

Information for Wheelchair Users Concerning Emergency Evacuation Arrangements.

All buildings are provided with a fire alarm system that is activated automatically when a fire is detected but can also be manually activated by operating a fire alarm call point. The sound of the alarm is usually a siren.

Lifts must not be used in the event of a fire unless specifically designated for this purpose.

If the alarm sounds you should leave the building using the nearest suitable exit to the outside. If you are on a floor from which you cannot exit without using a lift you should make your way to the nearest refuge.

A refuge is a temporary safe space for you to await assistance for your evacuation. It comprises a fire resisting enclosure that is served directly by a safe route to a storey exit, evacuation lift or final exit. The location of refuges is shown on the building access plans located inside the main entrance of the building and also accessible on the Web.

Once in the refuge you should contact Security Control using the telephone in the refuge where provided or a mobile phone (telephone 0115 951 8888) to indicate your presence in a refuge. You will be asked for your name, the location of the refuge, and your mobile telephone number so that the Security Office can keep in contact with you to provide you with information about the alarm and your evacuation. The overwhelming majority of fire alarm activations are due to reasons other than a fire so you should not worry and remain calm.

A member of the response team should contact you within a few minutes. You will not be evacuated unless it is necessary to do this. If it necessary to evacuate you and there is not a suitable lift then you might be asked to transfer to an [Evac Chair](#). This is a specially designed chair for descending staircases. You are encouraged to try one of these at an early point of your time at the University. If you have any reservations about the use or suitability of an Evac Chair you should make this known so that your requirements can be reviewed and alternative arrangements made.