

Health and Safety Code of Practice

SCP37 Assisted Emergency Evacuation

Responsibility for Policy:	Finance Director, Deputy Chief Executive and University Secretary
Relevant to:	University staff, students, users of and visitors to the University
Approved by:	SMT 22 February 2017
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RELEVANT DOCUMENTS

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- Building Regulations 2010 and supporting Standards
- Special Educational Needs and Disability Act 2001
- BS5588 – 8 (1999) Fire precautions in the design, construction and use of buildings

RELATED POLICIES & DOCUMENTS

- Liverpool John Moores University Health and Safety Policy Statement
- MCP1 Organisation for the Implementation of the Health and Safety Policy
- MCP2 Arrangements for the Implementation of the Health and Safety Policy
- SCP1 Fire Precautions
- SCP2 Evacuation Procedures
- Fire Safety Risk Assessment means of Escape for Disabled Persons HMSO

**THIS CODE OF PRACTICE FORMS PART OF THE UNIVERSITY'S HEALTH AND SAFETY
POLICY AND ACCOMPANIES SCP1 FIRE PRECAUTIONS
AND SCP2 EVACUATION PROCEDURES**

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1. POLICY ON ASSISTED EMERGENCY EVACUATION

1.1 Introduction

The University is committed to providing a safe environment for staff, students and visitors. The University places particular emphasis on meeting the needs of all people who require assistance during an emergency evacuation.

The University will not allow persons with mobility/sensory issues to be endangered by permitting access to areas where emergency evacuation difficulties would present an unacceptable risk to the health and safety of that person or of others.

The University must fulfil its statutory obligation under the Regulatory Reform (Fire Safety) Order 2005 by having procedures to evacuate ALL persons in an emergency. It is not the Fire and Rescue Service's responsibility to evacuate University buildings. As a minimum, University arrangements and facilities for assisted evacuation will comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005, Building Regulations 2010 and supporting Standards. When possible the University will seek information in relation to mobility/sensory issues so that appropriate support/guidance can be planned. It is an individual person's legal duty to inform the University if they know they will require assistance in an evacuation. By way of signing a contract of employment or contract to attend a Programme they agree to the policies and procedures of the University.

Please read this Code of Practice in conjunction with Codes of Practice SCP1 Fire Precautions and SCP2 Evacuation Procedures.

1.2 Assessment of assisted evacuation requirements for a known individual and development of a Personal Emergency Evacuation Plan (PEEP)

When considering accessibility of a building for an individual, egress **must** also be considered. The initial assessment of emergency evacuation requirements will be an integral part of the routine assessment of access that is made when a formal offer of employment or student programme place is made.

The assessment process will be informed by data from a range of sources including: the nature and extent of the individual's mobility/sensory issues; the building fire risk assessments and existing fire evacuation procedures; assessment of risk to the mobility/sensory impaired individual and other building users; and suitability and availability of alternative accommodation. Where reasonably practicable, modifications to the facilities of a building will be investigated. However, the design or protected status of some buildings may preclude this option.

It may be necessary to make other arrangements to allow persons with mobility/sensory issues to evacuate a building. This may mean relocating to the ground floor or using another building. Building provision of evacuation lifts and chairs should be checked through the Health and Safety Unit.

These arrangements will be contained in an assisted evacuation plan for an individual – a Personal Emergency Evacuation Plan.

1.3 General Emergency Evacuation Plans (GEEPs) for unknown persons

The University must provide General Emergency Evacuation Plans to account for evacuation of unknown persons in the buildings who may be attending an event or service facility but would not have given prior warning to University staff of assisted evacuation requirements (please see section 5).

2. GENERAL CONSIDERATIONS WHEN ASSESSING ASSISTED EVACUATION REQUIREMENTS OF KNOWN INDIVIDUALS AND DEVELOPING PERSONAL EMERGENCY EVACUATION PLANS (PEEPS)

Following assessment of assisted evacuation requirements, arrangements must be made to allow evacuation and these must be recorded in a Personal Emergency Evacuation Plan (PEEP). The Plan will record the arrangements that have been developed to evacuate a person with mobility/sensory issues, from the building(s) or area(s) in the event of an emergency.

