ASSESSMENT FOR PLANNING EMERGENCY EVACUATION FROM UCL PREMISES FOR MOBILITY IMPAIRED PERSONS OR SENSORY DISABILITIES

A document to assist departments in assessing the Means of Escape and safe egress for mobility impaired persons in case of emergency evacuation of a building

Anyone wishing assistance on disability issues in the first place should contact following in respect to Staff & Students:

| Disability Issues for **STUDENTS** should be directed to the **Disability Co-ordinator** in the first place: |
| Disabiliy Issues for Members of **STAFF** should be directed to the **Equalities and Diversity Officer** in the first place: |
| **Student Disability Services** | **UCL Human Resources Division** |
| [www.ucl.ac.uk/students/support-and-wellbeing/disability-support](http://www.ucl.ac.uk/students/support-and-wellbeing/disability-support) | Email: [student.wellbeing@ucl.ac.uk](mailto:student.wellbeing@ucl.ac.uk) |
| Email: [student.wellbeing@ucl.ac.uk](mailto:student.wellbeing@ucl.ac.uk) | |
| UCL Fire Safety Team: | Fire Safety Team (UCL Safety Services) / Email: [fire@ucl.ac.uk](mailto:fire@ucl.ac.uk) |
1.0 INTRODUCTION NOTES

1.1. This document is for Heads of Departments\(^1\) (HoDs) and for members of staff and students who, because of a permanent or temporary disability, require assistance to leave a building in an emergency. It provides guidance for HoDs in carrying out the assessment of the suitability of their facilities and helps to identify the disabled person's specific needs in respect of emergency evacuation from a building.

1.2. The assessment will assist in identifying the suitability of the UCL buildings, equipment and procedures to meet the needs of a disabled person. The document should be used to assess the work area for staff and the study, teaching and living space used by students whilst at UCL. This initial assessment provides a basis for management decisions and on what practical and physical arrangements can be provided.

1.3. **Evacuation for Disabled People - Guidance** - All requirements for the evacuation of disabled people, identified by the Risk Assessment should where possible, comply with British Standard BS 9999-2008: Section 46 - Code of Practice for Fire Safety in the Design, Management and Use of Buildings.

**Head of Department's Responsibilities**

1.4. **Members of Staff, Postgraduate Students or Long-Term Contractors** - the HoD is responsible for ensuring that proper procedures are pre-planned, that staff have received instruction in and have practised the procedures adopted for the safe, emergency evacuation of disabled people. The HoD must have this assessment completed and agreed with all parties as soon as reasonably practicable once it is known that a disabled person is or will be employed within the department.

1.5. **Undergraduate Students** - for undergraduate students the HoD must ensure that the following responsibilities are recognised, that procedures are in place and that actions are carried out at the earliest opportunity (preferably before the student arrives):

   a. The Admissions Tutor is responsible for ensuring suitable arrangements are in place initially. Admissions tutors who make an offer to a student with restricted mobility must notify the Head of Department, the Departmental Tutor, the Registrar, the Dean of Students, the Disability Co-ordinator and the Residence Office, as soon as practically possible.

   b. A competent person must be appointed to assess the needs of the disabled person in the case of an emergency evacuation of a

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\(^1\) This term includes Heads of Academic Departments, Institutes, Centres, Schools etc. and the Heads of Administrative Divisions.
building by carrying out an Emergency Egress Risk Assessment in respect of the student. This should be done in conjunction with the student and relevant members of staff from their department. As far as possible, the assessment should detail the locations, including venues outside UCL, where the student will be taught. The Department must take account of the student’s disability in arranging teaching locations. Guidance to the content of the assessment can be found at Annex A.

c. The Departmental Tutor is responsible for ensuring suitable arrangements are in place beyond the first year and until the student leaves UCL.

d. Students with restricted mobility will need assistance with both access and emergency egress from centrally booked, department and faculty teaching space. Departments must make all reasonable adjustments to the individual’s course timetable / programme to ensure that the student has suitable access to lecture theatres, seminar rooms, study areas and tutorial staff. As far as may be practicable, the Department should facilitate arrangements for the student to have a “buddy” or “buddies" to accompany him or her to classes and for those people to be prepared to assist the disabled student in the event of an emergency.

