

Safe Evacuation of People with Disabilities

During an Evacuation

For assisting a disabled person with mobility issues:

1. Relocate the person with a disability to a safe area (if safe to do so); this is generally a stairwell.
2. Ensure all doors are closed.
3. Report location of the person to the Floor Warden.
4. Floor Warden to report location of the person to the Building Warden and Fire Service.
5. Find a buddy to stay with the person and/or ensure mobile phone communication.
6. If required, wait for the Fire Service Officers to come and assist.

For a disabled person with mobility issues:

1. If you are able, go to a safe area; this is generally a stairwell.
2. Ensure that you close all doors.
3. Make sure that your Floor Warden knows of your presence and location.
4. Ensure Floor Warden reports location to the Building Warden and Fire Service.
5. If possible keep a buddy with you or have a mobile phone for communication.
6. If required, wait for the Fire Service to come and assist you.

As soon as possible, **DIAL 6111** to inform UC Security of your location.

If using a mobile phone, **DIAL 0800 823 637**.

After an Evacuation

Review your personal safety plan. Ensure that the Floor Warden and other staff members who work with you are fully informed of any changes relating to your disability.

Further information on Evacuation of People with Disabilities can be found on the Health and Safety Intranet under Fire Safety and Evacuations or on the UC Emergency Management website under Emergency Procedures.

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