

## **Emergency Evacuation**

### **of People with a Disability Policy Statement**

The National Horseracing College is committed to promoting access for people who have a disability or long-term medical condition. This includes consideration of the requirements to enable effective evacuation of buildings in an emergency. National Horseracing College will seek to comply with the guidance in British Standards, Codes of Practice and the Building Regulations. Reasonable adjustments will be made wherever possible to facilitate safe access and egress.

General information concerning facilities and procedures to assist in the emergency evacuation of people with a disability will be made available. The emergency evacuation requirements for a person with a disability or long-term medical condition will be assessed following a request from that person and if appropriate a Personal Emergency Evacuation Plan will be developed in conjunction with the individual. The arrangements for the emergency evacuation of people with a disability will form part of the emergency procedure in place for each building. General Evacuation Arrangements Buildings are reviewed to identify reasonable adjustments that can be made to meet the generally foreseeable requirements for the emergency evacuation of those with a disability or long-term medical condition.

Building reviews are carried out by the Support Services Manager with recommendations arising being submitted to the Maintenance Team. An appropriate member of the College or Management Team may additionally request the Support Services Manager to carry out a review in response to changing local circumstances. Information describing the general emergency and evacuation arrangements for the building will be available at the main entrance to the building and at all entrances accessible to wheelchair users. This will also be available via the College website.

The member of staff conducting a lecture or teaching and/or other teaching activity is responsible for ensuring that the visitors centre is cleared in the event of an alarm. Staff receiving visitors are responsible for their safe evacuation.

#### ***Personal Emergency Egress Plan***

In addition to any general provisions that may have been made to facilitate emergency egress of persons who have a disability, it might be necessary to develop a Personal Emergency Evacuation Plan (PEEP). The purpose of this is to identify with the person concerned any additional arrangements that may reasonably be made to enable their effective evacuation in an emergency. This will reflect the unique characteristics of the buildings that they need to visit and their own requirements.

A person with a disability must notify the College of their situation to initiate the preparation of a PEEP. Notification should be made upon entering the building at the reception desk.

The PEEP should be developed by an appropriate member of the College in conjunction with the person with a disability. Advice may also be sought from the local Fire Safety Officer and other relevant personnel. The completed PEEP should be forwarded to the Support Services Manager for formal endorsement. A copy of the PEEP should be given to the person concerned with a copy retained by an appropriate member of College. The person with a disability is responsible for following those arrangements that either require an action to be taken by them or a condition to be met. A separate

PEEP might be needed for each building to be used by the person with a disability. Where buildings are to be used that do not form part of their College the PEEP may need to be developed in conjunction with the appropriate contact for that building. Support will be arranged if necessary. The form for the PEEP is available from the reception and should be completed at the earliest possible opportunity. The Personal Emergency Evacuation Plan will take account of the following general features:

- Ability to hear or see an evacuation alarm
- Ability to follow evacuation routes
- Ability to negotiate obstacles such as stairs
- Availability of appropriate assistance during and outside normal working hours.

Appendix 1 contains general guidelines to assist in resolving emergency evacuation requirements and developing personal evacuation plans. These will be revised in line with procedural and technical developments.

Appendix 2 describes the evacuation procedure for wheelchair users.

Appendix 3 contains information for wheelchair users on the generic emergency evacuation procedure. Should the wheelchair user have reservations about the suitability of this then they should notify the College and if appropriate a Personal Emergency Evacuation Plan will be developed.

### ***Appendix 1 General Guidelines to Assist In Developing Personal Emergency Evacuation Plans. Guidance on Implementation***

These guidelines have been produced to support the policy for the emergency evacuation of persons with a disability. They outline the general considerations that might be applied when identifying emergency evacuation requirements during the development of a Personal Emergency Evacuation Plan. However, due to the combination of individual requirements and specific features of the buildings much of the detail will be resolved at individual and building levels.

#### **Means of escape Information**

The procedure for evacuation will vary from building to building according to the height, size, age and type of building involved. Detailed plans and instructions will be sited in reception areas and designated entrances for mobility impaired access. This information will include:

- Particular features of fire alarm systems designed to assist people with a disability.
- Exit routes with direct egress for wheelchairs.
- Refuge areas and protected exit routes where these have been identified. Refuges will be identified and approved by the Fire Safety Officer. A refuge is a designated temporary safe area where someone can wait in comparative safety.

#### **Visually Impaired**

Visually impaired people can be guided on level surfaces by taking a personal assistant's arm. This should continue on stairways with the personal assistant descending alongside or slightly in front of the visually impaired person. The identity and availability of suitable personal assistants and any training needs will be considered in developing the PEEP. If they have a guide dog the person should

be asked how they should best be assisted. Some guide dogs may follow on their owner's command but generally, if a personal assistant is leading the person, the guide dog should be held by the lead rather than the harness. Other options that may be considered when developing the PEEP include signage and Braille plans.

### **Mobility Impaired**

To facilitate the quick and efficient evacuation of buildings and to avoid impeding stairways, mobility impaired occupants may need to be evacuated last, from the relative safety of a refuge area. The appropriate means for communicating from a refuge to notify presence will be identified during preparation of the PEEP. Lifts should not be used in a fire situation unless they are designated as fire or evacuation lifts. Anyone who may be involved in assisting with this type of evacuation should seek advice from the Support Services Manager about appropriate training.