1.6. The Emergency Evacuation Assessment Form (Annex A) should be completed by a competent person, appointed by the Head of Department, with the assistance of the disabled person. On completion of this assessment, a case study conference should be organised by the department to co-ordinate the response in terms of both managerial and practical arrangements. Specialist staff, for example, the Disability Coordinator (Students) and the UCL Fire Officer may be able to assist in dealing with practical issues. Following the case conference the Personal Emergency Evacuation Plan - Summary (Annex B) should be completed. This is a summary of discussions, managerial procedures and practical assistance resulting from the assessment. It is signed off by the individual and the Head of Department and distributed for information and action to a number of interested parties.

1.7. General Principles for Evacuating Premises - Impairments or disabilities that need to be considered when assessing emergency evacuation procedures generally fall into one or more of the following categories:

- **Hearing Impairment** - affecting a person’s ability to hear or react to the emergency warning systems or instructions (i.e. the activation of the fire alarm or instructions given as part of the emergency procedures).

- **Visual Impairment** - affecting a person’s ability to identify escape routes, directional information, instructions, objects or hazards that may reduce the evacuation time of these people.
• **Physical or Mobility Impairment** - affecting a person's ability to leave the premises independently or negotiate structural elements including stairs, steps, doors and fire doors etc.

1.8. Consideration should be given to locating teams, which include disabled people with mobility impairments as near to ground floor level, and close to fire exits as possible. (If working in or visiting the ground floor of a building, people with mobility impairments or disabilities should be able to make their own way out of the building and facilities should be provided that allow them to do this).

1.9. The evacuation must be planned to be carried out successfully by the building occupiers without dependence on assistance from the fire brigade. There is a real need in emergencies for Fire Evacuation Marshals, line managers and colleagues to provide reassurance and assistance to people who may become distressed during an emergency.

1.10. If disabled people are located in basement or upper floors of a building and are unable to make their way out, they may need to use ‘Refuges’ while waiting for help to move from the refuge to safety. However, these areas should be used as a last resort and all other options should be considered first.

1.11. **Evacuation Chairs:**

The provision of patented types of evacuation chairs to assist in the evacuation of disabled people should be considered. Whilst the provision of these chairs could assist in evacuating disabled people, the following matters require consideration:

- Both the disabled person using the chair and those operating it should be properly trained in the use of the equipment in order to avoid accidents and to maintain adequate safety for other users of the stairs. This will require sufficient numbers of staff to be trained in the use of, handling and lifting into the chair, as well as Manual Handling Risk Assessment and specific training in lifting correctly.

- There needs to be sufficient able-bodied people available to supervise and operate these chairs.

- The chairs must be stored so that they do not obstruct the Means of Escape under normal circumstances.

- Inevitably, the use of such a chair will restrict the use of the route as a means of escape by others. In order to minimise the problem of congestion on the route, those using the chairs should begin to evacuate

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2 **Refuge** - an area that is both separated from a fire by fire-resisting construction and provided with a safe route to a storey exit, thus constituting a temporarily safe space.
from a safe area but allow the majority of the occupants of the building to pass, before themselves moving down the escape route. This is for the safety of the occupant of the chair, people assisting and other building occupants using the same stairway.

1.12. **Communications** - at each refuge a specially designed telephone with large buttons, figures and hearing loop technology will be provided, as will a notice with relevant contact telephone numbers.

1.13. **Personal Emergency Evacuation Plan (PEEP)** - a guide to the development of a PEEP is at Annex A.

