 2024	New document
KCF 7	April 2025	New GEEP

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1.0 Purpose of the Guidance

GEEPs provide building specific emergency evacuation plans for people who have specific types of impairments.

This is to cover the fire evacuation of occupants who are either have mobility, sight or hearing impairments.

2.0 Scope of Guidance

The information provided within this document relates to fire emergency evacuation of students, staff and visitors who have physical impairments.

It provides School Inclusion coordinators, Local Safety Coordinators and building Technical Resources Manager/Officer and responsible persons generic information on the emergency evacuation of occupants with physical impairments.

3.0 Definitions / Acronyms

Acronym	Definition
GEEP	Generic Emergency Evacuation Plan
PEEP	Personal Emergency Evacuation Plan
UoA	University of Aberdeen
KCC	Kings College Complex
KCF	King's College Complex (First Floor)

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4.0 Procedure

Under fire safety legislation in Scotland, it is the responsibility of the Duty Holder to ensure that suitable arrangements are in place for the full evacuation of buildings in the event of fire. This includes safe evacuation of disabled occupants. This duty cannot be delegated to the Fire and Rescue Service.

This GEEP provides generic information on this specific building only and is a guide for building users including details occupants need to consider when using the space.

GEEPs may include:

- Description of the building, and layout
- Locations of any evacuation lifts
- Locations of refuge points
- Communication systems
- Locations of Evacuation Chairs
- Numbers of escape stairs
- Assembly Point

Building occupants should always note the location of evacuation lifts, refuge points, etc.

If in doubt follow the green emergency directional signage to the nearest protected route, escape stair and final exit.

When occupants reach outside they must report to the Fire Marschall, move to the assembly point and then wait for further instructions.

Several buildings have a transient teaching occupation it is the responsibility of the Lecturer/tutor to make sure that the area they are using is fully cleared. They should report this to the member of Security Team who attends an alarm activation.

It should be noted that

If a visitor requires specific assistance then it is the responsibility of the person they are visiting to make the relevant arrangements. This may include booking rooms on the ground floor or in close proximity to a refuge point, etc, Visitors may need to be accompanied at all times depending on the level of assistance required.

5.0 PEEP

. If a student has specific requirements, they should contact Student Advice & Support for advice and guidance related to their studies and campus attendance. If required, Student Advice & Support will contact the Health Safety and Resilience Team to provide a tailored PEEP for the student which will be shared with relevant parties within schools, security etc.

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There may be a requirement for a location/room to be changed due to the physical requirements of the student. In this case, the University Fire Safety Advisor and Roombookings Team will make every effort to make the relevant changes.

If a member of staff requires a PEEP they should contact their Line Manager or HR to discuss their individual requirements.

6.0 GEEP

Building Name/Address	Kings College Complex KCF 7
School/Directorate	N/A
Building description, number of floors, etc.	Historic Building of 3 floors, Room located on the first floor
Locations of Evacuation Lifts	Lift accessed via the lobby behind the external door at the right side of the Main entrance
Locations of Refuge Points (Temporary waiting Space)	In the lift lobby and stair enclosure
Locations of Communications System	Green Boxes In the lift lobby and the lift car
Locations of Evac Chairs	N/A
Assembly Point Location	Kings Lawn outside Elphinstone Hall

See GEEP notes in section 9

Other Considerations

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Hearing Assistance

There are specific adjustments available for individuals with a hearing impairment, if required.

Pager Devices – Can be issued to individuals with hearing impairments. They are linked to the fire alarm systems in about 30 buildings. If the fire alarm is activated in any of these, and the device is within range, it will vibrate and show which building alarm has activated on the display.

Note: The individual must keep the pager switched on at all times, whilst on campus.

Where a member of staff is in charge of a teaching session or meeting, they should ensure that everyone evacuates and that the room is clear.

If appropriate, individual “buddies” can be identified to carry out the role as described above

Visual Assistance

There are specific adjustments available for individuals with a visual impairment, if required.

Individuals who have visual impairments may experience difficulty identifying the safest escape route and/or may be unable to access the green emergency directional signage. In some types of rooms, they may also have difficulty distinguishing the exit doorway from other doors and decoration.

Where a member of staff is in charge of a teaching session or meeting, they should ensure that everyone evacuates and that the room is clear.

In addition, individual “buddies” should be identified who can ensure that individuals with visual impairments are given the information they need to follow the directional signs to the nearest escape route, final exit from the building and to the assembly point.

7.0 Safezone

All students and staff are encouraged to download the SafeZone app on their mobile devices. This provides the user direct contact with the Campus Security Team. Safezone provides an extra layer of assistance should a user experience difficulty during an emergency evacuation.

8.0 Emergency Numbers

If required in an emergency, individuals should not hesitate to call 999 and/or campus security on 01224 273 939 for assistance.

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9.0 GEEP notes

Access

Evacuation lift accessed from the lobby at the door at the right-hand side of the Main Entrance.

- Room is located on the first floor from the lift through the stair enclosure
- In the room there is space for a wheelchair
- To access the upper section on the room in a wheelchair there is a platform lift, this should only be used when supervised.

