INTRODUCTION

POLICY FOR THE EMERGENCY EVACUATION PLAN FOR PEOPLE WITH A DISABILITY

In order to comply with the Fire (Scotland) Act 2005 it is a general requirement that emergency procedures are pre-planned, and that planning should have regard to the needs of all occupants of buildings.

This Emergency Evacuation Plan applies to students using buildings located at:

1. Lews Castle College, Stornoway
2. Lews Castle College, Benbecula
3. Lews Castle College, Barra

BACKGROUND

The safe evacuation of people with a disability from college property is the responsibility of Lews Castle College. Safe evacuation procedures must be pre-planned and identify the needs of people with a disability and make proper arrangements for their assistance. A Personal Emergency Evacuation Plan (PEEP) must be produced with the active participation of the person with a disability.

Written instructions will be produced where necessary. Training is essential in ensuring a PEEP is followed and that all members of staff and students are aware of its existence.

Where necessary, proper emergency evacuation chairs will be used to evacuate wheelchair users and persons with limited mobility. The emergency evacuation chairs should only be used by persons who have attended familiarisation training in their use at Lews Castle College.

PLANNING THE EVACUATION PROCEDURE

Firstly, identify the number of people with a disability and where they are likely to be within the buildings.

This will be done at application stage in conjunction with Student Services and Admissions staff.

On induction, the checklist “Emergency Evacuation of People with a Disability” must be issued to the respective students or staff members who may require a Personal Emergency Evacuation Plan. This should be done by the course tutors in conjunction with Student Services or in the case of staff members their line manager.
It is possible that on occasions some visitors to the College will require a PEEP to be produced.

This must be monitored by staff members who will be hosting visitors to the College and it will be their responsibility to ensure that proper emergency evacuations procedures are put in place.

The completed checklist must be returned promptly to Student Services.

In the case of staff members who have a disability, the checklist will be completed in conjunction with the respective Head of Department or line manager. This can be included in the health and safety induction session.

THE PERSONAL EMERGENCY EVACUATION PLAN

Depending on the information provided on the completed “Emergency Evacuation of People with a Disability” checklist, the PEEP will be developed to ensure the safety of the named individual in the event of emergency evacuation of the building.

The PEEP will be developed by the person with a disability, the course tutor and all other persons who are willing to assist the person with a disability in the event of emergency evacuation of buildings.

The PEEP will identify escape routes, corridors and stairs. It will also identify those persons who are willing to assist in an emergency evacuation or planned practice situation.

When the PEEP has been developed all those who may be involved in the PEEP should undertake a tour of the building to familiarise themselves with escape routes, stairs, fire exit doors and Assembly Points.

The Estates and Maintenance team can be included in the emergency evacuation procedures and they will be provided with a copy of all current PEEP’s.

The following guidelines should apply:

A  VISUALLY IMPAIRED PERSONS

- If the person has a visual impairment, a “buddy system” should be set up which will include volunteer staff and students.
B PERSONS WITH HEARING IMPAIRMENT

- If a person has a hearing impairment, a “buddy system” should be set up and will include volunteer staff and students. If the person with a hearing impairment deems it necessary, they will be issued with a visual beacon (Deafguard device) to inform them that the fire alarm has activated.

If they require the use of the “Deafguard” device as part of their emergency evacuation plan the following procedure must be followed:

- Always book in at Reception where the “Deafguard” device will be issued.

- In the event of any emergency evacuation, always report to the Fire Marshal at “Assembly Point 2”.

- Always return the “Deafguard” to reception and book out when you leave the building.

C PERSONS WITH RESTRICTED MOBILITY, INCLUDING WHEELCHAIR USERS

If the person with a disability requires to use a wheelchair or has restricted mobility, it should firstly be established, if during emergency evacuation they are able to leave all areas of the building unassisted.

If they require assistance, the plan for their emergency evacuation should be as follows:

- Always book in at Reception.

- Advise Reception of your daily timetable and book out when you leave the building.

- Reception staff will issue a personal two way radio which you should carry with you at all times. This radio will be used to communicate with the Fire Marshal in the event of emergency evacuation. Ensure that the radio is switched on as soon as you book in at Reception.

- In the event of an emergency or planned practice always report to the Fire Marshal at “Assembly Point 2”.
FLOWCHART FOR PERSONAL EMERGENCY PLANS (PEEP’S)

Staff/Employee’s – This will be identified on the monitoring form at application stage

Identify all persons who require Personal Emergency Evacuation Plans including staff, students and visitors

Students – This will be done by Admission’s Staff at application stage

Pass on information to Student Services (Student’s) Head of Department or line manager (Staff/Employees)

At Induction stage – Issue the LCC Checklist “Emergency Evacuation of People with a Disability”

This will be done by the Course Tutor in conjunction with Student Services

Staff/Employee’s should return the checklist to their Head of Department or line manager

Checklist to be returned to Student Services promptly

Checklist may contain confidential information

Develop the “Personal Emergency Evacuation Plan” (PEEP) using the LCC form “Personal Emergency Evacuation Plan” in conjunction with the H & S Adviser

Depending on the information provided the “PEEP” will be developed by:

(a) The person with a disability
(b) The Course Tutor
(c) The line manager
(d) Other persons who may be available to assist

The PEEP should include the following information:

(a) Method of Awareness of Emergency Evacuation
(b) Names of those who have agreed to provide assistance
(c) Methods of Assistance
(d) Equipment provided
(e) Evacuation Procedure
(f) Safe Routes
(g) Confirmation by person requiring assistance

A copy of the “PEEP” will be held:

(a) By the person with a disability
(b) The course tutor/line manager
(c) At Reception
(d) By Estates and Maintenance team

Review “PEEP” at the beginning of each semester or depending on changing circumstances