1.14. **Guidance on Staff Arrangements & Students Admissions Procedures** - is provided at *Fire Technical Note No: 011*

1.15. **Centrally Timetabled Seminar and Lecture Theatres** - the accessibility of centrally timetabled lecture theatres and seminar rooms have been graded as follows:

   - **None** - no disabled access or egress available;
   - **Limited** - emergency egress requires management & other assistance, should be planned & written up on PEEP;
   - **Accessible** - access and egress available without general assistance as generally facility where practical to self-escape;

1.16. This information is provided in the Building’s **Emergency Evacuation Plans** against those centrally timetabled rooms in the premises - see the fire safety web page ([https://www.ucl.ac.uk/fire/risk-assessments](https://www.ucl.ac.uk/fire/risk-assessments)) under Fire Risk Assessment pages and ‘Emergency Evacuation Plans’.
ASSESSMENT DOCUMENT:

PART ONE - THE PERSON

(To be completed by a competent person, appointed by the Head of Department, with the assistance of the disabled person)

Name of disabled person:

Hearing Impairment:

- Can you hear the fire alarm in normal circumstances?
  Yes ☐  No ☐

- If you have difficulty in hearing the fire alarm, would a visual indicator assist?
  Yes ☐  No ☐

- Is there to your knowledge any special or purpose designed hearing system or device available which might assist in you hearing the fire alarm more clearly?
  Yes ☐  No ☐
  Details:

  - Would your response to the fire alarm being activated be helped by an ‘assistant(s)’ who could provide support in the fire evacuation procedure?
    Yes ☐  No ☐

  - Is there another measure that would assist?
    Details:

  - **Are you aware of the Deaf Messaging System (DMS)?**
    This system provides a text message for the building you are in, telling you of a fire and to leave. Building where installed (see UCL Fire Safety Technical Note TN007 for details) and how to have a system installed in a building not yet covered.
Visual Impairment:

1.5. Do you have a visual impairment, which would have an impact on your leaving the building unassisted?
   - Yes □
   - No □

1.6. Do you require an aid to help you move around the building for example: a cane, guide dog or other equipment?
   - Yes □
   - No □
   - Details

1.7. How long does it take you to leave the building in normal circumstances from your place of work, unaided?
   - Time in minutes: ________________

1.8. Do you think that the speed at which you are able to leave the building, may have the potential to hold-up other people leaving the building in corridors and stairways, or that they may cause you injury as they pass you more quickly?
   - Yes □
   - No □

1.9. Would tactile signage or floorsurface information be of assistance to you?
   - Yes □
   - No □
   - Details:

1.10. Are there any other problems you would wish to highlight or solutions / measures that might assist?
   - Details:

Mobility Impairment:

1.11. Can you leave the building unassisted?
   - Yes □
   - No □

1.12. If not - do you require help from an assistant to leave the building?
   - Yes □
   - No □
1.13. Do you need or use a wheelchair?

Yes □   No □

1.14. Is the wheelchair required for all circumstances (Yes) or (No) (i.e. can it be dispensed with for short periods?)

Yes □   No □

1.15. Is the wheelchair a standard size or an electrically powered type with wider dimensions?

Normal □   Electrical □   Width_______________

1.16. Can you use an evacuation chair if required and would it help?

Yes □   No □

1.17. Has a member of staff and a deputy been assigned to assist you (i.e. staying with you in the refuge)?

Yes □   No □

Name(s) Details:

1.18. Any other problems / observations / or solutions?

Details:

GENERAL INFORMATION

1.19. Would you find it acceptable to use a Fire Refuge, if required?

Yes □   No □

1.20. Might the measures needed for you to escape from the building in an emergency adversely affect the safe escape of other occupants?

Yes □   No □

1.21. If yes, why / how?

1.22. Are there ‘accessible’ WC facilities in the building for you?

Yes □   No □

a. Are they suitable?

Yes □   No □
b. Is access to a refuge(s) available from the WC?

