

SGS Multi Academy Trust

Fire Evacuation Procedure – UTC Berkeley Green

If you would like this document in an alternate format

Please contact the Human Resources Department

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| Reviewed by: | Vanessa Terry (Peer Review by Pete Barrett – SGS Estates Manager) |
| Job Title/Role: | Senior Business Administrator |
| Ref. No.: QPG 134 update | Date of this version: 06 September 2020 Review date: 01/09/2021 for any legislative change) Upload to MAT website? Yes Upload to e-Campus? Yes |
| Approved by: | Louise Davies |
| Date: | Click here to enter a date. 25 November 2020 |

| | | | | | |
|--|---|---|---|---|----------------------------------|
| Main aim and purpose of the policy: | | | | | |
| Is this policy (or its constituent parts) relevant to a general equality Incident? (please tick) | This policy development will assist in the elimination of unlawful discrimination and/or harassment of identified groups? | Implementation of this policy will promote equal opportunities for identified groups? | Implementation of this policy will promote positive attitudes and participation between groups? | Implementation of this policy will promote good relations between groups? | |
| Age | ✓ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Disability | ✓ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Gender Reassignment | ✓ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Race or Ethnicity | ✓ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Religion or Belief | ✓ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Marriage | ✓ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Pregnancy/ Maternity | ✓ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Sex | ✓ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Sexual Orientation | ✓ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Carers/ Care givers | ✓ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Persons in care | ✓ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Specify any groups for which there is evidence or reason to believe that some groups or individuals could be affected differently: | | | | | |
| How much evidence is there: | None | A little | Some | A lot | |
| Is there any concern that the policy may operate in a discriminatory way? | ✓ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | None | A little | Some | A lot | |
| ✓ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Assessed relevance to equality (tick one row only) | High | Med | Low | None | Brief reason for this assessment |
| Age | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Disability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Gender Reassignment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Race or Ethnicity | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Religion or Belief | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Marriage | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Pregnancy/ Maternity | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Sex | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Sexual Orientation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Carers/ Care givers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| What is the next step? (tick one only) | What priority level is this policy? | | | Has the Policy been sent for Full EQIA, or do you believe the policy should have a Full EQIA? | |
| | High ✓ | Medium <input type="checkbox"/> | Low <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| I am satisfied that an initial screening has been carried out on this policy/procedure and a full Impact Assessment is not required | | | | | |
| Completed by: Vanessa Terry | | Position: Senior Business Administrator | | Date: 6 September 2020 | |

Fire Evacuation Procedure – UTC Berkeley Green

1. Introduction

- 1.1. As an employer, South Gloucestershire and Stroud College (SGS) Multi Academy Trust is responsible for ensuring that there are arrangements in place so that staff, learners, visitors and contractors know what actions to take in the event of a fire and/or upon hearing the fire alarms.
- 1.2. To this end the UTC must ensure that appropriate pre-planned procedures are in place. This procedure has thus been prepared in accordance with the requirements of health, safety and fire legislation and the UTC's Health and Safety Policy.
- 1.3. Refuge Points are designated areas, which are separated by fire-resisting construction, identified at the UTC in conjunction with the Local Fire Authority. A refuge provides a temporary safe space for disabled people to be located in order to wait for others to help them evacuate or to rest before continuing to evacuate.

2. Statement

- 2.1. This procedure must be followed in the event of a fire and/or upon hearing the fire alarm.
- 2.2. The procedure describes the fire evacuation arrangements at the UTC, the roles of key personnel in the event of an evacuation and specific arrangements for those with a disability that affects their ability to evacuate unaided.
- 2.3. It should be noted that this procedure is applicable to the UTC/Green Building (JHEH) Campus only for Safeguarding assurance. The Incident Manager of the UTC will report and coordinate with the Exec Lead / Incident Manager.
- 2.4. The Filton Avenue sites (including 'A' Block and 'AE' Blocks), Forest High, Pegasus, and Stroud Campus have their own standalone procedures.

- 2.5. For smaller College locations, i.e. Bristol School of Art, IT Outreach Centres etc., fire procedures have been developed to take into consideration local arrangements.
- 2.6. Where staff and learners are situated at these premises the responsible managers at these locations will inform them of the Fire Procedures as part of their induction process.