### **Ambulant Mobility Impaired People**

Many mobility impaired people will be able to negotiate a stairway albeit slowly. Some may need physical assistance and considerations to be addressed in the PEEP might vary from a helping hand or support when negotiating stairs to being carried or using an evacuation chair, in which case the PEEP will identify how this is to be achieved.

### **Wheelchair Users**

A Generic Emergency Evacuation Procedure has been developed (Appendix 3). This describes the standard arrangements for evacuating a wheelchair user. However this might not be sufficient for all circumstances and where a wheelchair user is unsure of the operation or suitability of this they may request that a PEEP be developed. This should be initiated via the reception. It is essential to seek advice from the person concerned as to the best way of providing assistance. Evacuation Chairs are provided in buildings where appropriate and are designed for the safe descent of stairs. There will usually be a minimum of one Evacuation Chair in each stairwell serving refuges. If it is necessary to use an Evacuation Chair the wheelchair user should be asked to transfer in to this from their wheelchair. Consideration can also be given to evacuating a wheelchair user in his/her own wheelchair. When negotiating stairs one personal assistant takes the rear handles of the chair and one or two personal assistants go to the front holding the underside of the main frame. The chair should then be rolled down one stair at a time, the personal assistants in front preventing the chair from rolling forward too quickly. Wheelchairs with large wheels at the front may need to be physically carried down the stairs by four people. It may not be physically possible to use either of the methods above with very heavy people or powered wheelchairs in which case the use of alternative evacuation equipment, such as evacuation chairs, may be necessary. There might also be medical reasons that determine the method to be adopted. Where appropriate, evacuation chairs will be strategically sited in or near the refuge. College and departments occupying buildings provided with evacuation chairs are required to identify a number of personnel for training in the use of the chair and manual handling techniques. This can be organised via the Support Services Manager. The list of trained personnel should be kept under review by the College to ensure adequacy. Evacuation Chair Instructions

## ***Appendix 2***

### **Procedure for the Evacuation of Wheelchair Users Principles**

Wheelchair users will only be evacuated if there is a fire in the building. A number of staff within each relevant building will be trained in the use of Evacuation Chairs. Training in the use of Evacuation Chairs is by arrangement with the Support Services Manager or College. The Support Services Manager

will be notified by the Maintenance Team when and where Evacuation Chairs and refuges are created in order to initiate training. Wheelchair users are expected to carry a mobile phone that they keep charged up. The information contained in Appendix 3 will be provided for wheelchair users.

#### **During Normal Hours (Mon to Fri – 09:00-17:00)**

On the sound of the fire alarm the wheelchair user goes to the refuge. Refuges will be checked by building occupants as part of the procedure, or otherwise by a Fire Marshal. The wheelchair user should also telephone the Support Services Manager on 07778 456455 to ensure that their presence is noted. The member of staff should radio/telephone Support Services Manager to establish whether there is a person within a refuge. The Maintenance Team will be made aware and then will go to the building will also relay relevant information. The Maintenance Team will if necessary, i.e. there is a fire in the building, effect the evacuation unless the Fire Brigade are in attendance and take control. The member of staff will keep the person in the refuge area until a local response team arrives to take control of the situation.

#### **Out of Hours**

On the sound of the fire alarm the wheelchair user goes to the refuge. From the Refuge the person phones the Residential team on 07852 982262. Residential Team will attend the alarm and if necessary, i.e. there is a fire in the building, effect the evacuation unless the Fire Brigade are in attendance and take control. Residential Team will keep the person in the refuge informed until the response team arrives.

### ***Appendix 3***

#### **On Discovering a Fire:**

1. Raise the alarm by operating the nearest break glass call point.
2. Leave the building immediately. Do not use a lift and do not stop to collect personal belongings.

#### **On Hearing the Alarm:**

1. Leave the building immediately. Do not use a lift and do not stop to collect personal belongings.
2. Close all doors and windows when leaving.
3. Report to your assembly point

#### **Procedure for the Evacuation of Wheelchair Users Principles**

Information for Wheelchair Users Concerning Emergency Evacuation Arrangements. All buildings are provided with a fire alarm system that is activated automatically when a fire is detected but can also be manually activated by operating a fire alarm call point. The sound of the alarm is usually a siren. Lifts must not be used in the event of a fire unless specifically designated for this purpose.

If the alarm sounds you should leave the building using the nearest suitable exit to the outside. If you are on a floor from which you cannot exit without using a lift you should make your way to the nearest refuge. A refuge is a temporary safe space for you to await assistance for your evacuation. It comprises a fire resisting enclosure that is served directly by a safe route to a storey exit, evacuation lift or final exit. The location of refuges is shown on the building access plans located inside the main entrance of the building and also accessible on the website. Once in the refuge you should contact reception using the telephone in the refuge where provided or a mobile phone (telephone 07778 456455) to indicate

your presence in a refuge. You will be asked for your name, the location of the refuge, and your mobile telephone number so that the Support Services Manager can keep in contact with you to provide you with information about the alarm and your evacuation.

The overwhelming majority of fire alarm activations are due to reasons other than a fire so you should not worry and remain calm. A member of the Maintenance team should contact you within a few minutes. You will not be evacuated unless it is necessary to do this. If it necessary to evacuate you and there is not a suitable lift then you might be asked to transfer to an Evacuation Chair. This is a specially designed chair for descending staircases. If you have any reservations about the use or suitability of an Evacuation Chair you should make this known so that your requirements can be reviewed and alternative arrangements made.