



## Health & Safety

# Temporary Waiting Space Procedure

**Temporary waiting spaces are located at:**

**Craiglockhart : Merchiston : Sighthill**

*Temporary waiting spaces 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

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

- When the fire alarm sounds proceed to your nearest 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 temporary waiting space.
- The call will be answered.
- Remain in the temporary waiting space until assistance arrives.

**Note:**

*This system is only operational on activation of the fire alarm*



Signage – Craiglockhart & Merchiston



Signage – Sighthill Campus

## Other campuses without temporary waiting spaces

In all other campuses without designated temporary waiting spaces, 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 0131 455 4444.

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## 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.

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Any queries, please contact the Health and Safety Team by email  
[health&safetyoffice@napier.ac.uk](mailto:health&safetyoffice@napier.ac.uk)

[List of locations of temporary waiting spaces](#)

[List of fire wardens and senior fire co-ordinators](#)

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Health & Safety Team  
Edinburgh Napier University

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