



UNIVERSITY OF
WINCHESTER

EMERGENCY EVACUATION POLICY

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Indicate whether the document is for public access or internal access only. Indicate whether the document applies to collaborative provision? <i>(Strikethrough text, as appropriate)</i>	Public Access Internal Access Only Applies to Collaborative Provision
<p>Summary: Summary: This document sets out the insitutional processes for the sharing of emergency evacuation information covering students, staff or visitors.</p> <p>The Grenfell Tower Inquiry made recommendations in Oct 2019 to mandate a personal emergency evacuation plan [PEEP] for each individual, but the Government failed to enact these within the Fire Safety Act 2021.</p> <p>This policy therefore outlines General Emergency Evacuation Procedures (GEEPs) to aid the safety and evacuation of all persons, but in particular those with a disability who could have difficulty getting to a place of safety, by sharing key information and established practice.</p> <p>The above includes the publication of building fire safety plans and the provision of Premises Information Boxes (PIBs p30/31) to assist Fire Rescue, as required under the National Fire Chiefs Council Code of Practice.</p>	

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1.0 Introduction

Owners, occupiers and managers have a legal duty to make sure that all people who use or visit their buildings can reach a “Place of Total Safety” in the event of a fire safety emergency. Legislation describes a Total Place of Safety as being “a place, away from the premises, in which people are at no immediate danger from the effects of a fire”.

Emergency Evacuation information (EEI) assists everyone, but in particular individuals who may have difficulties evacuating a building to a Total Place of Safety without support or assistance from others.

Emergency evacuation information includes Fire Risk Assessments for University Buildings which are published online (both on the internal intranet and external University website), see: [Fire Safety | Winchester](#)

The University also has a responsibility under the National Fire Chiefs Council Code of Practice to:-

“provide Fire Rescue Services with a simple list of flat numbers with an indicator of:-

- whether a person needs to be alerted that there is an incident taking place, and/or,
- whether a person requires assistance to evacuate or be rescued, and,
- whether any critical equipment needed to carry assist the evacuation or carry out a rescue.

To achieve this, the location of the resident requiring assistance should be recorded on a schematic drawing of the building with one of the following categories assigned to them:

Category 1 (Red)

Person(s) requiring rescue or evacuation by 3 or more fire-fighters and/or additional equipment.

Examples could include (not an exhaustive list):

- a bariatric person;
- wheelchair user;
- someone who requires a stretcher;
- someone medical equipment with them.

The additional equipment and number of fire-fighters required should be recorded under the category along with contact details of any Telecare Company if the person uses such a service.

Category 2 (Amber)

Person(s) requiring rescue or evacuation by 2 or less fire-fighters with no additional equipment required.

Examples could include (not an exhaustive list):

- a person with a mobility impairment but is not a wheelchair user;
- a person with a mobility impairment who walks using a mobility aid for example sticks or a walking frame;
- some who is blind or partially sighted;
- some people with a hearing impairment;
- some people with a cognitive impairment.”

2.0 Who needs emergency evacuation information?

This may be most needed for any member of the University community (staff, students, or long-term

visitors) but in particular if they have one, or more, of the following:

- Mobility conditions
- Sight conditions
- Hearing conditions
- Neurodiverse or mental health conditions
- Other circumstances that may affect a person's ability to evacuate (this could include people with underlying health conditions, or who are pregnant or who have a short-term injury, such as a broken leg).

The key question that determines whether EEI is needed is "*Can you evacuate a building unaided in a reasonably prompt manner during an emergency situation?*" If the answer is "No" then prior awareness of this information is **recommended**.

3.0 How do students, staff or visitors access information

3.1 New Students in academic and other non-residential buildings (E.g. Library)

We encourage prospective students to disclose any disabilities or health conditions as part of the University application process through the Additional Requirements Questionnaire (ARQ). The [Disability and Learning Diversity Service \(DLDS\)](#) is **responsible for identifying** when the University needs to put specific arrangements in place to support new students to fully access their *academic learning environment*, this is done through a **Learning Agreement**. With student consent relevant information and reasonable adjustments are shared with academic departments.

As part of this process DLDS will, through Learning Agreements, share a code ["PEEP"] to indicate any Personal Evacuation need that is not covered by General Emergency Evacuation Plan (GEEP) information.

3.2 New Students in University Accommodation

We have a range of accessible accommodation across campus. Students applying for accommodation will be asked if they have a disability or additional need to ensure we can best support them living in University accommodation. This information will be gathered via the DLDS Additional Requirements Questionnaire (ARQ) process.

