**Standard Emergency Evacuation Plan for Visitors with Mobility Impairment**

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Summary

This document outlines the standard emergency evacuation plan for visitors with mobility impairment visiting Northumberland Building.

# Building Northumberland

# Awareness of Alarm

Visitors are made aware of a fire emergency requiring evacuation by the buildings fire alarm system.

# Methods of Assistance:

Upon arrival at the building the visitor should make themselves known to the University host/staff as having mobility impairment.

Any visitor to the campus who is mobility impaired should advise their University host/staff whether they are able to transfer themselves to one of the Evac-Chairs located in the building.

Where a visitor is unable or unwilling to be evacuated via Evac Chair then it is recommended that they do not proceed above or below the ground floor unless level egress is provided to the outside.

# Evacuation Procedure:

## Ground Floor

On hearing the alarm the visitor, accompanied by the University host/staff will make their way to the nearest Fire Exit on the ground floor then to the Fire Assembly Point  **(FAP 3 and 19)**.

The University host/staff member will accompany the visitor back into the building when the all clear is received from the Fire Response Team or will accompany the visitor to any other area as directed by the Fire Response Team.

## Floors above or below the ground floor

On hearing the alarm, in the first instance and if possible, the visitor and the University host/staff should make their way to the nearest stairwell it is important that all doors are closed en route, especially the last set of doors leading to the refuge. The University host/ staff must then leave the building.

The visitor will then call for assistance and clearly state their whereabouts to a member of the Fire Response Team who will automatically be deployed to that building on activation of the alarm.

The Fire Response Team will then collect the nearest ‘Evac-Chair’ and make their way to assist the visitor.

The visitor will then be transported manually in the chair to the ground floor and accompanied to the Fire Assembly Point.

If the visitor and University host/staff are not in the same part of the building when the alarm is raised then the University host/staff should evacuate the building as normal and inform the Fire Response Team, who will be at the entrance area of the building being evacuated, that there is a visitor with mobility impairment who may not have evacuated the building and their location within the building. The visitor’s evacuation will then be the first priority of the Fire Response Team.

# Safe Route:

The attached plan shows the location of the fire exit routes, refuges and the Fire Assembly Point for this building.

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**NOTE: It is highly recommended that all visitors to the University that may require assistance in an emergency make use of the “SafeZone” app. This app is a free app that connects you directly to the University security team when you need help while you are on campus. Details of the app can be found at** [**http://www.safezoneapp.com/.**](http://www.safezoneapp.com/)