1. INTRODUCTION TO EVACUATION PLANNING FOR PEOPLE WITH DISABILITIES

1.0 The Regulatory Reform (Fire Safety) Order 2005 [RR(FS)O] requires Employers in the event of an emergency to provide suitable evacuation procedures for people with disabilities in the event of an emergency. This includes the provision of Refuges, Communications, Fire Warning Systems and training for staff as far as reasonable practicable.

1.1 To assist in understanding the individual person’s emergency egress needs, UCL has developed a simple guide and assessment tool to be used by Head of Departments (HoD) and their staff to develop an agreed individual strategy for emergency egress. The agreed procedures with individual and departmental responsibilities are formally set out in the form of a Personal Emergency Egress Plan (PEEP). Reference A, includes a PEEP Template.

1.2 A copy of a blank PEEP form may be downloaded from the fire safety web site at www.ucl.ac.uk/fire/documents under Disabilities.

Refuge - area that is both separated from fire, by fire-resisting construction and provided with a safe route to a storey exit, thus constituting a temporarily safe space.
2. **HEADS OF DEPARTMENT RESPONSIBILITIES**

2.1. **Members of UCL and Agency Staff and Long-Term Contractors** - the Head of Department concerned is responsible for the completion of an Emergency Egress Risk Assessment in respect of staff employed within their department. **HoDs and their staff MUST ensure** that the following actions are carried out:

(a). The HoD, or a nominee acting on their behalf, must carry out an assessment and formulate an agreed PEEP with individual parties as soon as reasonably practicable upon notification that a disabled person is or will be employed within the department. In the case of an existing member of staff already employed within the department this must be undertaken as soon as a disability or mobility impairment is disclosed that requires the development of a PEEP. In the case of a new member of staff joining the department this must be undertaken prior to them taking up their role, wherever possible, and no later than the end of the first week of their induction.

(b). In carrying out an assessment and formulating an agreed PEEP the HoD or nominee acting on their behalf can seek advice and guidance from the Equalities and Diversity Officer, the main contact for disabled staff and their managers at UCL and will find information on disabled egress from the buildings emergency plan. Specific building plans are available through the UCL Fire Safety Manager.

(c). The HoD, or a nominee acting on their behalf, must submit the agreed PEEP to the UCL Fire Safety Manager for an assurance check that it is a workable plan. Thereafter, the HoD, or a nominee acting on their behalf, must submit a copy of the final PEEP to the **Equalities & Diversity Officer** so that a central record of PEEPs can be maintained.

(d). The HoD, or a nominee acting on their behalf, must carry out a review of an agreed PEEP with individual parties, on an annual basis, and or as part of the regular local fire safety training familiarisation arrangements (Fire Technical Note Form TN086).

(e). The HoD is responsible for ensuring that proper procedures are pre-planned and that staff have received instruction in, and practised, the procedures adopted for the safe evacuation of disabled people set out in the PEEP.

(f). Managers of staff with disabilities must also read UCL’s policy on Disability in Employment and other information available on UCL’s equality website at [www.ucl.ac.uk/hr](http://www.ucl.ac.uk/hr)
2.2. **Undergraduate and Graduate Students** - Students at UCL attend many of their teaching seminars and lectures at centrally timetabled teaching facilities and therefore, it is unreasonable to expect the Head of the Department in which a student is registered to be responsible for the safe egress of a student with mobility disabilities from the wider campus. However, **HoDs and their staff MUST ensure that the following initial actions are carried out at the earliest opportunity** (preferably, before the student arrives):

(a). Admissions Tutor who make an offer to a student with restricted mobility must notify the Head of Department, the Departmental Tutor, the Academic Registrar, the Dean of Students Welfare, the Disability Co-ordinator and the Residence Office, as soon as possible.

**Note**: the **Admissions Tutor** is responsible for ensuring suitable arrangements are in place and carrying out the initial Emergency Egress Risk Assessment. The **Departmental Tutor** should be responsible for ensuring suitable arrangements are in place from the student’s arrival in UCL beyond the first year.

(b). Students with restricted mobility will need assistance, both with access to and emergency egress from, a centrally timetabled department and faculty teaching space. Departments **MUST** therefore make all reasonable adjustments to the individual’s course timetable/programme to ensure that the student has adequate ‘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 such persons to be prepared to assist the disabled student in the event of an emergency.

(c). **The Head of Department concerned is responsible for the completion of an Emergency Egress Risk Assessment in respect of the student**, with the student and relevant members of staff from their department present. As far as possible, the assessment should detail the locations, including venues outside UCL, where the student will be taught and the Department should take account of the student’s disability in arranging teaching locations.