3. Responsibilities

Interaction with adjacent JHEH building

- The UTC and the adjacent JHEH building share a main entrance. The buildings also have linked fire alarm systems. The policy is “one out all out”. A fire alarm in one building will result in an evacuation of both. From the point of view of a person within each building there will be no differentiation in an alarm between a detection in one building and the other.
- UTC and JHEH buildings have their own fire evacuation procedure which will be followed in the event of a fire/emergency. In the event of a fire/emergency. The UTC Headteacher or Deputy will act as the incident manager for both buildings.
- UTC and JHEH buildings share the same fire assembly point. Being the games area between the front of the UTC/JHEH and the GSTP site gatehouse.
- The Incident Manager will make the ultimate decision on when to issue a “safe to return to both buildings”.

3.1. Definitions

- 3.1.1. **Key Personnel** – Nominated staff identified to undertake specific roles under the UTC’s Fire Procedures.
- 3.1.2. **Incident Manager / Deputy Incident Manager** – Person responsible for co-ordinating the fire evacuation.
- 3.1.3. **Fire Marshals** – Staff responsible for conducting sweeps within a set Departmental area in order to ensure all persons have evacuated the area.

3.1.4. **Refuge Point** – These are designated areas, which are separated by fire-resisting construction identified at the UTC in conjunction with the Local Fire Authority. A refuge provides a temporary safe space for disabled people to be located in order to wait for others to help them evacuate.

3.2. **Key Personnel**

3.2.1. There are a number of key personnel that have been nominated to undertake specific roles in the event of a fire evacuation at the UTC. These key personnel are:

- Incident Manager
- Deputy Incident Manager
- Facilities Assistants
- Reception Staff
- Fire Marshals

3.2.2. The roles of these key personnel are detailed below and Appendix 1.

3.3. **Incident Manager and/or Deputy Incident Manager**

- Is responsible for co-ordinating the fire evacuation.
- Daytime incidents will be co-ordinated by the UTC Headteacher/Deputy as Incident Manager.
- Evening incidents will be co-ordinated by the Incident Manager, with tutors acting as fire marshals.
- Out of hours – Facilities Assistants are responsible for the evacuation of the building, liaising with the alarm monitoring service and for ensuring a 999 call is made to emergency services if required.

The Incident Manager:

- Will be in receipt of a radio to communicate with reception and the Facilities Assistants.
- As long as it is safe to do so will stand outside of the building in front of main entrance, close to the fire alarm panel and reception, keeping in radio contact with the Facilities Assistant/s and fire wardens carrying out building sweeps.

- Will keep alert to information from Facilities Assistant/s via radio of alarm status and in particular if Fire Brigade to be called.
- Will ensure that the 999 call is made if required.
- To collate information regarding the people waiting in refuges and co-ordinate Facility Assistants in the evacuation of refuges. Refuges will be prioritised depending on the location of the fire.
- Will co-ordinate with the Fire Brigade, where applicable.
- When informed, will issue the instruction regarding the safe return of people to the building(s). To liaise in person with the Incident Manager for the adjacent UTC.
- To ensure the exec lead for Berkeley Campus is informed of the fire activation as soon as is practical after dealing with the emergency (see SharePoint Homepage for contact details).

Facilities Assistants

- Will be in possession of a radio to keep in contact with the Incident Manager and reception.
- Will proceed to the area to investigate the status of the alarm, **if safe to do so** – keeping in radio contact with the Incident Manager at all times. Once established, to report immediately via radio to the Incident Manager as to the fire situation.
- To ensure the Incident Manager has called the emergency services using the 999 system as appropriate.
- In false alarm situations, where the fire brigade will not be attending, to make the necessary alarm call point repairs / alarm reset. Informing the Incident Manager when it is possible to issue the 'safe to return to building instruction'.
- In the event of a fire, will evacuate the building and report to the Incident Manager in preparation to assist with the evacuation of persons with a disability from refuge areas should the need arise.

- To ensure that all remaining Reception staff evacuate the building and assemble at the Fire Assembly Point.
- If safe to do so perform checks on the refuge point emergency telephones to ensure no one is in need of evacuation.

Receptionists

- Will be made aware of a fire alarm / evacuation due to proximity to alarm panel.
- To ensure that Facilities Assistants are informed of fire alarm activation via radio.
- Will put the telephone system on night service.
- To ensure that the equipment required by the Incident Manager / Fire Marshal is readily accessible (visitors book, file containing off-site visits).
- Open Fire Cabinet by fire panel, remove checklist and assist the Incident Manager by checking off checklist of cleared areas, adding number of people in refuge points.
- Maintain a log of college staff who are using the first floor offices within the JHEH Building and provide this list to the Incident Manager in the event of an evacuation.
- Maintain a log of any persons entering the ground floor Exam Store within the JHEH Building and provide this list to the Incident Manager in the event of an evacuation.

