

MEANS OF ESCAPE

DISABLED PEOPLE

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Introduction

This manual provides additional clear information on accessibility and means of escape for disabled people; it includes detailed guidance on how to facilitate and assist disabled people to leave the building and provides supporting templates to document agreed procedures.

The Disability Discrimination Act 1995 (DDA) underpins the requirements of the current Regulatory Reform (Fire Safety) Order 2005 (RR(FS)O), in that it requires employers or organisations providing services to the public to take full responsibility for ensuring that all persons, including those with disabilities, are able to leave a building safely in the event of a fire. When developing evacuation plans they should not rely on fire and rescue service intervention.

It is important to further understand that the planning for means of escape for disabled people is about planning for exceptional circumstances. However escape plans should be prepared within the context of what would be required in a real event. Good communication with disabled people is essential in ensuring fire and emergency evacuation plans are realistic and successful.

Emergency Evacuation Plans

There are two types of emergency fire evacuation plans –

- **Personal Emergency Evacuation Plans PEEPs**
- **Personal Emergency Evacuation Plans PEEPs (Standard)**

Personal Emergency Evacuation Plans PEEPs

Where staff and regular visitors to a building require a plan, they should be provided with an individual plan. The plan must be tailored to their individual needs and is likely to give detailed information on their movements during an escape.

See **Section 4** for a template design and examples of how to complete a Personal Emergency Evacuation Plan (PEEP) for a member of staff or a regular visitor to the building.

To determine the need and content of PEEPs, it is recommended that disabled people are consulted with to establish their individual requirements. Most disabled people will have a clear idea of what will be required to facilitate their own escape; assumptions on ability should not be made.

Once the PEEP is confirmed and recorded it should be shared; a copy should be provided to the individual and to the responsible person within the building.

Section 5 provides a simple Options Matrix which assists in determining the level of assistance for the individual. Once the appropriate option and type of escape has been highlighted, the blank template can be completed and provided to the individual for information.

Personal Emergency Evacuation Plans – PEEPs (Standard)

A standard plan is used where there are visitors or casual users who may be present infrequently or on only one occasion. See **Section 3** for a template design and examples of how to complete Personal Emergency Evacuation Plan – Standard PEEPs

The provision of standard **PEEPs** takes account of the following:

- the disabled person's movements within the building;
- the operational procedures within the building;
- the types of escape that can be made available;
- the building systems, e.g. the fire alarm; and
- the existing evacuation plan.

Standard evacuation plans are written procedures that can be used as options for disabled people to choose from. (The same template design is used as for PEEPs). This is an

extension of the process of signing into a building and being given a visitor badge with the escape procedures on the back of it. A disabled person requiring assisted escape is offered options for their assistance and is given suitable instructions.

It is understood by most people that when a fire alarm is activated they must all leave the building by the nearest exit, as quickly as possible, and reach a place of ultimate safety. The management of the building and all occupiers are required to keep escape routes clear and free from obstruction and to ensure that exits are readily available for use on quick-release devices which also offer protection from unwanted or illegal entry. However, everyone using a building for whatever purpose should also take some responsibility for their own safety wherever possible.

This responsibility also applies to disabled people, therefore disabled people can be expected to identify themselves when they are informed of the availability of a choice of evacuation plan and co-operate by giving any information necessary for the safe execution of the plan.

The standard plans are held at the reception area and are advertised and offered as part of the entry/reception procedures **Section 6**.

Evacuation Procedure for Disabled Persons

When a person has been identified as being disabled, the evacuation procedure to be initiated is as follows:

- If the disability is slight and the person can safely evacuate down the staircase an assistant is to be appointed to help them as necessary to evacuate from the building and is to accompany them to the evacuation assembly area.
- For a person having a severe disability that necessitates their being assisted out of the building one or more assistants must be appointed to give that assistance
- Building Management is to be pre-notified of the disabled persons on the floor, the degree of their disability, and the stair core refuge to where they will be taken in the event of a fire alarm operation.
- Evacuation of disabled persons is to commence on the first operation of the fire alarm whether it is the alert signal or the evacuation signal.
- The Security Operative will arrange for the disabled person and assistant/s to be brought down to ground level where they will continue to the evacuation assembly area.
- The refuge areas are protected from a fire in a floor by a minimum one-hour fire-resisting construction.
- A Personal Emergency Evacuation Plan must be prepared.

