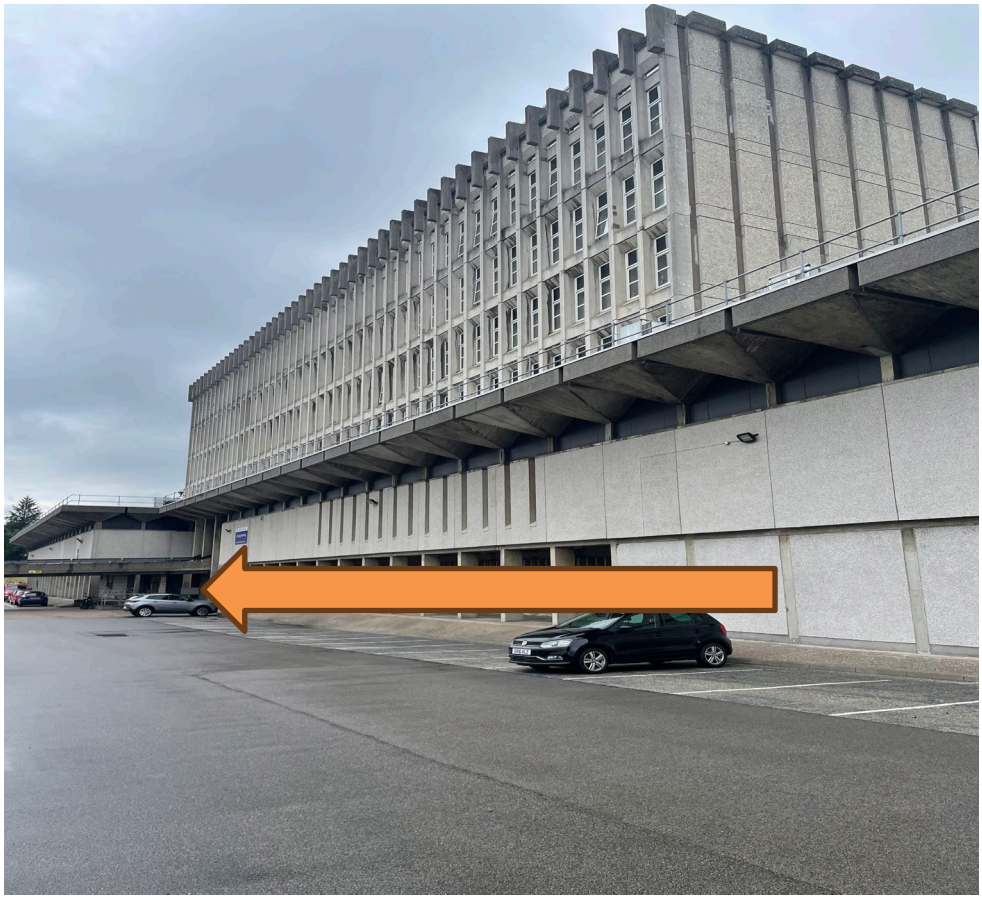
Generic Emergency Evacuation Plan (GEEP)

Zoology Building (ZO18 Lecture Theatre)

Front of the Zoology Building and platform lift location



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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	Zoology Building Tillydrone Avenue Old Aberdeen. ZO18 Lecture Theatre
School/Directorate	Centrally Timetabled
Building description, number of floors, etc.	7 Floors including lower ground floor, there is a platform lift from the car park to the ground floor, this cannot be used in an emergency. This is banked LT and accessed from the foyer on the first floor, escape back to this door and the final exit into the Botanica Gardens or via the emergency exit at the front. If escaping via the front, follow the green emergency directional signage via the corridor through the North corridor. Wheelchairs users can only use the LT as a last resort see comments below this table
Locations of Evacuation Lifts	Evacuation lift in Foyer on ground floor
Locations of Refuge Points	In stairs and lift lobbies on all floors
Locations of Communications Systems	Communications in all temporary waiting spaces, lift lobby, and North and South stairs
Locations of Evac Chairs	Located in the North and South stairs
Assembly Point Location	North Car Park and Botanical Gardens

Other Considerations

Wheelchair users accessing this LT need to take the platform lift from the car park to the ground floor, then the passenger lift to the lower ground, taking the corridor leading to the Noth End to access the front on the LT, when escaping, turn left follow the corridor to the North exit.