Normal passenger or goods lifts must not be used in any emergency situation (e.g. fire). It must not be assumed that a lift allowing you access into a building can be used for an emergency evacuation as they may not be located in the required fire protected shaft or have the required emergency backup electrical supply and intercom. Some University buildings may have change of level access lifts but in most cases they cannot be used for emergency egress from a building for the reasons above. It should not be assumed that because a building is equipped with evacuation chairs that they are suitable for all people. Use may be difficult or impossible due to certain physical conditions.

Areas of refuge (as defined in BS 5588-8:1999) will be identified and clearly marked as part of the building fire risk assessment, undertaken by the Health and Safety Unit.

The following factors must also be taken into account when assessing assisted evacuation requirements and recording PEEPS:

2.1 Circumstances when evacuation may be required

Emergency evacuation may be required in a range of circumstances such as fire, gas leaks and bomb threat. In addition, an individual with mobility/sensory issues may require evacuation in situations that are not as a result of an emergency, for example power failure or the breakdown of a lift.

2.2 Availability of assistance

Throughout the process of assessment and PEEP recording (which is a departmental responsibility) input and assistance is available from a range of individuals and professional support service areas and in particular from Student Advice and Wellbeing, Health and Safety Unit, Estate Management and People and Organisational Development. Crucially, in all cases it is necessary to work closely with Fire Evacuation Coordinators who are the custodians of the local evacuation arrangements.

2.3 Refuge areas

Where there is no route by which a person with mobility/sensory issues can immediately exit a building unaided, the PEEP will identify suitable areas of refuge. In the event of a building evacuation, a person with mobility/sensory issues should, if necessary, be assisted to reach these areas. **It is permitted for a member of staff, a friend, carer or volunteer helpers to remain in the refuge area with the person.** The PEEP should identify these additional persons and how access to the refuge is achieved. It should also address the requirement for the individual to make his/her presence at these locations known.

Sometimes the evacuation of a person with mobility/sensory issues may impede the evacuation of other building users. Therefore, the person and any carer or volunteer helpers should remain in the refuge area until the evacuation process has allowed other building users to clear the escape route. The PEEP should identify the preferred mechanism for evacuation from the refuge area. This may include the use of a specially designed evacuation chair or evacuation lift.

2.4 Work and study areas in other buildings

The PEEP must cover each work or study area that the member of staff or student may need to visit. This could include areas outside the direct control of the Director of School/Department or Programme Coordinator. It is essential that there is consultation with the Fire Evacuation Coordinator(s) for such other building(s). In areas of learning such as libraries a GEEP should be in place.

2.5 Temporary and new mobility and sensory issues

The impact of temporary disabilities in both staff and students should also be considered. These may restrict the mobility or awareness of individuals for a comparatively short period of time. Where appropriate an assessment should be carried out and a PEEP prepared. In addition, a student or member of staff may develop a disability once they have joined the University. In these circumstances it is essential that an assessment is carried out and, if necessary, that a PEEP is prepared. It is the responsibility of Programme Coordinators (for students) and the Director of School/Department or nominee (for staff) to identify the development of a disability, be it temporary or permanent, and to take appropriate action.

2.6 Students and staff who do not communicate their assisted evacuation requirements

Some students do not register with Student Advice and Wellbeing or the School DISCO and so a mobility/sensory issue will not be known to them or the School. The same can occur with staff if People and Organisational Development are not informed. Therefore, it is the Director's responsibility to ensure there is a system in place to help identify persons who require assisted evacuation arrangements and to ensure that these arrangements are developed and recorded in a PEEP. Students and staff should be reminded at induction that there is a legal duty on them to notify the university if they think they will require assistance to egress a building due to mobility/sensory issues. For example, during induction, information can be provided regarding evacuation procedures and students and staff could be invited and encouraged to declare any additional needs in order that they can be met appropriately. Personal tutors/mentors may also help in this process.

2.7 The nature of the individual's mobility/sensory issues

The nature and extent of assistance that may be required during an emergency evacuation will vary widely between individuals. In determining what an appropriate provision is, it is essential that the individual is consulted, where this is possible.

Example

The requirement to evacuate via a flight of stairs is unlikely to pose significant difficulties to anyone who is profoundly deaf but may require special provision for an individual who has restricted mobility. Conversely, the deaf person would require arrangements to be made to alert them to the requirement for evacuation, whereas the person with restricted mobility may not.

