



## EMERGENCY EVACUATION 'PERSONAL EMERGENCY EVACUATION PLAN' - PEEP

If you are aware that you have people in your group with any mobility impairment or who are neurodiverse you will need to make sure to take extra precautions during an emergency evacuation. **YOU MUST NOT USE THE LIFT.** If they are a **regular attendee** you will need to complete an Individual **PEEP** in consultation with the person and we can provide you with a document to enable you to do that. Please ask a staff member.

If a person has a mobility impairment and uses a wheelchair, you will need to ask them how they want to be evacuated. Some people may be able to manage without the wheelchair if they have assistance. We have an 'Evac' chair which is by the cleaning cupboard / toilet on the middle landing which all staff have been trained to use so that might be an option. Another option is that you can arrange for 2 - 4 strong people to carry the person in their wheelchair down the stairs or if necessary an office chair with armrests could be used to carry people if they agree. Under these circumstances, you would be advised to use the stone steps – see note overleaf - if possible to give extra time for an evacuation.

If the person refuses any of these arrangements they will need to be left on the middle landing by the stone steps and the fire brigade will need to be informed on arrival.

Be aware that some people might have a hidden disability ie: vision or hearing problems and may need to have someone with them. People who are neurodiverse could be upset by the alarm going off and so may also need someone with them.

Anyone assisting must remain calm at all times.

## **ESCAPE ROUTES:**

There are flights of stone steps at the front and rear of the building – one set at front and two at rear on either side of the building.

All flights of stone steps have handrails on either side and have landings / half landings after approximately 11 steps.

It is preferable to use the stone steps as there is less chance of fire on that route.

If you have to use the main carpeted stairs - accessible from the middle landing only - there are handrails on either side and a landing halfway down.

## **EVACUATION CHAIR:**

Sited by cleaning cupboard / staff toilet on middle landing but should only be used by trained staff and if the person is comfortable to use it.

## **FIRE EXITS:**

Fire Exits are at front and rear of building accessible from all floors. Please follow the signs and instructions from any fire marshals. There is also a fire exit at the side of the foyer.



## EMERGENCY EVACUATION: INDIVIDUAL PEEP

Name / Initials of person: \_\_\_\_\_ Date PEEP set up: \_\_\_\_\_

Can you walk aided/unaided down the stairs? \_\_\_\_\_

\_\_\_\_\_

How far can you walk unaided? \_\_\_\_\_

\_\_\_\_\_

Can you slide down the stairs? \_\_\_\_\_

\_\_\_\_\_

How many flights can you manage? \_\_\_\_\_

\_\_\_\_\_

Would this be increased if assistance were made available? \_\_\_\_\_

\_\_\_\_\_

How many people would you need to assist you? \_\_\_\_\_

\_\_\_\_\_

How many times might they need to stop to rest? \_\_\_\_\_

\_\_\_\_\_

Would handrails be of use in assisting your escape? \_\_\_\_\_

\_\_\_\_\_

Are there positions along the escape route where handrails or other aids might assist you? \_\_\_\_\_

\_\_\_\_\_

How might your mobility be worsened, e.g. by smoke, etc.? \_\_\_\_\_

\_\_\_\_\_

Is your wheelchair electric or manual? \_\_\_\_\_