Standard Emergency Evacuation Plan for Visitors with Hearing Impairment

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# Summary

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

# Building Manor House

# Awareness of Alarm

Visitors are made aware of a fire emergency requiring evacuation by the buildings fire alarm system. Where the building fire alarm will not provide adequate warning I will be informed of a fire evacuation by my University host/staff.

# Methods of Assistance:

Upon arrival at the building the visitor should make themselves known to the University host/staff as having hearing impairment.

# Evacuation Procedure:

# Ground Floor

On hearing the alarm the University host/staff should make the visitor aware of the alarm having been raised. The visitor should then be accompanied by the University host/staff and will make their way to the nearest fire exit on the ground floor then 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 will 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 hearing impairment who may not be aware that the alarm has been raised and their location within the building. The visitor’s evacuation will then be the first priority of the Fire Response Team.

# Safe Route:

The attached plan shows the location of the 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/.**