It is essential when considering arrangements or equipment to be aware that suitability can vary widely depending on the needs of each individual. Do not **assume** that a particular arrangement or piece of equipment is suitable for one individual because it was suitable for someone with the same category of mobility/sensory issue.

Example

Many people who have restricted mobility can use evacuation chairs. However, they may be unsuitable for others who have a particular requirement, such as a requirement to support their back or neck.

2.8 The types and extent of risk in each area that may be visited by the individual

The risk in any area will be derived from a combination of factors, including the characteristics of the building and the work area within it and the nature of the activities carried out there.

Examples of relevant building and work area characteristics

The designated work or study area may be on the ground floor with direct access from the area to the outside thus posing little problem for evacuation of people who normally use a wheelchair.

The designated work area may be several floors above the ground and be served by a lift that is unsuitable for use during an emergency evacuation. This would necessitate the development of particular arrangements to assist the evacuation of people who normally use a wheelchair.

The type and extent of fire detection equipment will determine the extent of the warning that would be expected in the event of a fire occurring in adjacent areas.

Examples of relevant characteristics relating to activities

There is a lower risk of fire in buildings that undertake office based activities as opposed to those in which flammable materials or naked flames are used or in which cooking is undertaken.

There is a higher likelihood of having to evacuate due to a chemical emergency in buildings that contain departments undertaking work with hazardous chemicals.

2.9 The suitability of the accommodation being considered – is alternative, more suitable accommodation available?

By considering the above factors in conjunction with other relevant issues, the suitability of the range of available work or study areas can be determined. Where practicable, and informed by this, a suitable area that requires the minimum of physical alteration or special procedures for evacuation should be allocated.

In all cases the most suitable accommodation is that which requires no adjustment or specific procedures to allow the person to evacuate safely without assistance. Should it be necessary to make reasonable adjustments to the fabric of a staff workplace or the equipment provided in it the member of staff may be eligible for a grant towards the cost from Access to Work. Further information can be obtained from People and Organisational Development.

3. ASSESSING ASSISTED EVACUATION REQUIREMENTS AND DEVELOPING PERSONAL EMERGENCY EVACUATION PLANS (PEEPS) FOR STAFF

3.1 Responsibilities and process

People and Organisational Development will inform the employing School/Department of the need for an assessment during the process of recruitment or transfer of the member of staff. Following this, the Director of School/Department is responsible for ensuring that an assessment is carried out and that a PEEP is prepared, recorded and tested. The Director may choose to delegate this duty to an appropriate member of staff, for example a line manager or local Health and Safety Officer who will liaise with the building or Fire Evacuation Coordinator(s) to complete the form. In all cases, the Plan should be prepared in consultation with the individual member of staff and other relevant officers of the University. In all cases, the building Fire Evacuation Coordinator(s) (if it is not this person preparing the Plan) must be consulted.

The Director is also responsible for ensuring that the assessment and Plan are reviewed following any change to the fabric of the area, the work activity, the location in which the individual will be asked to work or the extent of the individual's disability.

Staff will receive written copies of their PEEP. Copies will also be held by the Director of School/Department and by the Fire Evacuation Coordinator.

If a PEEP identifies a requirement for a mobility impaired person to be transported down stairs (by evacuation chair or any other means) the person who prepared the PEEP must alert the relevant Director of School/Department who must ensure that those entrusted with this task receive appropriate and adequate training and the time to refresh the training received. This training must be arranged through and delivered by the Health and Safety Unit.

3.2 Testing and reviewing the PEEP

The Director of School/Department should ensure that the effectiveness of PEEPs and special evacuation procedures are tested at least once per year during routine fire drills. The arrangements that are in place should be reviewed in light of the findings and the PEEP updated to reflect this. Updated versions of PEEPs should be held with the initial version.

A review of the PEEP will be undertaken every six months and following any change in circumstances such as:

- any change to the fabric of the area,
- the work activity,
- the location in which the staff is required to study
- the extent of the individual's mobility/sensory issues.

The initial steps in the review process will involve the individual person and the Director of School or Service (or nominee). Other appropriate officers of the University, particularly Fire Evacuation Coordinator(s) should be consulted.

During the review, particular attention will be paid to the changing needs of the individual person (for example as a result of changing abilities due to a deteriorating health condition).

