

Generic Emergency Evacuation Plan (GEEP)

Sir Duncan Rice Library (SDRL) All floors

Photo of SDRL from the Plaza

(Assembly Point East side of the building)



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Revision Record

Issue	Date	Reason for Review
Draft 1	September 2026	New document

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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 physically impaired students, staff and visitors.

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

3.0 Definitions / Acronyms

Acronym	Definition
GEEP	Generic Emergency Evacuation Plan
PEEP	Personal Emergency Evacuation Plan
UoA	University of Aberdeen
SDRL	Sir Duncan Rice Library

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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 what occupants need to consider when they occupants are using the spaces.

GEEPs may include:

- Description of the building, and layout
- Locations of any evacuation lifts
- Locations of disabled refuges
- Disabled communication systems
- Locations of Evacuation Chairs
- Numbers of escape stairs
- Assembly Point

Building occupants should always note the location of evacuation lifts, disabled refuges, 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.

Its 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 disabled refuge, 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 Support for advice and guidance. If required Student Support will contact the Heath Safety and Resilience Team to provide a tailored PEEP for the Student this 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 then the University Fire Safety Advisor and Roombookings 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	Sir Duncan Rice Library Old Aberdeen
School/Directorate	Libraries, Special Collections and Museums IT service desk.
Building description, number of floors, etc.	Modern building with 9 floors including 1 lower ground floor. Fully sprinklered and fire engineered.
Locations of Evacuation Lifts	One on both North and South sides of building serving all levels.
Locations of Disabled Refuges	In all lift lobbies and stair enclosures are on all floors.
Locations of Emergency Communications	In all protected lobbies in lift lobbies stair enclosures and the lifts
Locations of Evac Chairs	Not applicable
Assembly Point Location	Main Plaza at the front of the building

Other Considerations

Follow the instructions of the Fire wardens at all times.

When requesting the evacuation lift via the emergency communications system remember to state the floor number you are on.

Reduced staffing levels in the evening and weekends.

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Hearing Assistance

There is specific guidance for persons with hearing impairment.

Pager Devices – Can be issued to those 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

Sight impairment

There is specific guidance for persons with visibility impairment.

This may mean an individual would have difficulty identifying the safest escape route or identify the green emergency directional signage. In some types of rooms, they may also have difficulty identifying 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 you are given the information you 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 will give the user direct contact with the University Security. This provides an extra layer of assistance should a user get into difficulty during an emergency evacuation.

8.0 Emergency Numbers

If required in an emergency individuals should not hesitate to call 999 and ask for assistance or direct to Security Control on 01224 273939

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9.0 Illustrations

Routes to protected lift lobby and stair enclosure



Emergency communication system



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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
	Disable communication system instructions
	Evacuation Chair instructions
	Mobility Impaired GEEP
	Visually Impaired GEEP
	Hearing Impaired GEEP
	PEEP Template