(d). On completion of the above procedure the Emergency Egress Risk Assessment and copies of the individual’s amended timetable must be sent to the Disability Coordinator for further action and monitoring. The UCL Fire Safety Manager, in consultation with the Disability Co-ordinator as appropriate, will deal with such practical issues centrally that arise from the ‘Assessment’ and will ensure that an evacuation refuge is identified in each of the relevant locations and that the information is communicated to the student and the Department.
3.0. GENERAL PLANNING CONSIDERATIONS

3.1. If working in or visiting the ground floor of a building, people with mobility impairments or disabilities should be able to make their way out of the building, with facilities provided that allow them to do this.

3.2. For teaching purposes, each department’s management MUST make every effort to locate persons with disabilities (but particularly persons with mobility impairments or who are wheelchair users) in order to expedite their egress in the event of an emergency, as near the ground floor level as possible.

3.3. Currently, there are only a few lifts provided in UCL buildings that meet the design criteria to be used for emergency evacuation by people with mobility impairments. Any lift used for emergency evacuation MUST comply with the stringent requirements and criteria for an evacuation lift, set out in British Standard BS 9999-2008: Section 46 - Code of Practice for Fire Safety in the Design, Management and Use of Buildings.

3.4. If people with disabilities are situated in the basement or upper floors of a building and are unable to make their way out using ‘horizontal evacuation’ into an adjoining building then they may need to use ‘Refuges’ whilst waiting for help to move from the refuge to safety. However, these areas should only be used as a last resort and all other options should be considered first.

3.5. There is a real need in emergencies for Fire Evacuation Marshals, line managers and colleagues to provide reassurance and assistance to disabled persons who may become distressed during an incident.

4.0 FURTHER INFORMATION

4.1. TN009 has been designed for members of staff and students who require assistance in emergency evacuation from a building because of a disability, either permanent or temporary. In addition, it helps to extract information for the HoD and their staff with regard to suitability of facilities, as well as helping in highlighting the disabled person's specific needs. This assessment will assist in identifying the suitability of the UCL buildings, equipment and procedures to meet the specific needs in respect of emergency evacuation.
**Personal Emergency Evacuation Plan (PEEP)**

4.2. A summary of discussions, management procedures and practical assistance resulting from the ‘Assessment of Emergency Evacuation Planning’ can be found at Annex 1 (TN009), this will then form the basis of the Personal Emergency Evacuation Plan (PEEP).

4.3. The initial assessment should enable suitable management, practical and physical arrangements to be identified, which can then be implemented by the individual, UCL Departments, Estates, the Student Residences Office or any other interested parties.

**‘Risk Assessment for Persons with Disabilities’ - issued by UCL Safety Services**

4.4. TN009 is to be used to assess the suitability of work areas for staff or the study, teaching and living space used by students at the UCL.

**Disability Co-ordinator (Students)**

4.5. The UCL Disability Co-ordinator (is a member of the Registry Staff) - although primarily an adviser to students with disabilities, members of staff are also welcome to seek advice and assistance from this office.

**Equalities and Diversity Officer (Members of Staff)**

4.6. The UCL Equalities & Diversity Officer is a member of the Human Resources Division, who gives advice and guidance to members of staff with disabilities and their managers.

**The Occupational Health Service (Members of Staff)**

4.7. The Occupational Health Service provides advice to UCL staff and their managers on adjustments to the work task, design or environment. Individuals can be referred for advice at any stage of their employment.

**5.0 GENERAL PRINCIPLES OF EVACUATING PREMISES WITH DISABLED PEOPLE**

**Definitions:**

5.1. **Refuge:** An area that is both separated from fire, by fire-resisting construction and provided with a safe route to a storey exit, thus constituting a temporarily safe space for disabled persons to await assistance for their evacuation.

5.2. Impairments or disabilities that will need to be considered when assessing emergency evacuation procedures and which 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 in such a way as to reduce the evacuation time of these persons,

• **Physical or Mobility Impairment**: Affecting a person’s ability independently to leave the premises or negotiate structural elements including stairs, steps, doors and fire doors etc.

