

Support for students requiring assistance in a building evacuation

This leaflet provides you with additional information so you know what to do and what to expect when the fire alarm is activated.

What you can do:-

- Familiarise yourself with the evacuation arrangements for the buildings you use.
- Read information on fire action notices.
- Make yourself aware of fire exits and fire exit routes.
- Make yourself aware of refuges and/or safe areas where you can wait.
- Know where the building assembly points are.
- If you use the library, make an appointment with the Library Disability Coordinator who will show you and explain the arrangements the library have in place in case of a building emergency.
- Remember - lifts cannot be used and are programmed to return to the ground floor when the fire alarm is activated.



This leaflet was created by the Office of Health and Safety in collaboration with Disability Services.

University of
HUDDERSFIELD

If you have a hearing impairment and you are unlikely to be aware of the building alarm – a sound alert mobile phone app is available from Disability Services.

Using the stairs

If you have an impairment where you can safely use the stairs but at a much slower pace, take the following action:



- 1.** Allow others able to evacuate at a quicker pace to do so first.
- 2.** Wait in the refuge or safe area close to the stairs until they are less busy.
- 3.** Make your way down the stairs in your own time.
- 4.** If you need to rest or the stairwell becomes busy, wait in refuges or safe areas as you descend the stairwell and then carry on your descent when it is safe to do so.

If you are unable to use the stairs, take the following action:

- 1.** Make your way to and wait in the nearest refuge or a safe area adjacent to or in the stairwell – these areas have an increased level of smoke and fire separation from other parts of the building.
- 2.** If the refuge has a communication device, use this to report your location. It may take several minutes before you get a response.

3. Where there is no communication device, alert security via your own mobile phone on 01484 472221.
4. Where an evacuation marshal (wearing hi viz tabards) notes you are waiting in a refuge this will be reported to the buildings' evacuation warden.
5. Remain in the refuge area until further advised from university or fire service personnel.

Your personal safety is paramount. You will be evacuated should the situation deem it necessary. Similarly, the university doesn't want to increase risk to you if evacuation is not required.



Available courses of action are:

- To return back to your location as it was an unplanned/ planned activation or false alarm.
- Act on the advice of the Fire Service which may require you to continue to remain in the refuge.
- Horizontally evacuate to an alternative safe area on the same floor.
- Be evacuated by the fire service using the building lift.
- Be evacuated by the fire service.