

Generic Emergency Evacuation Plan (GEEP)

Science Teaching Hub All Floors and Laboratories

External view of the Science Teaching HUB



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Revision Record

Issue	Date	Reason for Review
Draft 1	August 2024	New document
Version 1	May 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 impairment.

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 impairment.

3.0 Definitions / Acronyms

Acronym	Definition
GEEP	Generic Emergency Evacuation Plan
PEEP	Personal Emergency Evacuation Plan
UoA	University of Aberdeen
STH	Science Teaching HUB

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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 spaces.

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 attend 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 points, 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	Science Teaching HUB Old Aberdeen
School/Directorate	Teaching Biological Sciences, Medical Sciences, Chemistry and Geosciences
Building description, number of floors, etc.	Modern building of 4 floors Laboratories and Communal/exhibition spaces
Locations of Evacuation Lifts	2 evacuation lifts located at the North and South ends of the building (Photo)
Locations of Refuge Points Temporary Waiting Sapces	On all floors above ground. Refuge points located in both lift lobbies and stair enclosures Main panel located at front entrance
Locations of Communications Systems	Green boxes located in the refuge points and lift cars
Locations of Evac Chairs	N/A
Assembly Point Location	Outside Sir Duncan Rice Library

Other Considerations

If unable to evacuate without assistance, when hearing the alarm physically impaired individuals should make their way to the nearest refuge/temporary waiting space and activate the green communication box requesting the fire safe lift is sent to that location.

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When returned to the ground floor leave by the final exit and proceed to the assembly point as instructed By the STH staff.

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 visual impairment, if required.

Individuals who have a visual impairment may experience difficulty identifying the safest escape route and/ or may be unable to access identify 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.

Individuals should be identified who can ensure that you are provided the information and assistance needed 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 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.

9.0 Illustrations

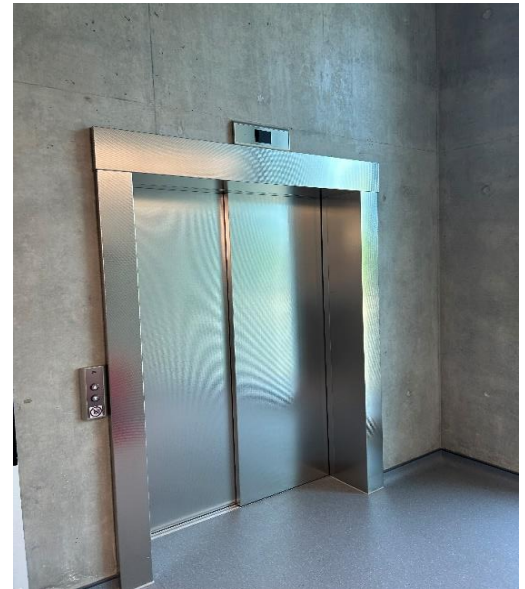
Fire Evacuation Lifts

These are located in a protected lobbies at both the North and South of the STH, 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.

STH staff are trained on the lift operation

When the lift returns to the ground floor the individual should leave the building by the nearest final exit

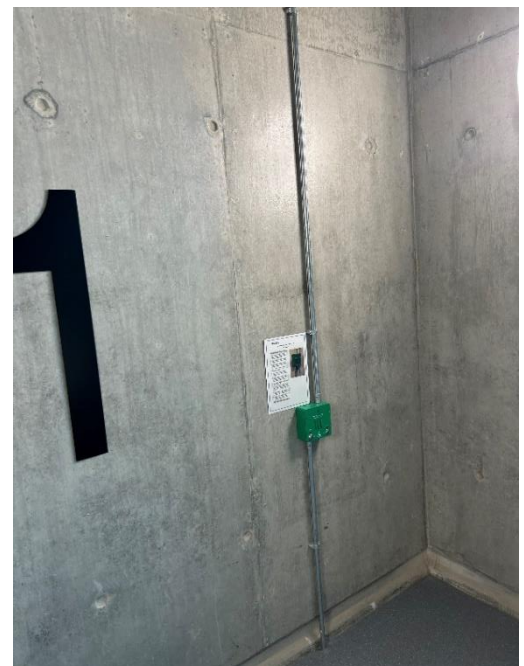


Refuge / Temporary Waiting Spaces

These are located in the lift lobbies and the stair enclosures on all levels of the building.

Both in the North and South ends.

On activation of the fire alarm system, Individuals with physical impairment should make their way to the nearest to them and activate the communication system, request the lift is sent to assist with their evacuation.



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Communication System (Green boxes)

These are located in all Refuge/Temporary Waiting Spaces. Including the lift lobbies and stair enclosures.

There are also boxes in the lift cars.

These boxes only become operational on activation of the fire alarm system, when this occurs the box gives direct communication to a panel next to the main fire panel located at the front entrance.

Individuals who require assistance during an emergency evacuation should press the call button and request the lift is sent to their location.

When a call point is activated it also identifies the location on the panel



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10.0 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
	Communications 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