

Emergency Egress Plan for Persons with Mobility Impairments

Version 3. August 2022

Preston Campus (NOT including Halls of Residence)



Alarm System: Standard audible fire alarm system.

If a person with a mobility impairment who needs assistance to evacuate the building in an emergency will be working alone or in isolation, they must notify a member(s) of staff prior to starting.

Egress Procedure

- Alarm sounds.
- The lifts **MUST NOT** be used during a fire emergency evacuation.
- First Aider / Tutor / Colleague / Fire Marshal to assist the person to the nearest protected stairwell indicated by the green directional fire exit sign.
- Summon EVAC chair assistance if required by using the refuge call point communication system in or near to the stairwell. Refuge call points are installed in all stairwells above ground level (unless there is a lower ground level) in all academic buildings across campus.
- The system will allow for communication to be made with personnel on the ground floor who can arrange for assistance.
- Await arrival of Security/personnel to assist with EVAC chair evacuation. EVAC chairs are located on 1st & 3rd floors in all buildings (except for Kirkham building).
- When assistance arrives, the person will self-transfer to the EVAC chair. The chair handlers will then safely evacuate them down the stairs and out of the building to a place of safety.
- The person should stay at the place of safety and **NOT** re-enter the building until told otherwise by University personnel.



Egress procedure if person is unable to self-transfer to an EVAC Chair

- Alarm sounds.
- Proceed to the nearest stairwell;
- Await Arrival of a Security EVAC Chair Handler and Fire Marshal;

- At the front entrance tutor / Fire Marshals / Colleagues to notify Security / Buildings staff responding to the fire that there is a person who cannot use a EVAC Chair giving their exact location and that there were no immediate signs of fire/smoke in the vicinity.
- Security / Buildings staff to investigate fire alarm activation and whether fire services should be called.
- If fire services are not required Security / Buildings staff to notify the person that they do not need to evacuate the building.
- If Security / Buildings staff discover a fire and require attendance of the fire services and there is no immediate threat to life they should notify the person that the fire services are responding.
- Upon arrival of the Fire Services Security / Buildings staff should notify them that there is a person who cannot self-transfer to an EVAC Chair giving persons exact location.
- If there is an immediate sign of fire/smoke in the vicinity, the tutor/Fire Marshal should make their own decision on whether to stay with the person or evacuate the building and await arrival of the Fire Services to coordinate the person's safe evacuation.
- The Fire Services Security/Buildings staff will ascertain whether the person needs immediate evacuation via an Emergency Escape Mattress operated by Security staff.



Assistance: First Aider, EVAC Chair Handler, Fire Marshals, Security / Buildings staff.

Equipment:

Evac chairs are located in each stairwell on 1st & 3rd floors.

(NOTE: there are no Evac Chairs in Kirkham Building. If you need access above the ground floor, please contact the SHE Department so that an evacuation assessment can be undertaken)

If you would like to have a demonstration of an EVAC Chair, please contact the SHE Section on Ext 2067 or email SHESection@uclan.ac.uk

The Security Team have access to an Emergency Escape Mattress for use in situations of a confirmed fire and self-transfer to an Evac Chair is not possible.

If this Emergency Egress Plan does not fulfil your individual needs, please contact Inclusive Support Services.

Inclusive Support Adviser details:

Name	Telephone	Email