[Student Housing Services](#) are responsible for making sure that all students declaring a health condition or disability which affects their ability to evacuate University accommodation in a prompt manner are aware of general emergency evacuation plan information.

The Housing team will inform the Disability and Learning Diversity Service (DLDS) where students have disclosed a health condition or disability that is likely to require evacuation support, if this is not already covered by an existing Learning Agreement. The DLDS will then seek ARQ information from the student to allow wider information gathering and sharing of this need.

3.3 Current Students – disclosure of existing or new needs post entry

Existing students may disclose disabilities or health conditions at any time to any member of university staff, such as their Personal Tutor, SSSA or Supervisor. These may, or may not, affect their ability to engage in their academic environment or evacuate in the event of fire. Staff should notify Disability and Learning Diversity Service (DLDS) **within 5 working days** to enable the development of a Learning Agreement and sharing of any relevant information.

3.4 Staff

If staff need assistance evacuating a building, even if this is only on a temporary basis, they need to bring this to the attention of line management. A line manager can help the staff member identify relevant information, such as Fire Safety Building Plans. Personal medical information does not need

to be disclosed but the University should be made aware of anything that affects their ability to evacuate a building.

3.5 Visitors

Short term visitors - For short-term visitors, such as guest lecturers or attendees at university events, such as open days, can access the web-based emergency evacuation information.

Long-term visitors - This may include visiting academics who disclose a health condition or disability. Their university contact will take on the role of the line manager and can help the visitor access the web-based information. The process for staff should be followed, see appendix 7.

4.0 Process

Once a potential need for evacuation information is identified, DLDS (Students), the line manager (Staff), or University Contact (long-term visitors) will ask the person needing it to complete the online form (students) or notify their line manager (staff).

In the first instance the individual will be asked to identify if they have any health conditions, disabilities or other concerns that will affect your ability to get to a Total Place of Safety in the event of an emergency. If the answer is “Yes” further information will be gathered.

The fire risk webpage will cover egress for all buildings. For Students this may be areas regularly accessed for study and/or research. This will change as timetables and teaching buildings used vary. For employees and Long-Term visitors, it will include office accommodation and any buildings that are regularly visited for meetings or teaching.

There are a number of “public” buildings, where there is level access and emergency needs covered by local fire wardens. Level access provides an easier means of escape for mobility impaired persons and other disabled persons. Arrangements in such areas mean that they will not generally need more information.

5.0 Support for identified challenges

5.1 Supporting people who are unable to hear the fire alarm.

The University has a personal deaf alerter system for informing people who are deaf or have impaired hearing of fire alarms, these are held by the main University receptions. There are additional devices, such as vibrating pillows, that can be used in university residences. Requirements for these devices should be notified to [Student Housing Services | Winchester](#)

5.2 Supporting people with visual conditions.

The amount of support that people with visual conditions might require will depend on the severity of the impairment. Consideration needs to be given as to the best means for providing fire safety information. This could include providing fire safety notices in large print, braille or some other format. The person that information is being discussed with will generally know what works best for them.

Where students require information in a different format they can contact the Disability and Learning Diversity Service (DLDS) who will arrange appropriate support. Where staff require bespoke information they can contact the University’s Health and Safety Department.

Some people with visual conditions will have sufficient vision to see fire escape signs and to make their way independently to fire exits. People with more severe visual conditions may require support to find their way to evacuation routes. It may be necessary to assign one or more people (or “buddies”) to provide this support. Buddies could be fellow students or co-workers. If a person has a dedicated carer then they may provide this assistance. The role of a buddy can be to provide

assistance to navigate to a fire exit.

All non-residential buildings have appointed fire wardens. An integral part of their role is to “sweep” designated parts of their buildings to make sure these are clear before then exiting. They will provide assistance to anyone who may be having difficulty locating escape routes. However, this should not be relied upon as the sole means of assisting people to find escape routes, as in most office and teaching accommodation fire wardens only work during “normal office hours”.