Use of some service areas may not be associated with the work or study undertaken by the individual person and their wish to utilise the facilities may not be indicated at the time of employment/enrolment (e.g. sports facilities). In these cases it is the responsibility of the individual person to communicate with the person who prepared the PEEP in order to update the PEEP to include these areas. This may mean the author of the PEEP contacting other building Fire Evacuation Coordinators.

3.3 Requirements for staff working away from the University

The University's 'duty of care' extends to relevant activities undertaken outside University premises. These activities may include fieldwork. When staff work overseas some or all of the legislation that applies to activities in this country may not apply. There may however, be relevant local legislation. In any case, it is University policy that a similar standard of care is used in planning activities overseas as for those undertaken in the UK.

Any School/Department responsible for staff with mobility or sensory issues undertaking work outside University premises, whether in the UK or overseas, must ensure that reasonable access and safe exit routes exist. Staff should be provided with advance information such as a plan/map of the area, as well as emergency numbers and named contacts.

Consideration must be given to the nature and extent of the mobility/sensory issues of the person and the facilities and organisational arrangements that exist within the location to be visited.

Directors must ensure that appropriate arrangements are in place to evacuate the individual person and that all procedures and arrangements meet the requirements of local legislation.

4. ASSESSING ASSISTED EVACUATION REQUIREMENTS AND DEVELOPING PERSONAL EMERGENCY EVACUATION PLANS (PEEPS) FOR STUDENTS

4.1 Responsibilities and process

Students are encouraged to disclose the details of their additional needs and/or disability to the University as early as possible after application to the University. It is the responsibility of the Director of School to ensure that all students within the School who have disclosed additional needs and/or a mobility/sensory issue are provided with a PEEP. Students with additional needs and/or mobility/sensory issues are encouraged to seek support from Student Advice and Wellbeing. If this occurs, the Disability Advice team will initiate the process by informing the School Disability Coordinator (DISCO) of the student requiring assistance.

The School Disability Coordinator must notify the School's local Health and Safety Officer and building Fire Evacuation Coordinator who will assess the evacuation requirements and prepare a PEEP. This will be in consultation with the student, Programme Coordinators and School Disability Coordinator.

Where individuals require access to several buildings or areas the PEEP must record arrangements for egress from each of these. Therefore, it may be that several Fire Evacuation Coordinators (from the different buildings) may need to be consulted.

Students will receive written copies of their PEEP. Copies will also be held by:

- the building Fire Evacuation Coordinator
- the School Disability Coordinator.

The PEEP will sit alongside the individual Student Learning Plan.

Should a student decide to change course the PEEP must be reviewed or a new one produced by the new School or Department, if relevant, particularly if it is located in a different building. If the student withdraws from the University the School Programme Coordinator or Disability Coordinator must inform the building Fire Evacuation Coordinator.

If a PEEP identifies a requirement for a mobility impaired student to be transported down stairs (by evacuation chair or any other means), the person who prepared the PEEP must alert the relevant Director(s) who must support and ensure time is provided for any staff identified by the Fire Evacuation Coordinator who require appropriate and sufficient training. This must be arranged through and delivered by the Health and Safety Unit.

4.2 Testing and reviewing the PEEP

The person who prepared the PEEP should ensure that the effectiveness of PEEPS and special evacuation procedures are **tested** at least once per year during routine fire drills. This will involve liaison with the Fire Evacuation Coordinator(s) consulted with during the preparation of the PEEP. The arrangements that are in place should be reviewed in light of the findings and the PEEP updated to reflect this. Updated versions of PEEPs should be held with the initial version. If the student cannot be present for the fire drill the building Fire

Evacuation Coordinator should ensure that the procedure is tested using a substitute person(s).

The person who prepared the PEEP is responsible for ensuring that the assessment and Plan are reviewed every six months or following any change to:

- the fabric of the area
- the work activity
- the location in which the student is required to study
- the extent of the individual's mobility/sensory issues.

Consultation should be with the same persons as for the initial assessment and PEEP recording.

During the review, particular attention must be paid to the changing needs of the individual person (for example as a result of changing abilities due to a deteriorating health condition).

Use of some service areas may not be associated with the work or study being undertaken by the individual and their wish to utilise the facilities may not be indicated at the time of employment/enrolment (e.g. sports facilities). In these cases, it is the responsibility of the individual to communicate with the person who prepared the PEEP in order to update the PEEP to include these areas. This may mean the author of the PEEP contacting other building Fire Evacuation Coordinators.

