

## Generic Emergency Evacuation Plan (GEEP)

### St Mary's Lecture Theatre (G03)

#### Main entrance to St Mary's LT G03



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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 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             |
| LT      | Lecture Theatre                    |

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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 Marshall, 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 Fire Marschall or 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. 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 Heath 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 these instances, 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                        | St Mary's, LT G03<br><br>Elphinstone Road<br><br>Old Aberdeen                                                                                                                                                                                                     |
| School/Directorate                           | Centrally Timetabled                                                                                                                                                                                                                                              |
| Building description, number of floors, etc. | LT in on the ground floor accessed via Elphinstone Road<br><br>This is a banked LT with wheelchair spaces at the rear of the room.<br><br>There is escape doors at the front and rear of the LT.<br><br>Escape at the front is not suitable for wheelchair users. |
| Locations of Evacuation Lifts                | Not applicable                                                                                                                                                                                                                                                    |
| Locations of Refuge Points                   | Not applicable                                                                                                                                                                                                                                                    |
| Locations of Communications Systems          | Not applicable                                                                                                                                                                                                                                                    |
| Locations of Evac Chairs                     | Not applicable                                                                                                                                                                                                                                                    |
| Assembly Point Location                      | Opposite main entrance on Elphinstone Road                                                                                                                                                                                                                        |

### Other Considerations

Always follow the instructions of the Tutor/Lecturer in the LT and then the Fire Marshall when leaving the building

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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, it is their responsibility to ensure that everyone evacuates and 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 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, it is their responsibility to ensure that everyone evacuates and 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 strongly encouraged to download the SafeZone app on their mobile devices.

This provides the user direct contact with the University Security Team and adds 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 University Security on 01224 273939 for assistance.

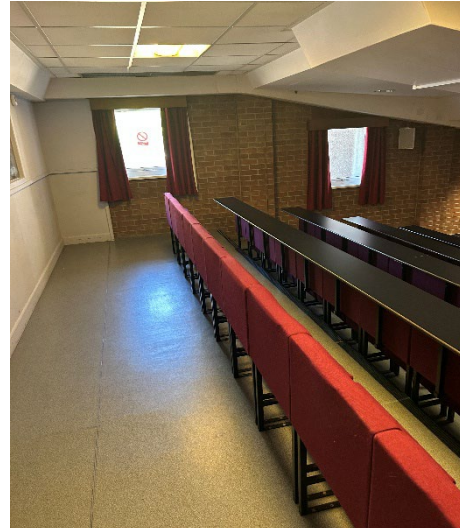
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## 9.0 Illustrations

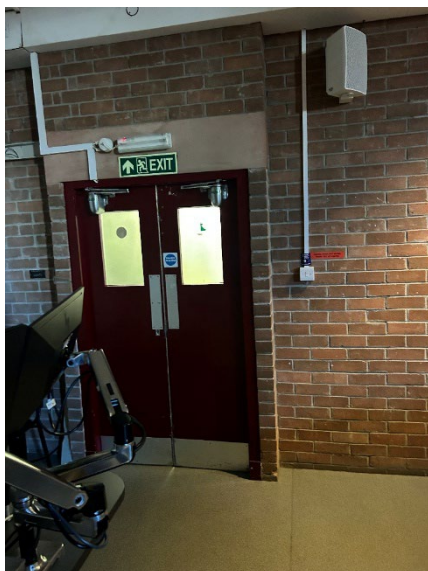
View from front of LT to rear escape door



Space at rear for wheelchairs



Escape door at the front of LT



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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        |
|                 | Communication system instructions             |
|                 | Evacuation Chair instructions                 |
|                 | GEEP for individuals with physical impairment |
|                 | GEEP for individuals with hearing impairment  |
|                 | GEEP for individuals with visual impairment   |
|                 | PEEP Template                                 |