THE UNIVERSITY *of* EDINBURGH

Information note prior to your PEEP being finalised

Awareness of evacuation procedures

- Make yourself aware of where the temporary waiting spaces (TWS) are in the buildings you will be visiting. Some TWS have a call point to operate, from others you will need to use your own phone to call Security
- These are often located in stairwells or foyers and will be clearly identified by signage (green and white with advice on what to do next)
- The TWS area is protected by fire resisting materials, rated to protect occupants from fire and/or smoke for at least 1 hour
- Normal lifts do not work during an emergency alarm situation
- Evacuation lifts can only be used by trained Security staff, ensure you call them if you are at an evacuation lift during an emergency
- In an emergency, call University Security on (internal) 2222, or (external/mobile) 0131 650 2257

Additional suggestion

- If you feel comfortable to do so, please contact your lecturer/tutor before class to let them know that you may need support to evacuate and what kind of support that is

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