If this route is unachievable return to the central lift lobby and summon assistance.

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.

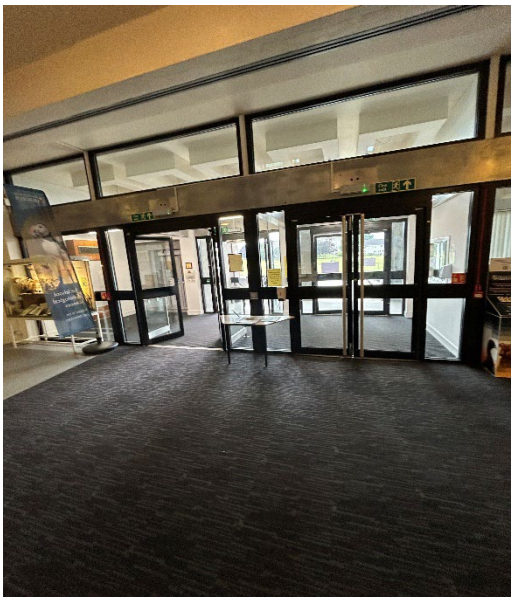
This provides the user direct contact with the University Security Team and adds an extra layer of assistance should a user experience difficulty during an emergency evacuation.

8.0 Emergency Numbers

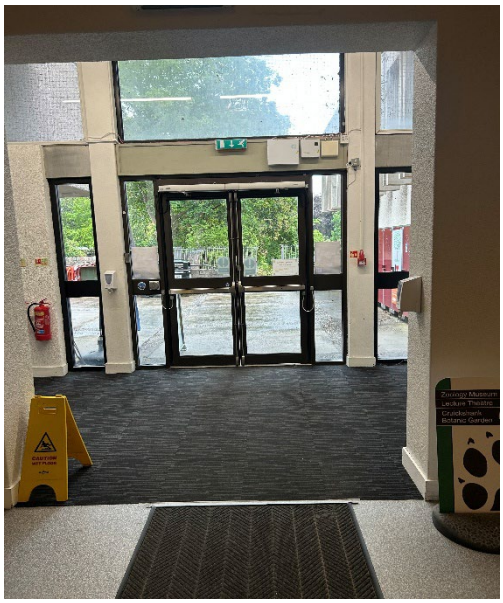
If required in an emergency individuals should not hesitate to call 999 and/or University Security on 01224 273939 for assistance.

9.0 Illustrations

Front entrance to Zoology ground floor

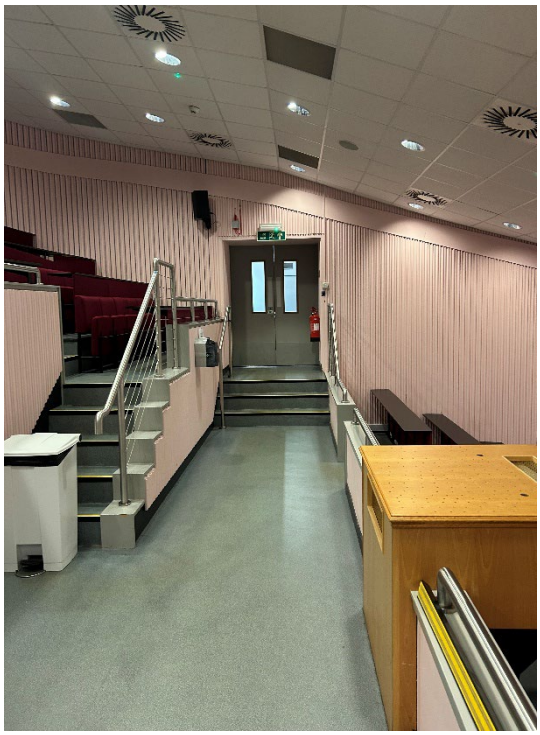


Exit to Botanical Gardens



Internal view for LT leading from Foyer

No wheelchair access



Entrance/Escape door at front of LT

Wheelchair spaces at front

Platform lift from car park location

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