4.3 Students living in student accommodation

The University is aware that some disabilities may result in individuals being at increased risk in living accommodation. This may arise from the potential difficulties of the individual being made aware of the need to evacuate or from the actual process of evacuation (e.g. during the night).

The University offers new students rooms within accommodation owned by its private accommodation partners. These partners have the responsibility for preparing PEEPs for their tenants.

Applicants should be informed during the application process that they must contact the Accommodation Office once they have received an offer of a place in order to arrange a visit to an example of student accommodation so that they may fully explore how the Accommodation Service can address their needs.

4.4 Requirements for students working or studying away from the University

The University has an obligation under criminal and civil law to exercise a 'duty of care' to its staff and others. This extends to relevant activities that are undertaken away from University premises. These activities may include fieldwork. When students work overseas some or all of the legislation that applies to activities in this country may not apply. There may, however, be relevant local legislation. In any case, it is University policy that a similar standard of care is used in planning activities abroad to those undertaken in the UK.

Any Department that is responsible for students with mobility/sensory issues who are undertaking work or study outside University premises, whether that is in the UK or elsewhere, must ensure that the area is suitable. Consideration must be given to the impact that the mobility/sensory issues have on the ability to use the stairs, and the facilities and organisational arrangements that exist within the location to be visited. Schools and Programme Coordinators must ensure that appropriate arrangements are in place to evacuate the individual and that all procedures and arrangements meet the requirements of local legislation.

5. ASSESSING ANTICIPATED ASSISTED EVACUATION REQUIREMENTS FOR VISITORS IN GENERAL ACCOMMODATION AND SERVICE AREAS AND DEVELOPING A GENERAL EMERGENCY EVACUATION PLAN (GEEP)

5.1 Requirement to prepare generic procedures for service facilities and general accommodation areas open to students, staff, visitors and the public

Students, staff and visitors who have mobility/sensory issues may be required or may choose to use the service facilities offered by the University (e.g. Libraries, dining or sports facilities) or areas open to the public. In consultation with the building Fire Evacuation Coordinator, and with reference to existing fire risk assessment(s) and local evacuation procedures, managers of these areas have a responsibility to assess anticipated assisted evacuation requirements and ensure that appropriate **generic** procedures are prepared to deal with evacuation of individuals who have mobility/sensory issues whose arrival has not been pre-notified. Section 2 may be referred to in order to help anticipate assisted evacuation requirements.

Development of generic procedures, contained in a general emergency evacuation plan (GEEP) for these areas, ensures that the University is prepared to carry out an effective evacuation. Where practicable, efforts should be made to pre-determine the needs of those who may use the areas. Where individual requirements can be identified (e.g. by Programme Coordinators making arrangements for students or for conferences where information can be sought from delegates at the time of booking or committee meetings being attended by staff) the existence of a generic assessment of assisted evacuation requirements and procedures contained in a general emergency evacuation plan (GEEP) should simplify the process of preparing a Personal Emergency Evacuation Plan for individual staff and students. Where an individual plan is not practicable, the ground floor space or buildings that have Evacuation lifts must be used as not everyone is physically suitable to use an Evac+Chair. Development of PEEPs for visitors is not required.

Where accommodation is let for private functions, conditions should be placed on the hiring party to ensure that they have a procedure for evacuation of persons requiring assisted evacuation and that their stewards have had appropriate training in these evacuation procedures. If necessary, these arrangements should be confirmed in writing prior to the function. University staff acting as stewards at University functions or external lets must have received training in relevant evacuation procedures for disabled individuals.

The event coordinator is responsible for reviewing and, if necessary, amending the generic assessment and procedures to meet the specific needs of any individual or group entering their area by prior arrangement.

The manager is also responsible for reviewing the arrangements should there be any physical alteration to the area or to the activities undertaken within it. Monitoring and evaluation is important to ensure that needs are met.

5.2 Visitors to departments

Most departments host occasional visits from individuals or groups comprising members of the public. The Director (or nominee) will, where practicable, establish the specific evacuation needs of any individual or group that is visiting the department by prior arrangement. This evacuation provision should be assessed and appropriate arrangements developed, recorded and tested. In addition, standard arrangements must be developed to provide effective evacuation for ad hoc visitors. Monitoring and evaluation is important to ensure that needs are met.

