



# EMERGENCY EVACUATION PROCEDURE

<b>PROCEDURE DETAILS</b>	
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Owner (if different from above):	HR
Version History:	<ol style="list-style-type: none"><li>1. Updated and added procedure details at the beginning</li><li>2. Corrected typos</li><li>3. Replace plan with procedure in section 1.</li><li>4. Removed Catherine Rossiter (Dagenham Campus) as a fire marshal in clause 1.9.</li></ol>
Related Policies / Procedures	Health and Safety Policy
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## 1. **EMERGENCY EVACUATION PROCEDURE**

1.1 In the event of an emergency, employees and students are normally alerted by the sounding of an alarm. If using an alarm is inappropriate, everyone present will be informed by the Fire Marshal on campus at the time.

1.2 Any employee who discovers a fire, or other emergency requiring evacuation, should immediately sound the alarm and call the emergency services.

1.3 The procedure on the sounding of the emergency alarm will be:

**All employees, students and visitors immediately evacuate all classrooms and office areas through the nearest emergency exit.**

1.4 The Fire Marshal will give the instruction in their immediate area to evacuate and ensure compliance, as far as is reasonably practicable, without putting themselves at risk. All employees must follow the instructions given by the Fire Marshal.

1.5 The main stairwell is classed as the emergency escape route in all buildings both in Dagenham and Northampton campuses, leading to the designated areas on the outside of the buildings.

1.6 **Do not:**

- use any lifts
- stop to collect personal belongings
- lock doors when leaving the building

1.7 Portable fire extinguishers are provided within the college campuses for staff to use. In the event of a fire only those employees who have been appropriately trained fire marshals may attempt to extinguish the fire before evacuating the affected area, and only if it is smaller than a waste bin.

1.8 Heads of Department should make specific plans for certain named Fire Marshals to remain in the workplace to shut down equipment, monitor critical operations or secure monies before they evacuate.

1.9 The following employees are to perform Fire Marshal duties during an emergency:

1.9.1 Neelima Kari (Dagenham Campus)

1.9.2 Ewaola Bolajoko Adeyemi (Dagenham Campus)

1.9.3 Lorna Andrea Smith (Dagenham Campus)

1.9.4 Anil Kantheti (Northampton Campus)

1.9.5 Gemson George (Northampton Campus)

1.9.6 Anand Kumar Rai (Northampton Campus)

1.9.7 Kingsley Chimaobi Akabuokwu (Northampton Campus)

- 1.10 Fire Marshals coordinate emergency evacuation, including checking emergency services have been called.
- 1.11 After an evacuation, employees, students and visitors are to gather at their designated location at Dagenham and Northampton.
- 1.12 After an emergency evacuation employees will be accounted for by the appointed Fire Marshal by carrying out a roll call.
- 1.13 On the completion of the roll call, the following information is to be passed to the person in charge or the Senior Fire Officer present:
  - Areas checked.
  - All personnel accounted for OR names of missing individuals.
  - Individuals are not permitted to re-enter the building until told to do so by the Fire Officer present at the time.
- 1.14 For further assistance with evacuation the following individuals may be contacted:
  - Principal
  - Building Supervisor

## **2. DISABLED PERSONS AND PERSONS WHO REQUIRE ASSISTANCE**

- 2.1 Planning for evacuation is about planning for exceptional circumstances and disabled people are no different from anyone else in that they prefer to be in control of their own evacuation. As much as possible the aim should be to enable disabled people to evacuate independently.
- 2.2 Not all disabled people will require assisted evacuation.
- 2.3 Arrangements for the evacuation of disabled people should be compatible with the general evacuation strategy and the emergency fire action plan for the premises.
- 2.4 The responsibility for implementing the plan and evacuating persons safely in the event of an emergency will rest with duty holders: an evacuation plan for disabled people must not rely upon the intervention of the Fire and Rescue Service to make it work.
- 2.5 An evacuation plan for disabled people is commonly known as a PEEP: Personal Emergency Evacuation Plan. The PEEP explains the method of evacuation to be used by a disabled person in each area of a building. It should not be assumed that because a person has a disability that they will need or ask for a PEEP. Some will be confident that they can get out of the building unaided. It should be highlighted that people with “hidden impairments” such as heart conditions, mental health issues or epilepsy may also require assistance in an emergency.
- 2.6 The following principles should guide the preparation and implementation of a PEEP:

- The same rules of courtesy and respect apply to disabled and non-disabled people alike. Disabled people should not be treated as a 'health and safety problem' to be resolved.
- See the person not the disability; needs and preferences vary widely between individuals.
- Disabled people should be meaningfully involved at all stages in the development and review of their PEEP.
- In an evacuation, ask don't assume when determining what assistance a disabled person might need. The individual best understands the nature and effects of his or her impairment.
- The disabled person should be kept fully informed throughout their evacuation.

2.7 When producing an evacuation plan which includes disabled people, it should be remembered that normally people cannot be expected to react exactly as planned in any emergency. Non-disabled people (including those who may have worked for years in a building) will often make their way to the exit that they are familiar with, rather than to the most suitable escape route.

2.8 Good communication and appropriate training for staff and management regarding the emergency evacuation process are vital to ensure success. It is important therefore that staff and managers fully understand the evacuation plan for the building so they can provide assistance to a disabled person irrespective of the effects of their impairment. Provision of a fully integrated PEEP system will improve safety for everyone using the building whilst identifying any weaknesses in any existing evacuation plans.

