

Generic Emergency Evacuation Plan (GEEP)

William Guild Arts Lecture Theatre



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		Date	28.05.25
		Pages	2 of 9
		Revision	1

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 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
WGA LT	William Guild ARTs 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 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 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 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 refuge point, etc, Visitors may need to be accompanied at all times depending on the level of assistance required.

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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. 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	William Guild Arts Lecture Theatre
School/Directorate	School of Psychology Centrally timetabled LT
Building description, number of floors, etc.	WGA LT accessed from the Foyer at the Main Entrance
Locations of Evacuation Lifts	N/A
Locations of Refuge Points	N/A
Locations of Communications System	N/A
Locations of Evac Chairs	N/A
Assembly Point Location	Opposite the front entrance

Considerations

- WGA LT is accessed from the Main Entrance Foyer
- Wheelchair spaces are available at the back of the LT and accessed via a door at the left of the Foyer Photo in section 10
- For individuals with physical and visual impairments, caution must be observed when descending the stairs as they are very steep

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- With prior notice access can be granted at the front of the LT, the William Guild Porter will need to open the fire exit at the base of the room.
- Escape for wheelchair users will be back through the foyer to the Main Entrance and the assembly point pictured in section 9.
- From the main area, escape can be made by following the green directional signage at either side of the lecturer's space to the final exit

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 Safe zone

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.

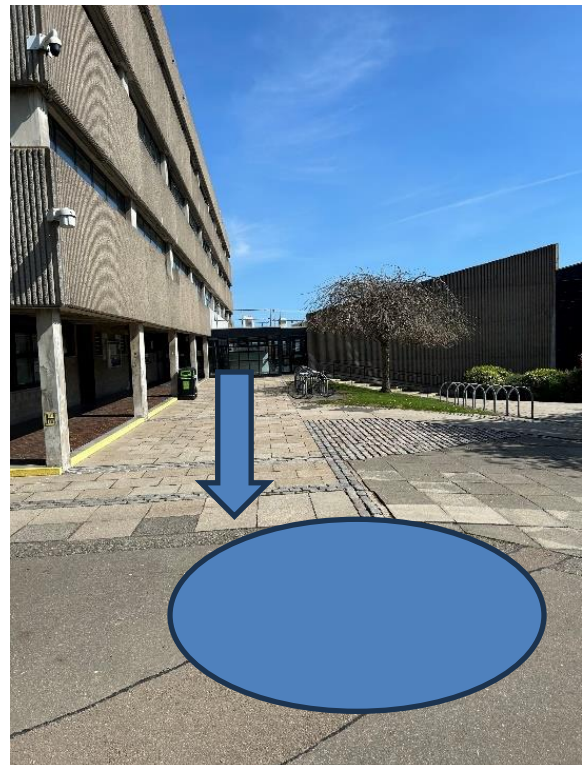
9.0 illustrations

Fire Assembly Point

The Fire assembly point is located opposite the front of the building.

If leaving by the main entrance it is at the end of the path on the left-hand side.

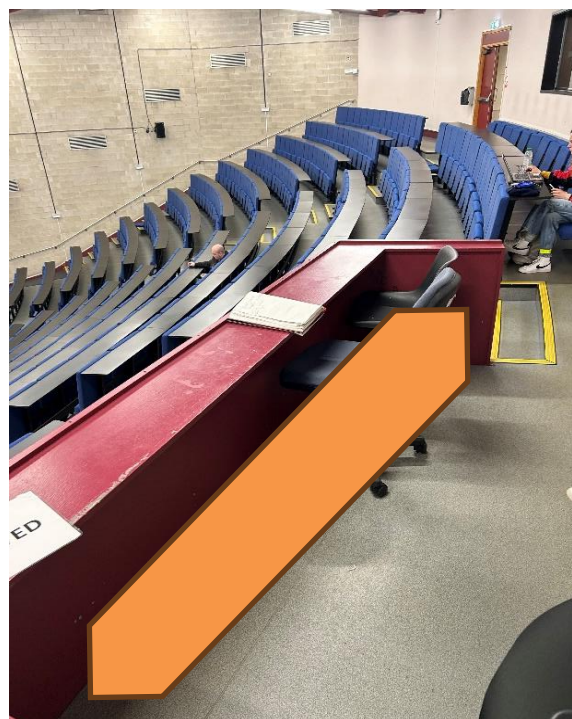
If leaving the WGA LT by the exits at the front of the room then once outside individuals should proceed to the front of the building where the assembly point and Fire Marshall is located.



Wheelchair Spaces

At the rear of the WGA LT there are spaces allocated for wheelchair users.

These are at the left-hand side and accessed from the Foyer area at main entrance.



Emergency Escape Doors

At the front of the WGA LT there are two emergency escape routes.

Both have emergency lights and directional signage.

These doors open by pushing the bar they open in the direction of travel and lead directly to a final exit.

As described above once outside return to the front entrance and the assembly point



9.0 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