6. USING THE APPENDICES IN PREPARING THE PERSONAL EMERGENCY EVACUATION PLAN

Appendix 1 contains a flow chart that illustrates the procedure that should be followed for the preparation of a Personal Emergency Evacuation Plan.

Appendix 2 contains a proforma that may be used to record a Personal Emergency Evacuation Plan. This should be viewed as a basic starting point and should be modified to meet the needs of each particular circumstance.

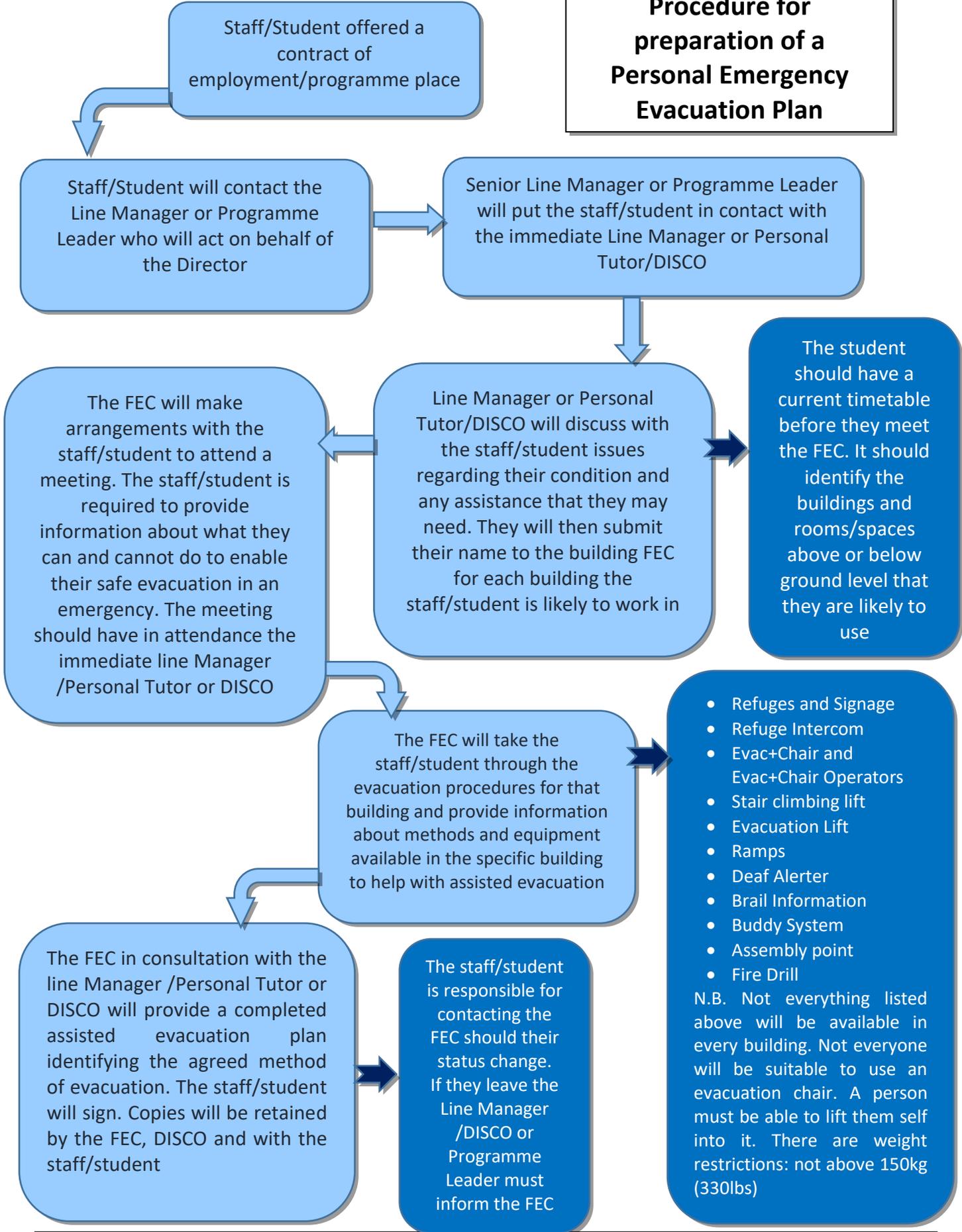
Appendix 3 contains information to help prepare a Personal Emergency Evacuation Plan and relates to the sections on the form provided.