Fire Marshals

- UTC and College staff responsible for conducting sweeps within a set Departmental area in order to ensure all persons have evacuated the area.

Fire marshals:

- Will on alarm activation, check/ 'sweep' the associated area / floor / block, ensuring that all occupants have evacuated. See appendix 3.
- Will check the Fire Refuge locations and report any person using the refuges to the Incident manager. This will be orchestrated from the ground

floor of JHEH building using the refuge phone and Ground floor of the UTC Building using radios

- Once their 'sweep' is complete, evacuate using the nearest fire exit making their way to the muster point for roll call.
- To inform the Incident Manager of any issues that they may have identified during their check / 'sweep'.
- When the all clear is confirmed, Fire Marshals must ensure people in Refuge Areas are informed of the all clear.

3.4. Managers

3.4.1. All line managers must ensure that staff, learners, visitors and contractors, where applicable, are informed of the Fire Procedures. This must include new or temporary staff, irrespective of the duration of contract with the UTC.

3.4.2. Once safely outside, all managers, not directly responsible for the supervision of learners, must assist the Incident Manager to evacuate persons to the Breakout area (fenced in between the gate house and the UTC building).

3.4.3. Managers must advise the Head of Estates (Berkeley Green) and the Estates Administrator of the names and contact details of all departmental Fire Marshals on appointment in order to facilitate appropriate training and to ensure the Fire Marshals list remains up to date. This should be done on a termly basis.

3.4.4. All managers responsible for the hire of UTC facilities or equipment to third parties, must ensure they have been fully briefed with regards to the site's emergency evacuation procedure.

Note: It is the responsibility of the hirer to ensure all persons under their supervision are familiar with the site emergency evacuation procedure and they are responsible for their subsequent evacuation in an emergency. Details must be included within the Risk Assessment for the event provided to the UTC by the hirer.

3.5. Health and Safety Consultant / Line Managers

- 3.5.1. In conjunction with the site Head of Estates (Berkeley Green) and Health and Safety Committee, Line Managers are responsible for ensuring this procedure is adequately communicated and understood by all staff.
- 3.5.2. In conjunction with the site Head of Estates (Berkeley Green) and Health and Safety Committee, the Health and Safety Consultant is responsible for reviewing the procedure annually to ensure it remains fit for purpose.
- 3.5.3. In conjunction with the site Head of Estates (Berkeley Green), Line Managers are responsible for ensuring a list of Fire Marshals is available, that the list remains current and that all Fire Marshals have received appropriate training.

3.6. All Staff

- 3.6.1. All staff must ensure that they are familiar with the fire evacuation procedures. (Appendix 3. Attached as living document subject to changes)
- 3.6.2. Where staff are responsible for learners, they must ensure that learners are informed of the campus' Fire Procedures, not only when they first arrive, but at regular (termly) intervals during their course.
- 3.6.3. In the event of an emergency, visitors to the campus should be guided from the building and taken to the assembly area by the staff acting as their host.
- 3.6.4. All staff have a duty to take reasonable care for their own safety and that of other people who may be affected by their activities. This includes ensuring all potential fuel sources remain separated from sources of heat and that flammable materials are returned to suitable storage after use.
- 3.6.5. Exams officers must sign in with reception to advise they will be entering the secure exam room, each time they enter, and sign out with reception when they return to their usual post.
- 3.6.6. All staff and visitors, using upper level offices in the JHEH must sign in with reception, to ensure they are counted during fire evacuation roll call. Ensuring they sign out when they leave the building.
- 3.6.7. All post 16 students to sign out if they are leaving the building and sign in

when they return at reception

3.6.8. All Apprentices to sign in on arrival and out when they leave.

4. Related Policies, Statements and Guidance

4.1. SGS College Health and Safety Policy

4.2. HM Government's Fire Safety Guide for Educational Premises

4.3. HM Government's Supplementary Fire Guide 'Means of Escape for Disabled People'

4.4. SGS Fire Policy Statement

5. Procedures

5.1. Action on Discovering a Fire

5.1.1. Sound the alarm by activating the nearest call point.

5.1.2. Where safe to do so, telephone/or call on the radio to Facilities to report the activation.

5.1.3. Leave the building by the nearest safe exit, closing doors, windows and switching off machines / equipment, where safe to do so.