Personal Emergency Evacuation Plans - Standard PEEPs

Explanation Template

PERSONAL EMERGENCY EVACUATION PLAN (STANDARD)
<p><i>The following templates are designed as a STANDARD set of PEEPs which are to be held at the building reception or by the Building Manager</i></p> <p><i>These are designed for visitors and casual users who may be present infrequently or on only one occasion</i></p>
<p>Requirement</p> <p><i>This provides a snapshot of the individuals needs</i></p>
<p>Escape procedure</p> <p>(Tick as appropriate)</p> <p><i>This section details areas of assistance that the individual may need.</i></p> <p><i>Tick the appropriate procedure (There may be more than one area that needs to be highlighted)</i></p>
<p>Specialist equipment/support to assist the escape is</p> <p>(Tick as appropriate)</p> <p><i>This section highlights the specialist equipment or support available in the building</i></p>

Property Address	
Location	
Produced for	
Dated	

PERSONAL EMERGENCY EVACUATION PLAN (STANDARD)

1 - ELECTRIC WHEELCHAIR USER

Requirement

Limited mobility

Escape procedure

(Tick as appropriate)

- Use of Lift
- Meet assistance at workstation
- Make own way down stairs slowly
- Move down stairs on bottom after main flow
- Use evacuation chair or similar
- Carry-down - 2 people
- Carry-down - 3 people
- Carry-down - 4 people
- Need to shown escape routes
- Cannot transfer easily
- Can get down stairs using handrails
- Need assistance to walk down stairs – 1 person
- Need assistance to walk down stairs – 2 person
- Provision of vibrating pagers
- Provision of alternative alarm
- Horizontal evacuation

Specialist equipment/support to assist the escape is:

(Tick as appropriate)

- Fire Warden checks
- Responsible Person
- Communication point
- Evacuation Chair

Property Address	
Location	
Produced for	
Dated	

PERSONAL EMERGENCY EVACUATION PLAN (STANDARD)

2 - WHEELCHAIR USER

Requirement

Limited mobility

Escape procedure

(Tick as appropriate)

- Use of Lift
- Make own way down stairs slowly
- Move down stairs on bottom after main flow
- Use evacuation chair or similar
- Carry-down - 2 people
- Carry-down - 3 people
- Carry-down - 4 people
- Need to be shown escape routes
- Travel down in own chair with support
- Cannot transfer easily
- Can get down stairs using handrails
- Need assistance to walk down stairs – 1 person
- Need assistance to walk down stairs – 2 person
- Provision of vibrating pagers
- Provision of alternative alarm
- Horizontal evacuation

Specialist equipment/support to assist the escape is

(Tick as appropriate)

- Fire Warden checks
- Responsible Person
- Communication point
- Evacuation Chair

Property Address	
Location	
Produced for	
Dated	

PERSONAL EMERGENCY EVACUATION PLAN (STANDARD)

3 - MOBILITY IMPAIRED PERSON

Requirement

Limited mobility

Escape procedure

(Tick as appropriate)

- Use of Lift
- Meet assistance at workstation
- Make own way down stairs slowly
- Move down stairs on bottom after main flow
- Use evacuation chair or similar
- Carry-down - 2 people
- Carry-down - 3 people
- Carry-down 4 people
- Need to be shown escape routes
- Can get down stairs using handrails
- Need assistance to walk down stairs – 1 person
- Need assistance to walk down stairs – 2 person
- Provision of vibrating pagers
- Provision of alternative alarm

Specialist equipment/support to assist the escape is

(Tick as appropriate)

- Fire Warden checks
- Responsible Person
- Communication point
- Evacuation Chair

Property Address	
Location	
Produced for	
Dated	

PERSONAL EMERGENCY EVACUATION PLAN (STANDARD)

4 - ASTHMA & OTHER BREATHING/HEALTH ISSUES

Requirement

Limited mobility

Escape procedure

(Tick as appropriate)

- Use of Lift
- Make own way down stairs slowly
- Move down stairs on bottom after main flow
- Use evacuation chair or similar
- Carry-down - 2 people
- Carry-down - 3 people
- Carry-down 4 people
- Need to be shown escape routes
- Can get down stairs using handrails
- Need assistance to walk down stairs – 1 person
- Need assistance to walk down stairs – 2 person
- Provision of vibrating pagers
- Provision of alternative alarm

Specialist equipment/support to assist the escape is

(Tick as appropriate)

- Fire Warden checks
- Responsible Person
- Communication point
- Evacuation Chair