Further information and assistance can be obtained from:

- Student Advice and Wellbeing <https://www2.ljmu.ac.uk/studentadvice/index.asp>
- Disability Rights Commission where you can access the Special Educational Needs and Disability Act (SENDA) <http://www.disabilityrightsuk.org/>
- Equality and Diversity (People and Organisational Development Human Resources) <https://www2.ljmu.ac.uk/personnel/index.asp>
- Liverpool Students' Union <http://www.liverpoolsu.com/>
- Health and Safety Unit <https://www2.ljmu.ac.uk/HSU/index.htm>

APPENDIX 1

Procedure for preparation of a Personal Emergency Evacuation Plan



APPENDIX 2 Personal Emergency Evacuation Plan

Note to the person to whom this Plan relates

LJMU is committed to providing a safe working and learning environment. In order to meet the health and safety needs of staff, students and visitors, particularly in meeting additional needs, you are invited to help complete this form. Please keep a copy for your records and future reference.

Section 1 The person and location

Name of individual		Signature
Date of Plan		
Staff employee number		
Student enrolment number		
School/Department/Service		
Name of building the plan relates to		
Room number(s)		
Contact details for the individual	Tel No:(Home or Mobile)	E mail address:
Name and contact details of individual's Snr Manager or Programme Leader	Tel No:	
	Email address:	
Nature of mobility/sensory issue (tick)	Mobility <input type="checkbox"/> Visual <input type="checkbox"/> Hearing <input type="checkbox"/> Breathing <input type="checkbox"/> Orientation <input type="checkbox"/>	
Condition status (tick)	Permanent <input type="checkbox"/> Temporary <input type="checkbox"/>	
If the condition is permanent when will the Plan be reviewed?	Date:	

Section 2 Arrangements for evacuation

Refuges <input type="checkbox"/>	Deaf Alerter <input type="checkbox"/>
Refuge Intercom <input type="checkbox"/>	Brail Information <input type="checkbox"/>
Evac+Chair <input type="checkbox"/>	Full time Carer <input type="checkbox"/>
Evacuation Lift <input type="checkbox"/>	Buddy System <input type="checkbox"/>
Stair climber Lift <input type="checkbox"/>	
Platform lift <input type="checkbox"/>	
Ramp <input type="checkbox"/>	

Testing of equipment provided	Is the responsibility of Estate Management
Training of staff to use equipment	Is the responsibility of the Health and Safety Unit
Arrangements to test and practice the evacuation using the equipment and support identified above	Is the responsibility of the Fire Evacuation Coordinator and Evacuation Team (this may depend on the date of the building fire drill)

<p>Detailed procedures developed to assist the evacuation of the individual Building layout (include a floor plan if possible), include equipment required, refuge locations, ramps, identify escape routes, information, support systems or building alterations that may be required</p>

Details of people who will assist (staff or students)	
Name	Tel No:

Section 3 Record of consultation and communication

The Plan has been prepared by:		
Name		
Building location		
Contact details	Email:	Tel No:
Signature		
Date		
Review Date		

Persons consulted: include Evac+Chair and Evacuation lift operators	
Name	Email:
Signature	
Date	
Name	Email:
Signature	
Date	
Name	Email:
Signature	
Date	
Name	Email:
Signature	
Date	

Copies of the plan should be held by:

- the building Fire Evacuation Coordinator
- the School Disability Coordinator

APPENDIX 3

GUIDANCE FOR COMPLETION OF LJMU PERSONAL EMERGENCY EVACUATION PLAN PROFORMA

Section 1 - The person and the location

Name of individual

Record the name of the person for whom the emergency evacuation plan is being prepared, and whether the person is a member of staff or a student.

Staff number or student enrolment number

Record the person's staff employee or student enrolment number.

School/Service, building and room number

Clearly indicate the area(s) to which this evacuation plan relates. Remember you must consult with the Fire Evacuation Coordinator(s) for each area the person will be using.

Contact details for the individual

Provide a means by which the person can be contacted e.g. a mobile number or email address.

Line manager or DISCO/Personal Tutor name and contact details

Identify and provide a means by which the person's line manager, Programme Leader or other work/study co-coordinator can be contacted.

