Standard Emergency Evacuation Plan for Visitors with Visual Impairment

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# Summary

This document outlines the standard emergency evacuation plan for visitors with visual impairment visiting Manor House.

# **Building:**  Manor House

# Awareness of Procedure

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 a visual impairment.

# Evacuation Procedure:

## Ground Floor

On hearing the alarm the University host/staff should escort the visitor from the building. The visitor should then be accompanied by the University host/staff member and will make their way to the nearest fire exit on the ground floor from there to the Fire Assembly Point **(FAP 1).** The University host/staff 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

Upon the alarm being raised, in the first instance and if possible, the visitor and the University host/staff should make their way via the nearest fire escape route to the nearest stairwell. It is important that all doors are closed en route, especially the last set of doors leading to the stairwell. The University host/staff and visitor would then leave the building via the nearest fire exit upon reaching the ground floor.

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 a visual impairment who may not have evacuated from 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:

It should be noted that the building has refuge points which allow for anyone who cannot leave the building unassisted to communicate with the Fire Response Team who are members of staff trained in supporting people to evacuate the building.  All of these refuge points have been built in such a way that they would be safe from fire for up to one hour. If required the University host/staff will take the visitor to the nearest refuge point so they are familiar with its location.

Please see attached plan showing location of 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/)**.**