Note when this lift is being used it moves very slowly but does operate fully

Emergency Escape

- Individuals with impairments should return to the lift lobby (Temporary Waiting Space)
- Operate the Refuge communication system and request the lift is sent to the first floor.
- Enter the lift return to the ground floor and leave the building.
- Proceed to the assembly point as instructed.
- Security Staff are trained to operate the communication system
- If in any doubt operate Safe Zone app and inform Security Control assistance is required at the evacuation lift

Note the Temporary Waiting Space (Lift Lobby will provide at least 60 minutes fire protection)

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9.0 Illustrations

Fire Evacuation Lift

This is located in a protected lobby, on activation of the fire alarm system it will return to the ground floor and the doors will open.

It will not become operational until the controls are overridden by a trained person and the lift is sent to the required floor to evacuate an individual.

Security staff are trained on the lift operation.



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Communication System

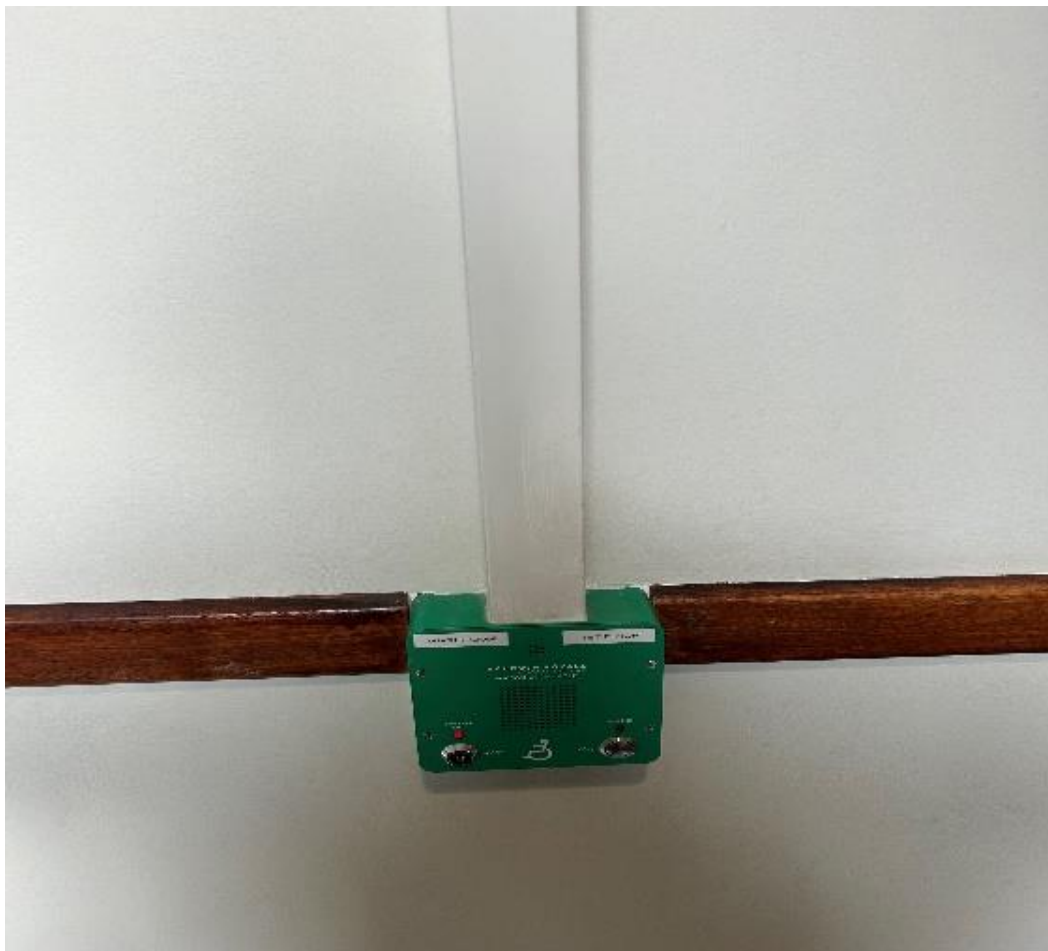
Green refuge communication boxes located in the refuge points in the protected lift lobby and lift car.

These only become operational when the fire detection system in the building has activated.

If an individual is waiting in the refuge/temporary waiting space press the button to talk and summon assistance.

This green box gives direct communications to a panel within the Sacrist office next to the main fire alarm panel.

The panel will identify where the individual is located within the building.



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Wheelchair platform lift located just with inside KCF7

This should only be operated by trained individuals and is for assisting wheelchair users onto the raised section of the room.



11.0 References

Document Number	Document Name
HS-PO-024	Fire Safety Policy
HS-PO-004	Risk Assessment Policy
HS-PO-021	First Aid Policy
HS-GN-017	Lone Working Guidance
	Emergency Evacuation Lift Instructions
	Communication system instructions
	Evacuation Chair instructions
	GEEP for individuals with physical impairments
	GEEP for individuals with visual impairments
	GEEP for individuals with hearing impairments
	PEEP Template