Property Address	
Location	
Produced for	
Dated	

PERSONAL EMERGENCY EVACUATION PLAN (STANDARD)

5 - VISUALLY IMPAIRED PERSON

Requirement

Limited mobility

Escape procedure

(Tick as appropriate)

- Meet assistance at refuge
- Meet assistance at workstation
- Make own way down stairs slowly
- Need to be shown escape routes
- Can get down stairs using handrails
- Need assistance to walk down stairs – 1 person
- Need assistance to walk down stairs – 2 person
- Needs orientation information
- Needs assistance for self and/or dog
- Large print information
- Buddy system
- Provision of alternative alarm

Specialist equipment/support to assist the escape is

(Tick as appropriate)

- Fire Warden checks
- Responsible Person
- Communication point
- Evacuation Chair

Property Address	
Location	
Produced for	
Dated	

PERSONAL EMERGENCY EVACUATION PLAN (STANDARD)

7 - HEARING IMPAIRED PERSON

Requirement

Supported means of escape

Escape procedure

(Tick as appropriate)

- Meet assistance at workstation
- Needs orientation information
- Needs to be shown escape routes
- Buddy system
- Provision of vibrating pagers
- Provision of alternative alarm
- Additional checks by Fire Wardens

Specialist equipment/support to assist the escape is

(Tick as appropriate)

- Fire Warden checks
- Responsible Person
- Communication point
- Evacuation Chair

Property Address	
Location	
Produced for	
Dated	

PERSONAL EMERGENCY EVACUATION PLAN (STANDARD)

8 - DYSLEXIA / ORIENTATION DISORDERS

Requirement

Supported means of escape

Escape procedure

(Tick as appropriate)

- Meet assistance at workstation
- Needs orientation information
- Needs to be shown escape routes
- Needs large print information
- Buddy system
- Additional checks by Fire Wardens

Specialist equipment/support to assist the escape is

(Tick as appropriate)

- Fire Warden checks
- Responsible Person
- Communication point
- Evacuation Chair

Property Address	
Location	
Produced for	
Dated	

PERSONAL EMERGENCY EVACUATION PLAN (STANDARD)

9 - LEARNING DIFFICULTY / AUTISM

Requirement

Supported means of escape

Escape procedure

(Tick as appropriate)

- Meet assistance at workstation
- Move down stairs on bottom after main flow
- Needs orientation information
- Can get down stairs using handrails
- Need assistance to walk down stairs – 1 person
- Need assistance to walk down stairs – 2 person
- Needs to be shown escape routes
- Needs large print information
- Buddy system
- Additional checks by Fire Wardens

Specialist equipment/support to assist the escape is

(Tick as appropriate)

- Fire Warden checks
- Responsible Person
- Communication point
- Evacuation Chair

Property Address	
Location	
Produced for	
Dated	

PERSONAL EMERGENCY EVACUATION PLAN (STANDARD)

10 - MENTAL HEALTH PROBLEMS

Requirement

Supported means of escape

Escape procedure

(Tick as appropriate)

- Meet assistance at workstation
- Meet assistance at refuge
- Needs orientation information
- Can get down stairs using handrails
- Need assistance to walk down stairs – 1 person
- Needs to be shown escape routes
- Buddy system
- Additional checks by Fire Wardens

Specialist equipment/support to assist the escape is

(Tick as appropriate)

- Fire Warden checks
- Responsible Person
- Communication point
- Evacuation Chair

Property Address	
Location	
Produced for	
Dated	

PERSONAL EMERGENCY EVACUATION PLAN (STANDARD)

11 - DEXTERITY PROBLEMS

Requirement

Supported means of escape

Escape procedure

(Tick as appropriate)

- Use of lift
- Meet assistance at workstation
- Needs doors to be opened
- Need assistance to walk down stairs – 1 person
- Needs to be shown escape routes
- Buddy system
- Additional checks by Fire Wardens

Specialist equipment/support to assist the escape is

(Tick as appropriate)

- Fire Warden checks
- Responsible Person
- Communication point
- Evacuation Chair

Property Address	
Location	
Produced for	
Dated	

PERSONAL EMERGENCY EVACUATION PLAN (INDIVIDUAL PEEP)

Requirement

The following template is to be used to determine the means of escape requirements for staff and regular visitors following a one to one discussion/interview.