Yes ☐ No ☐

1.23. Do you think that any special staff training is required to give you the assistance that you would need in an emergency?

Yes ☐ No ☐

1.24. If yes at Q1.22 above, what training would assist and would specialist-training providers be needed to give the training?

Details:

Assessment carried out by: ................................................................. on (date) ...........................................
PART TWO - THE BUILDING'S PHYSICAL ENVIRONMENT, WORK & STUDY AREAS

(To be completed by the competent person with the assistance of the disabled person in Part 1)

Building design and function have an impact on how emergency evacuation is achieved by staff and students. This part of the risk assessment will help to collect the data necessary to assess the likely physical problems involved in escape, and help identify the physical measures that need to be taken to address such problems. Please give the following information regarding your building:

**Building Name(s):**

**Address:**

**Faculty & Department(s):**

Number of floors used by the disabled / incapacitated person on a regular basis:

- Is the directional and instructional signage adequate and relevant?
  
  Yes ☐
  
  No ☐

  Details:

- Number of staircases:

  Details:

- Number of lifts and their uses (passenger or goods):

  Details:

- The number and location of problem Fire Doors (doors with self-closing devices) that causes significant problems to the person to open and go through independently:

  Details:
• The number and location of exits, access ramps and internal steps, which prove a significant problem to the disabled person:
  
  Details:

• Other problems identified:
  
  Details:

Notes:

PART THREE - ACTION REQUIRED BY UCL DEPARTMENTS

On completion of this assessment, a 'case study conference' should be organised by the department to co-ordinate the response in terms of both managerial and practical arrangements by all interested parties. For guidance, the following people (or their nominated staff) may able to give you assistance:

Departmental Staff:

<table>
<thead>
<tr>
<th>The Assessed Individual:</th>
<th>Head of Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Departmental Safety Officer:</th>
<th>Line Manager / Admissions or Departmental Tutor:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>
PERSONAL EMERGENCY EVACUATION PLAN (PEEP) - SUMMARY
(See Fire Technical Note No: TN010 for Word Version)

(A summary of discussions, management procedures and practical assistance resulting from an Assessment for Emergency Evacuation Planning of People with Restricted or Sensory Disabilities from UCL Premises)

<table>
<thead>
<tr>
<th>Name of Person Being Assessed:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Member of Staff or Student?:</td>
<td></td>
</tr>
<tr>
<td>Department:</td>
<td></td>
</tr>
<tr>
<td>Contact Details:</td>
<td></td>
</tr>
<tr>
<td>Department Contact:</td>
<td></td>
</tr>
</tbody>
</table>

Summary:
Signed off by HoD: ___________________________ Dated: ____________

Signed off by Individual: ___________________________ Dated: ____________

<table>
<thead>
<tr>
<th>Record of Personal Evacuation Plan (to be issued for information &amp; action by):</th>
<th>For Students</th>
<th>For Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Assessed Individual:</td>
<td>Y / N</td>
<td>The Assessed Individual:</td>
</tr>
<tr>
<td>Departmental Safety Officer:</td>
<td>Y / N</td>
<td>Departmental Safety Officer / SFEM:</td>
</tr>
<tr>
<td>Departmental Tutor:</td>
<td>Y / N</td>
<td>Line Manager:</td>
</tr>
<tr>
<td>Head of Department:</td>
<td>Y / N</td>
<td>Personal Helpers / Assistants, if included in the PEEP</td>
</tr>
<tr>
<td>Personal Helpers / Assistants, if included in the PEEP:</td>
<td>Y / N</td>
<td>Equalities &amp; Diversity Officer</td>
</tr>
<tr>
<td>Disability Co-ordinator:</td>
<td>Y / N</td>
<td>Other (specify)</td>
</tr>
<tr>
<td>Director of Student Residences</td>
<td>Y / N</td>
<td>UCL Estates (material &amp; structural changes required)</td>
</tr>
</tbody>
</table>