5.3 Supporting people with mobility conditions (horizontal escape)

For many people, the challenges they face when moving around a building in an emergency are exactly the same as they will experience when generally moving about a building. This could include issues with opening doors so that they can move freely around a building. Where this type of issue is identified then Estates should be contacted so that they can look at solutions to improve access, see:- [Estates and Facilities Services | Winchester](#)

Where people have temporary impairments, such as broken limbs, that impact their ability to move about the campus then temporary arrangements may need to be considered to support their safe movement around a building. This could include identifying one or more buddies to physically support the person to get promptly to a fire exit. Ideally, mobility-impaired people should evacuate at the same time as all other people. However, it may be acceptable to consider waiting for corridors to clear before the person makes their way (either with or without physical support) to an exit.

5.4 Supporting people who have difficulty using stairs.

Many of our buildings have accessible areas in parts of buildings where there is no level means of egress; in these cases, emergency evacuation requires people to either go up or down stairs in order to reach a Place of Total Safety.

The majority of fire escape staircases have associated safe refuges, either on the staircase landings or in lobbies immediately adjacent to the staircase, that provide a “Place of Relative Safety” from which bespoke evacuation strategies can be implemented. A Place of Relative Safety will provide at least 30 minutes protection from fire and smoke.

In some cases, people with mobility conditions may be able to safely use stairs provided these are clear. This could include some wheelchair users who can walk short distances, or who can come down the stairs on their bottom. Other people can walk unaided, or with limited support, but may require longer than other occupants in order to complete the travel distance. In each of these cases, an acceptable strategy may be for the person to wait in a safe place allowing other people to clear the stairways before they make their way down independently or with the support of a buddy. Other people will be unable to use stairs. Normally, lifts should not be used for evacuation.

Emergency Evacuation information and personal circumstances may help establish whether the use of an evacuation chair is viable. Security has access to evacuation chairs that can be used in all University buildings. However, not all wheelchair users or mobility-impaired persons can safely use evacuation chairs; if this is identified as an issue and there are no other identified options, such as evacuation lifts, then advice should be sought from the Health and Safety department in the first instance.

The fire control point is where each building’s fire alarm panel is situated; security staff attend the fire alarm control point when the alarm is actuated and will be able to respond any requests for assistance. Security should be contacted by telephone (01962 827666) so that assistance can be sought. The means of communicating with Security (where required) should be considered.

Fire wardens are responsible for checking any refuges within their designated area before evacuating a building. Where they identify that someone is awaiting assistance, they will report to the Fire Control point and advise security where the person is and what assistance they require. This should

not be relied upon as the sole means of alerting security that someone needs assistance.

For general access around site, there is a wheelchair accessible route provided, see this map.
[Campus Map v2.pdf](#)

Supporting people with neurodiverse / mental health conditions

Some people requiring information may have one or more conditions that will affect their ability to process evacuation cues or to react appropriately to those cues. Where an individual identifies that this is likely to be an issue then the Health and Safety department (for employees and visitors) or the Disability and Learning Diversity Service (for students) should be contacted for advice.

6.0 Rehearsal, Distribution and Review

It is important that information is checked to ensure it is appropriate and meet the needs of the individual, institution and external services. A personal check and rehearsal of an evacuation could be carried out to ensure that arrangements are appropriate.

Things to be checked may include:

- location of refuges and any associated voice communications;
- mobile phone signal when this will be relied upon to contact security;
- physical features of the building do not pose unforeseen barriers to egress and the location of any evacuation lifts, if available.

Copies of the student information is accessible to relevant staff via the Emergency Evacuation Policy (MS Teams Group) files area. It is covered by the General Data Protection Regulations (GDPR) and information is not shared more widely than is necessary. Evacuation information should be reviewed by individuals if locations or personal needs change, or at least annually.

A review of information can be carried out if there is reason to believe that changes are required, for example as a result of a fire drill or where information is identified as being inadequate (E.g. from Fire Service or student feedback).

7.0 Appendix

7.1 Appendix A - Student process chart : [Fire Safety | Winchester](#)

7.2 Appendix B – Staff / Long Term Visitor process chart : [Fire Safety | Winchester](#)

Equality Impact Assessment	
Summary of process undertaken to determine equality impacts:	
University Committee (name/ date) where equality impacts discussed (may be Committee of approval, or another):	
Identified equality impact(s) on colleagues and students (i.e. any specific impacts related to this policy that may cause disadvantage for people due to one or more particular protective characteristic)	
Protected Characteristic	Impact(s) identified and any action(s)/mitigation(s) to address these impact(s), as necessary.
Age	
Disability	
Gender Identity	
Marriage/Civil Partnership	
Pregnancy and Maternity	
Race (incl. nationality)	
Religion and Belief	
Sex	
Sexual Orientation	
Age	
Disability	