5.3. **Evacuation Chairs** - 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, it should be brought to the attention of departmental management and others who have such responsibilities, that the following matters require due consideration:

(a). Both disabled people using the chair and the operatives working the chair should be properly trained in its use, 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 in to & out of chairs, as well as Manual Handling Risk Assessment and specific training in lifting correctly, which can be arranged through the UCL Safety Services;

(b). they are expensive to purchase, require annual maintenance and ongoing training costs will need to be considered by the department;

(c). the Emergency Egress Assessment may indicate that disabled persons are reluctant to be placed in these chairs and would prefer to stay in their own chair;

(d). there should be available at all time’s sufficient able-bodied staff to supervise and operate these chairs;

(e). the storage of the chairs must be such as to ensure that they do not obstruct the Means of Escape under normal circumstances and be convenient for use by nominated staff;

(f). inevitably, the use of such a chair will restrict the use of the route for Means of Escape by others. In order to minimise the problem of congestion in premises, those using the chairs should begin to evacuate from a ‘Refuge’, after allowing the bulk of the occupants of the building to pass before themselves, moving down the escape route. This is for the safety of:

(1). the occupant of the chair;
(2). people assisting and;
(3). other building occupants using the same stair;

6.0. CENTRALLY TIMETABLED SEMINAR AND LECTURE THEATRES

6.1. 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;

6.2. This information is provide in the Building’s [Emergency Evacuation Plans](www.ucl.ac.uk/fire/risk-assessments) against those centrally timetable rooms in the premises - see the fire safety web page ([www.ucl.ac.uk/fire/risk-assessments](http://www.ucl.ac.uk/fire/risk-assessments)) under Fire Risk Assessment pages and ‘Emergency Evacuation Plans’.

7.0. COMMUNICATIONS:

7.1. At each Refuge, a suitable form of communication must be provided; this will take the form of a specially designed system of either:

(a). **BT Big Button Telephone** - these units are specifically designed with large buttons, figures and hearing loop technology;

(b). **Emergency Communication Call System** - these units will be found in larger & newer buildings conforming to BS 5839 Part 9. They have call point communication boxes specifically designed for emergency use by both disabled persons and the Fire Brigade locations in safe locations;

7.2. At all of these locations, relevant instructions will be provided detailing contact telephone numbers at the UCL Security Control Room (24/7) and local assistance (building reception / security or department offices etc). Where communication boxes have been used, instructions on their use will be provided. However, it should be noted that these units are controlled by the fire brigade close to the main fire alarm panel causing a time delay in answering your call until the fire brigade arrive.
### Other Useful Links:

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<tr>
<td>UCL Disability Assistance (Students)</td>
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**Disabled Staff Flowchart for the Preparation of Personal Emergency Evacuation Plans**

**Heads of Department**
To establish if a member of staff has a disability particularly in Visual, Auditory or a Mobility incapacity, that may affect emergency egress from their place of work. To be completed for:
- New members of staff with a disability prior to taking up their appointment at UCL.
- Existing members of staff who have or develop a disability whilst working at UCL.

**The Head of Department is responsible for the completion of an Emergency Egress Risk Assessment in respect of the member of staff.**
Normally carried out by the Department Safety Officer / Senior Fire Evacuation Marshal (SFEM) or other Nominated Person.

Following the case conference, the Department should complete the **Personal Emergency Evacuation Plan (PEEP)**. This summarises the individual’s requirements, equipment that may be required, the practical assistance agreed and the managerial procedures resulting from the assessment. It is signed off by the individual’s and the Head of Department and distributed for information. A copy must be submitted to the Equalities & Diversity Officer.

**Departments MUST make all reasonable adjustments, provide equipment or facilities at the individual’s workplace.**

**Where necessary and as far as may be practicable, the Department should facilitate arrangements for the member of staff to have a ‘buddy’ or ‘buddies’ (colleagues / FEM) to assist in the event of an emergency.**

Following the case conference, the Department should complete the **Personal Emergency Evacuation Plan (PEEP)**. This summarises the individual’s requirements, equipment that may be required, the practical assistance agreed and the managerial procedures resulting from the assessment. It is signed off by the individual and the Head of Department and distributed for information. A copy must be submitted to the Equalities & Diversity Officer.

**PEEP REVIEW**
PEEP should be reviewed annually or when ever there is a change of circumstances impacting on the individual and their requirements.
Disabled Student Flowchart for the Preparation of Personal Emergency Evacuation Plans

UCAS Forms → Clearing Procedures → Direct Applications → JYA / ERASMUS → International Office → Other Routes

Admissions Tutors
To establish if student is disabled but particularly in Visual, Auditory or a Mobility capacity, that may affect emergency egress.

Initial Risk Assessment to be carried out by Admissions Tutor in consultation with Disability Co-ordinator before offer

Yes

Immediately contact the following with details:
Disability Co-ordinator, the Head of Department, the Departmental Tutor, the Academic Registrar, the Dean of Students (Welfare) and the Residence Office

No

Normal Department Procedures Apply

End