5.1.4. Do not stop to collect personal belongings.

5.1.5. Do not use the lifts unless you have been issued with a Personal Emergency Evacuation Plan (PEEP) specifically authorising you to do so.

5.1.6. If there are people with impaired mobility or disability who are unable to use the stairs unaided, they will have received a Personal Emergency Evacuation Plan (PEEP) to facilitate their escape. In the unlikely event that they have not received such a plan, they must be escorted to a designated refuge point.

- 5.1.7. Refuge points are located on the first and second floor stair wells either end of the building. The refuge points are clearly identified with a green and white sign and are uniquely numbered.
- 5.1.8. Where people have been escorted to a refuge point, their location and the refuge point number must be reported to the Incident Manager by a responsible member of staff or by pressing the alarm call button at the refuge point.
- 5.1.9. It is preferable that a member of staff stay with persons escorted to refuge points in order to reassure them – this is on a purely voluntary basis.
- 5.1.10. The Incident Manager will be located in front of the building wearing a yellow high visibility jacket.
- 5.1.11. The Incident Manager will subsequently ensure that appropriate arrangements are made to facilitate the person's evacuation if the need arises.
- 5.1.12. Report to the designated Assembly Point.
- 5.1.13. DO NOT RE-ENTER BUILDINGS UNTIL INSTRUCTED THAT IT IS SAFE TO DO SO BY THE INCIDENT MANAGER.

5.2. **Action on Hearing the Fire Alarm**

- 5.2.1. Upon hearing a continuous alarm, leave the building by the nearest safe exit, closing doors, windows and switching off machines / equipment, where safe to do so.
- 5.2.2. Fire Marshalls to make their way to their designated areas (outside lunch area, in between the Green Building and UTC, the corner of D11, by the restaurant, front corner of SGS building and front entrance; directing students and staff to Muster Point, advising single file and tight to the left in case fire appliances come through.
- 5.2.3. Do not stop to collect personal belongings.
- 5.2.4. If there are people with impaired mobility or disability, who are unable to evacuate unaided, they will have received either a Personal Emergency Evacuation Plan (PEEP) to facilitate their escape. In the unlikely event that they have not received such a plan, they must be escorted to a designated refuge point

- 5.2.5. Where people have been escorted to a refuge point, their location and the refuge point number must be reported to the Incident Manager by a responsible person. It is preferable that a responsible member of staff stay with persons escorted to refuge points in order to reassure them – this is on a purely voluntary basis.
- 5.2.6. Do not use the lifts unless you have been issued with a Personal Emergency Evacuation Plan (PEEP) specifically authorising you to do so.
- 5.2.7. The Incident Manager will be located in front of the building wearing a high visibility jacket.
- 5.2.8. The Incident Manager will subsequently ensure that appropriate arrangements are made to facilitate the person's escape.
- 5.2.9. Report to the designated Assembly Point for roll call.
- 5.2.10. DO NOT RE-ENTER BUILDINGS UNTIL INSTRUCTED THAT IT IS SAFE TO DO SO BY THE INCIDENT MANAGER.

5.3. Personal Emergency Evacuation Plans (PEEPs)

- 5.3.1. PEEPs are prepared to ensure the health and safety of staff and learners with a disability in the event of an emergency evacuation, e.g. fire.
- 5.3.2. The aim of a PEEP is to provide people (staff and learners) who cannot get themselves out of a building unaided in the event of an emergency the necessary information and arrangements to facilitate their evacuation.
- 5.3.3. The plan is as the title suggests, 'personal' and it is pertinent to the learner, visitor or member of staff for whom it has been prepared. It outlines the actions to be taken by the individual and appropriately identified campus staff, should an evacuation take place.
- 5.3.4. The requirement for a PEEP is initiated by the Human Resources Department if it relates to staff and by the Learning Support Department, if it relates to learners. The PEEP is subsequently prepared in conjunction with these areas, the person for whom the PEEP relates and the UTC's Equality & Diversity Advisor. The PEEP pro-forma is detailed in **Appendix 2**.

- 5.3.5. Casual visitors who cannot evacuate unaided and for whom circumstances prevent a personal plan being developed in advance, will be taken to a refuge area to await assistance to evacuate.
- 5.3.6. To ensure the effectiveness of PEEPs, all appropriate staff, including, where practical, the person for whom the PEEP has been prepared, will receive all appropriate instructions, practical demonstrations and training appropriate to their actions / responsibilities.