2.9 All staff involved in the process of providing evacuation plans should have a good standard of equality awareness and disability awareness to ensure that they do not inadvertently discriminate against disabled people. Additional training provided will depend on the role of each individual but may include:

- Disability awareness
- Disability evacuation etiquette
- Moving, lifting and handling techniques
- Good practice in communication, including use of communication systems
- Appreciation of fire resisting enclosures
- Importance of using pre-planned routes

- 2.10 Staff have a vital role in communicating the evacuation plan to visitors with disability and the attitude and awareness of staff is important.
- 2.11 Where staff members have specific roles it is important that, should persons leave or be absent for any reason, their role is allocated in a timely manner to another suitably trained person either permanently or for the period of absence.
- 2.12 Systems and equipment used for evacuation need regular checks or testing.
- 2.13 Where a disabled person can undertake their evacuation unaided it may take them longer than the time taken for persons without disability. In the event of fire, they should be given the opportunity to take the safest route which offers them the longest period of safety. This may be through an adjacent fire compartment which has a fire-resistance rating and down an escape stair from this area. Estimating the approximate time required to achieve the disabled person's evacuation will contribute to the planning process along with the amount of staff support required for each evacuation. However, a fire situation may render a particular escape route unusable and where there is more than one escape route provided from premises, any of those escape routes may require to be used by disabled people.
- 2.14 Employers are responsible for ensuring that employees are provided with suitable evacuation plans. Staff with disability should be offered a suitable evacuation plan during their induction process or where there is any change of circumstances to the person's ability to make their way out of the building.
- 2.15 It is more difficult to organise an evacuation plan for people who are casually visiting a building or using a service on a one-off basis. However, by assessing the difficulty in evacuating premises and the types of evacuation that can be provided within the building, it will be easier to address needs. Where it is not possible to provide a bespoke plan for each person, a system of standard plans may be used.
- 2.16 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 emergency alarm
  - the existing egress plan
- 2.17 Standard plans are written procedures that can be used as options for disabled people to choose from. They are held at the reception points within the building and are advertised and offered to people as part of the entry/reception procedures. A disabled person requiring assisted escape is offered options for their assistance and is given suitable instructions.

- 2.18 It is understood by most people that when an emergency 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 is 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.
- 2.19 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.
- 2.20 Wheelchair users normally have difficulty evacuating when on a floor other than an accessible level. However, some people who frequently use a wheelchair may be able to walk a little and therefore be able to assist with their own evacuation or even achieve independent evacuation. Assumptions should not be made about the abilities of wheelchair users, and they should be asked about their preference and their wishes should be respected.
- 2.21 If the preferred horizontal evacuation or the use of a lift is not available, the person may require assistance from one or more people. Alternatively, it may be necessary to carry the person down (or up) escape stairs.
- 2.22 There are several methods that may be appropriate for carrying down people with mobility impairment using two, three or four people. All carry down techniques require a risk assessment (including a manual handling risk assessment) and training for the carriers. Important issues to consider are the availability and physical capability of carriers and whether the width of the stair is sufficient for all the team to move freely and safely.
- 2.23 An evacuation chair looks like a deckchair with skis and wheels underneath and is manoeuvred by one or two people. When placed on the stairway it slides down the stair. The wheels at the back facilitate movement on the flat, but these chairs are not suitable for long distances. Disabled people may not feel confident using these chairs and it is not always possible for wheelchair users to transfer into an evacuation chair or to maintain a sitting position once seated in one. Therefore, evacuation chairs should not be considered as the automatic solution to the evacuation requirements of disabled people.
- 2.24 The provision of evacuation chairs needs to be accompanied by a full system of evacuation for disabled people with operators that are trained and familiar with the equipment. Regular practice should take place. In most instances, practice should

include the disabled person, although some may wish to practice being moved in the evacuation chair.

2.25 Where used, the device may be allocated to a particular person and either kept alongside their work location or in the most suitable refuge close to them.

2.26 Where a visitor requests the method of evacuation and a device is available along with persons to assist, the person who is responsible for booking them into the building should arrange for one to be brought to the most suitable point of the building for the duration of the visitor's stay.

2.27 In buildings where there is open public access it may be advisable to provide evacuation chairs at suitable points within the building, e.g. one at each staircase at each level. However, provision of these on the top floor of the building with a system that allows them to be immediately brought to the refuge may be an acceptable solution dependent upon the safety measures in place and the circumstances of the case.

2.28 People who use powered wheelchairs may have less mobility than people who use manual wheelchairs. However, there will be exceptions to this rule, so, it is important to consult the disabled person. If there is no suitable lift to facilitate their evacuation, the wheelchair may need to be left in the building due to its weight and size. This will mean that some other method of carrying the person downstairs will be required. This may involve equipment such as an evacuation chair. However, persons with limited mobility may require assistance when leaving the building and this may be difficult if the person is heavy.

2.29 PEEPs for people who have mobility impairment, or use a wheelchair, should consider the provision of reasonable adjustments such as:

- The provision of handrails on escape routes
- Whether handrails are on one or both sides
- How far the distance of travel is on routes
- The provision and extent of fire compartments, to limit the speed of fire and smoke
- The provision and location of evacuation chairs
- The availability of staff to assist