



Health & Safety Pagers Policy (issuing of vibrating pagers)

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¹ or earlier if change in legislation or on risk assessment

Amendment Control

Version	Date	Amendments
1.0	Oct 2018	
1.1	Feb 2021	Updated security office details (S Hughes)

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Policy Summary

The University has a provision of vibrating pagers to assist staff and students during an emergency evacuation. These are available from all security offices at the main campus buildings.

Prior to issue a [Personal Emergency Evacuation Plan](#) must be completed.

The following guidance, provides details for both staff and students.

1. **Students:** Student Wellbeing & Inclusion to inform security of the name of the student requiring the pager and the campus(es) where the student will be attending classes. ***Students will be issued with a pager on a daily basis, as required. The pager will be returned to security when the student is ready to leave the building.***

On arrival at respective campuses the student will report to the campus security office where a pager will be signed over for the duration of stay that day. If a fire test is scheduled, the recipient will be informed

2. **Staff:** Human Resources to inform security of the name of the member of staff requiring the pager and campus where the staff member will be located. ***Staff members will be issued with a pager on a long term basis.***
3. Pagers will be tested by security staff during respective campus fire tests.
4. If the student/staff member should discover a fault with a vibrating pager, it should be reported to the campus security office immediately so that arrangements for its repair or replacement can be made.
5. The Security Control room will hold a number of vibrating pagers and should the demand increase, will inform Property & Facilities when additional units should be ordered.

Procedure on activation of the pager

- If pager activates, the student/staff member should make their way to the nearest exit following the appropriate directional signage
- Once outside the building, they should make their way to the nearest assembly point

If the student/staff member discovers a fire, they should:

- Raise the alarm by operating the nearest alarm call point
- Leave the building by the nearest exit, closing doors behind them
- Do not stop to collect belongings
- Do not use lifts
- Go to the nearest assembly point
- Do not re-enter the building until informed by the University Senior Fire Co-ordinator/Fire Officer