Nature of mobility/sensory issues

Establish what a person can do for him/herself. Are they able to walk downstairs slowly? Can they walk assisted by linking arms with another person? Are they able to lift them self into and Evac+Chair? Are they able to use a refuge communication intercom? Are they able to hear the fire alarm?

Is the mobility/sensory issue permanent? If not...

Some mobility/sensory issues are temporary but likely to impede unaided evacuation. For temporary issues, record a date on which the assessment of procedures will be reviewed. Deteriorating conditions must also be considered.

Section 2 - Arrangements for evacuation

Equipment or physical alterations required to assist emergency evacuation

Consult with the individual. Consider the nature and extent of the mobility/sensory issue and what it means in terms of evacuation. Determine if there is any equipment that can be purchased or any alterations that can **reasonably** be made to the area to enable evacuation - for example a vibrating alert pager, installation of refuge communication intercoms or ramps. It may be necessary at this stage to discuss technical aspects of equipment with suppliers or manufacturers and in some cases to carry out tests on suitability of equipment. Estate Management must be consulted about any changes that would require alteration to the fabric of the building or area and purchase of equipment. Record here any equipment that is suitable and available to use and identify building enhancements such as flashing beacons, refuges, ramps and evacuation lifts to assist evacuation.

If reasonable adjustments to the fabric of a staff workplace or the equipment provided are required the member of staff may be eligible for a grant to meet additional costs from Access to Work. Further information can be obtained from People and Organisational Development.

Detailed procedures which have been developed to assist evacuation

Provide a step-by-step account of the arrangements that have been made for emergency evacuation of the person. This should include the following details:

1. Who will take charge of the evacuation?
2. Where evacuation equipment is stored?
3. Who will retrieve it?
4. How will it be used?
5. What role will be carried out by each individual that is involved in the evacuation process?
6. Who will be alerted that an evacuation is in progress?
7. How this alert will be achieved?
8. Which evacuation route will be used?

People who will provide assistance during evacuation

Record:

1. The names
 2. Location
 3. Department and contact telephone numbers of the people who have agreed to play a role in the evacuation process.
 4. The role that they will play (e.g. guide and accompany a partially sighted individual down the stair, alert emergency services to the fact that an evacuation is in progress).
- N.B. Be sure to make appropriate allowance for absence of personnel (e.g. as a result of holidays or ill health).

Maintenance, training, testing and record keeping

Arrangements to maintain equipment provided to assist evacuation

Equipment that is provided for evacuation is likely to need routine maintenance or servicing. This may range from battery replacement for a personal deaf alert vibrating pager that can be replaced by the individual or the department to the more technical servicing requirements of equipment provided by the University that is undertaken by the Estate Management Department.

Has training been provided to people that are to render assistance? Record details of trained Evac+Chair and Evacuation Lift Operators, dates and information on any refresher training that may be required is held by the Health and Safety Unit. Training for Evac+Chair and Evacuation Lift Operators is delivered by the Health and Safety Unit.

Arrangements to test and practice evacuation procedure

Once an evacuation procedure has been developed it is essential that all of those involved regularly test and practice it. This will highlight any changes that may need to be made and will help to ensure that, in the event of a genuine emergency, all participants have confidence in the operation of the system. It may be that it is not appropriate to test the procedure at the same time the general evacuation test is undertaken for that area and its users. Alternative arrangements may be agreed with the Fire Evacuation Coordinator(s). Fire Drills can be used for staff to practice with the full agreement of the person requiring assistance or using a volunteer. Use this section to record what arrangements are to be used.

Record keeping

Ensure that the date and outcome of the fire drill is recorded on the fire drill form and the name and contact details of record keeper are recorded. A copy should be kept locally in the Building Fire Log Book for this purpose. The Fire Evacuation Coordinator(s) will be responsible for completing this. Use this section to record where these records are kept and who is responsible for updating them and for checking that deadlines relating to training and other ongoing provisions have been met. You should also record the date of the next scheduled review in this section. Maintenance of equipment will be on a schedule managed by the Estate Management Department but regular observational and practice checks that e.g. Evacuation Chair Operators make on Evac+ Chairs should be recorded locally.

Section 3 - Record of consultation and communication

Use this section to record that all relevant parties have had input into and hold a record of the evacuation plan.