



Health & Safety, Edinburgh Napier University

Disabled Refuge Procedure

Disabled refuges are located at:

Craiglockhart : Merchiston : Sighthill

Disabled refuge areas have been provided at Craiglockhart, Merchiston and Sighthill to assist anyone who may need assistance in an emergency evacuation and cannot immediately exit the building.

These areas are contained within parts of the building that will provide comparative safety for a period of not less than 30 minutes and are easily recognisable by specific signs.

Craiglockhart, Merchiston and Sighthill

Procedure for Craiglockhart, Merchiston and Sighthill

Craiglockhart, Merchiston and Sighthill Campuses have been fitted with two-way communication systems.

- When the fire alarm sounds proceed to your nearest disabled refuge. *At Sighthill this will be signed as "Temporary waiting space"*
- Press the "Press for Help" button once to initiate a call (do not continue to press or hold during a call).
- This will also indicate at the fire panel that someone is in the specified refuge point.
- The call will be answered.
- Remain in the refuge until assistance arrives.

Note:

This system is only operational on activation of the fire alarm



Disabled Refuge Signage –
Craiglockhart & Merchiston



Disabled Refuge Signage –
Sighthill Campus

Other campuses without disabled refuges

In all other campuses without designated Disabled Refuge Areas, staff and students with mobility difficulties should not use stairways or lifts, but should proceed to the nearest place of safety and their whereabouts reported to the Control Room on Ext 4444.

Personal Emergency Evacuation Plans

All staff and students who would need assistance in an emergency evacuation should have a Personal Emergency Evacuation Plan (PEEP) drawn up.

All students who would require assistance in an emergency evacuation should arrange a Personal Emergency Evacuation Plan (PEEP) through their Disability Contact/Disability & Inclusion Team.

All staff who would require assistance in an emergency evacuation should contact the Health & Safety Office.



Any queries, please contact the Health and Safety Team on x6377 or email safetyoffice@napier.ac.uk

List of refuge points available at:

<http://staff.napier.ac.uk/services/governance-compliance/healthandsafety/fire/Pages/DisabledRefuges.aspx>

List of fire wardens and senior fire co-ordinators available at:

<http://staff.napier.ac.uk/services/governance-compliance/healthandsafety/fire/Pages/FireWardens.aspx>

Health & Safety Team
Edinburgh Napier University
5.B.14 Sighthill Campus
Edinburgh EH11 4BN

t: 0131 455 6377
e: safetyoffice@napier.ac.uk
w: <https://staff.napier.ac.uk/has>