Generic Emergency Evacuation Plan (GEEP)

Suttie Centre (All floors)

Suttie Centre entrance



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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

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 neatest 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.

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	Suttie Centre Foresterhill
School/Directorate	School of Medicine, Medical Sciences and Nutrition
Building description, number of floors, etc.	4 floors, including a 24-hour computer room, café, open atrium to the 3rd floor, teaching facility with anatomy suites. The computer room has independent escape doors. Upper floors are served with 2 protected escape stairs and an evacuation lift. There should be no escape through the atrium in the upper floors.
Locations of Evacuation Lifts	Lift is located at the rear of the building (North side)
Locations of Refuge Points	Located in both escape stairs and evacuation lift lobby.
Locations of Communications Systems	Located in both escape stairs and evacuation lift lobby.
Locations of Evac Chairs	On level 4 of the South stair
Assembly Point Location	Directly opposite the front entrance

Other Considerations

The UoA staff in the Suttie are trained to use the evacuation lift, Evac chair and emergency commutation system

There will be NHS, volunteers and members of the public in the building

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.

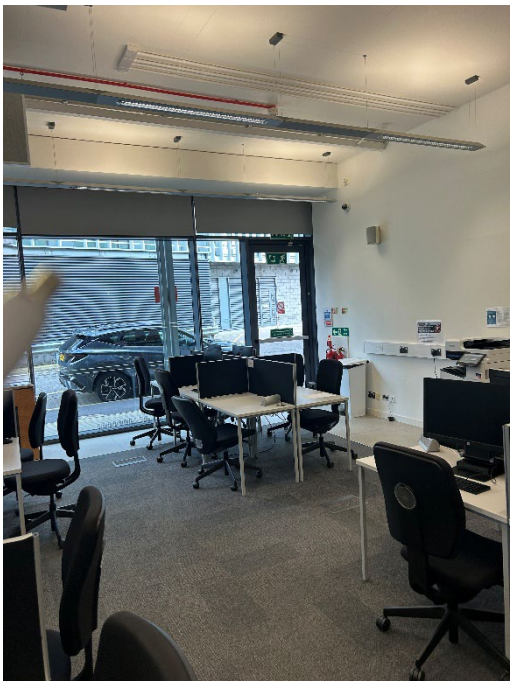
This provides the user direct contact with the University Security Team and adds an extra layer of assistance should a user experience difficulty during an emergency evacuation.

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.

9.0 Illustrations

Escape from computer room



Evacuation lift



Refuge point with emergency commutations



Evac Chair in refuge with commutations



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