

To Deans, HoFAs, HOSs, Directors of Research Institutes
From Dr Melanie Taylor, Head of Safety Services
Date 12 Sept 2012
cc Mr W Spinks, Prof N Thakker, Prof Y Wang, Dr D Barker, Mr J Smith, Ms C
Gamble, Mrs E Shillcock, School Safety Advisors, Safety Representatives
Reference Safety Circular 6/2012

Fire Safety : revised arrangements for personal emergency evacuation plans (PEEPs) for students; ResQmats.

ACTION:

- (1) Please note paragraphs 30-33 of the recently revised fire safety arrangements which relate to evacuation of students with disabilities, and to the development of PEEPs in appropriate cases.
- (2) Please note the progressive deployment of "ResQmats" by the University Fire Safety Officer. These can be used to evacuate people who are unable to descend the stairs unaided.

The University's arrangements for drawing up PEEPs have been reviewed by the Fire Safety Advisory Group, following discussions between the Disability Support Unit, the University Fire Safety Officer, Safety Services and others.

The process is outlined in paragraphs 30-33 of the University's Health & Safety Arrangements (Chapter 7 : Fire Safety, at <http://documents.manchester.ac.uk/display.aspx?DocID=13925>). Essentially, each individual student's needs must be considered on a case-by-case basis with co-ordination undertaken by someone nominated by the student's Head of School. An appropriate nominee will ideally be someone in regular contact with the student. Depending on the nature of the disability, the needs of the student and the buildings and activities involved, that person will usually need to seek guidance from all or any of the following: the University Fire Training & Evacuation Co-ordinator; the University Fire Safety Officer; the school's own safety advisor and school disability co-ordinator, and the Disability Support Unit. (A list of contact details is attached.)

As part of a programme of works to improve evacuation options for those with disabilities, the University Fire Officer is fitting "ResQmats" to various buildings, generally on the landings of fire escape stairs. These are a simpler alternative to the more familiar "Evac Chairs". PEEPs for specific students will identify individual needs and training requirements, but general training in their use is also available via the STDU - <http://www.staffnet.manchester.ac.uk/employment/training/health-and-safety/fire-training/>

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Contact details:

University Fire Officer – Jeff Smith, x52267 jeffrey.smith@manchester.ac.uk

Assistant Fire Officer – Phil Unsworth, x58480 Philip.Unsworth@manchester.ac.uk

Fire Training & Evacuation Co-ordinator – Carolyn Gamble, x64018,
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Disability Support Office – contacts at
<http://www.staffnet.manchester.ac.uk/personalsupport/disabled-staff/contact-us/>