See following exemplified templates [Example 1 & Example 2]

Escape procedure

Specialist equipment/support to assist the escape is

Property Address	
Location	
Produced for	
Dated	

TEMPLATE

PERSONAL EMERGENCY EVACUATION PLAN (INDIVIDUAL PEEP)
Requirement
Escape procedure
Specialist equipment/support to assist the escape is

Property Address	
Location	
Produced for	
Dated	

PEEP – EXAMPLE 1

PERSONAL EMERGENCY EVACUATION PLAN (PEEP)	
Requirement	My sight is limited and orientation is difficult where there is no formal guidance
Escape procedure	<p>The person you are visiting will take you to the refuge, which is within the evacuation stairway at each level of the building</p> <p>Please ring for assistance from the call point situated within the refuge</p> <p>A member of our fire evacuation team will meet you there and guide you out of the building</p> <p><i>[A more suitable variation on this is where all staff are trained to assist visually impaired people out of the building]</i></p>
Specialist equipment/support to assist the escape is:	<p>Fire warden checks</p> <p>Communication point</p>

Property Address	
Location	
Produced for	
Dated	

PEEP – EXAMPLE 2

PERSONAL EMERGENCY EVACUATION PLAN (PEEP)	
Requirement	I can walk on the flat but cannot manage stairs at all. I would need to be carried down the stairs
Escape procedure	<p>Please make your way to the refuge, which is within the evacuation stairway at each level of the building</p> <p>Please ring for assistance from the call point situated within the refuge</p> <p>Our staff are trained to carry-down with the use of an evacuation chair and two staff</p> <p>A team will meet you in the refuge. You will need to sit on the chair, which has armrests to help support you. The two staff members will then carry you down</p>
Specialist equipment/support to assist the escape is	Evacuation chair

Property Address	
Location	
Produced for	
Dated	

**Personal Emergency Evacuation Plans
Options Matrix**

OPTION	TYPE OF ESCAPE	Electric Wheelchair User	Wheelchair User	Mobility impaired person	Asthma & other breathing issues	Visually impaired person	Hearing impaired person	Dyslexia/ orientation disorders	Learning difficulty/Autism	Mental Health problems	Dexterity problems
1	Use of lift	•	•	•	•						•
2	Meet assistance at refuge		•	•		•				•	
3	Meet assistance at work station	•	•	•	•	•	•	•	•	•	•
4	Make own way down stairs slowly	•	•	•	•	•					
5	Move down stairs on bottom after main flow	•	•	•	•						
6	Use evacuation chair or similar	•	•	•	•						
7	Carry down 2 people	•	•	•	•						
8	Carry down 3 people	•	•	•	•						
9	Carry down 4 people	•	•	•	•						
10	Travel down in own chair with support		•								
11	Cannot transfer readily	•	•								

OPTION	TYPE OF ESCAPE	Electric Wheelchair User	Wheelchair User	Mobility impaired person	Asthma & other breathing issues	Visually impaired person	Hearing impaired person	Dyslexia/ orientation disorders	Learning difficulty/Autism	Mental Health problems	Dexterity problems
12	Can get down stairs using handrail	•	•	•	•	•			•		
13	Need assistance to walk down stairs 1 person	•	•	•	•	•			•	•	•
14	Need assistance to walk downstairs 2 people	•	•	•	•	•			•		
15	Need orientation information					•	•	•	•	•	
16	Need tactile map					•					
17	Need colour contrasting stairways					•		•	•	•	
18	Need step edge markings			•		•	•	•		•	
19	Need showing escape route				•	•	•	•	•		
20	Need assistance for person and dog				•	•					
21	Need doors opening										•
22	Large print information					•		•	•		

OPTION	TYPE OF ESCAPE	Electric Wheelchair User	Wheelchair User	Mobility impaired person	Asthma & other breathing issues	Visually impaired person	Hearing impaired person	Dyslexia/ orientation disorders	Learning difficulty/Autism	Mental Health problems	Dexterity problems
23	Identification of escape route by reception					•	•	•	•	•	
24	Provision of flashing beacons						•				
25	Buddy system					•	•	•			
26	Provision of vibrating pagers	•	•	•			•				
27	Provision of alternative alarm	•	•	•		•	•				
28	Additional checks by fire warden						•	•	•	•	
29	Horizontal evacuation	•	•								
30	Need for taped information					•		•	•	•	

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EXAMPLE RECEPTION NOTICE

PERSONAL EMERGENCY EVACUATION PLANS

We operate a system of assisted escape for disabled visitors

Please tell our receptionist your requirements

We will explain our escape procedures to you