Key Personnel

Incident Manager – 9 am to close

Fire Evacuations will be co-ordinated by the Incident Manager

Incident Manager Actions:

- Will be made aware of a fire alarm / evacuation by radio;
- To proceed to reception area to collect loudhailer and high visibility jacket from Reception Staff;
- To stand outside of the building in front of the main entrance, ensuring that radio can be clearly heard; directing students and staff to muster point, monitoring Disabled W/C emergency panel and refuge point calls, reporting alarms via radio.
- Fire Marshals will inform the Incident Manager of the status of their evacuated areas and if any issues have been identified.
- To collate information regarding people in refuge areas.
- To keep key fire personnel informed of information being relayed about the evacuation and significantly, about people located in refuge points.
- To keep alert to information from Maintenance Staff or Facilities Assistants if in the evening, via radio of alarm status and in particular if Fire Brigade to be called.
- **To ensure that the 999 call is made.**
- To co-ordinate with the Fire Brigade, where applicable.
- Issue the instruction for people to return to the building when it has been confirmed it is safe to do so.
- To ensure the exec lead for the Berkeley Green Campus is informed of the fire activation as soon as is practical after dealing with the emergency (see SharePoint Homepage for contact details).

- Should the Incident Manager need to leave site during their Incident, they must inform Reception and the lead exec for Berkeley Green who has taken over the Incident Manager's role / radio during their absence.

Specialist Areas - Daytime 8.30am to 5pm only

- On alarm activation, check classroom/Engineering Barn, ensuring that all occupants have evacuated.
- Science Technician or Teacher to ensure Bunsen burners are extinguished and main gas switch is turned to off when leaving the room
- Engineering Technician or Lecturer to ensure machines and heated element devices and soldering equipment are switched off and main electrical cut off is activated, when leaving the room.
- Cyber Café staff ensure all heating appliances are turned off when leaving the catering area
- Once the above staff have turned off appliances etc, evacuate using the nearest fire exit.
- Inform the UTC Incident Manager their area is clear and advise of any issues that they may have identified during their check / 'sweep'.

Fire Marshals – Daytime 9 am to 5 pm only

- On alarm activation, checks / 'sweeps' the associated area / floor / block, ensuring that all occupants have evacuated.
- Once their 'sweep' is complete, evacuate using the nearest fire exit.
- To inform the UTC Incident Manager their area is clear and advise of any issues that they may have identified during their check / 'sweep'.
- When the all clear is confirmed, Fire Marshals must ensure people in Refuge Areas are informed of the all clear.

Facilities Assistants – On opening to 9am

- On alarm activation, check / 'sweep' the building ensuring that all occupants have evacuated.
- Following clearance of the building, one Facilities Assistant will proceed to the location identified to investigate the status of the alarm, while the second waits at Reception. Radio contact must be maintained throughout this operation.
- To make necessary repairs where applicable (false alarm) or to ensure the 999 call is made in the event of a real emergency.
- In the event of a real emergency to proceed to Reception to collect loudhailer and fluorescent jacket.
- To stand outside of the building in front of main entrance, ensuring that radio can be clearly heard.
- To collate information regarding the people waiting in refuges and co-ordinate the subsequent evacuation of refuges should this become necessary. Refuge rescues will be prioritised depending on the location of the fire.
- To co-ordinate the Fire Brigade on their arrival, where applicable.
- Access to refuge areas in order to assist those with mobility difficulties, will be gained via the final external exit from the refuge area in question – going in the way you intend to come out ensures your escape route has not been compromised.
- To assist in the evacuation of persons who cannot exit the building unaided. This may include use of the emergency chairs designed specifically for the purpose.
- To ensure the exec lead for the Berkeley Green site is informed of the fire activation as soon as is practical after dealing with the emergency via radio.

Facilities Assistants – Daytime 9am to 5pm only

- Will be informed by Reception Staff as to the location of the fire.
- One Facilities Assistant will proceed to the location identified to investigate the status of

the alarm, while the second waits at Reception. Radio contact must be maintained throughout this operation.

- The Facilities Assistant at Reception will relay information to the Incident Manager as to the fire situation once the status of the emergency has been confirmed.
- To make necessary repairs where applicable (false alarm), informing the Incident Manager when it is possible to issue the 'safe to return to building instruction' or that the Fire Brigade is required.
- In the event of a fire, will evacuate the building and report to the Incident Manager at Reception via external routes in preparation to assist with the evacuation of persons waiting within refuge areas.
- Access to refuge areas in order to assist those with mobility difficulties, will be gained via the final external exit from the refuge area in question – going in the way you intend to come out ensures your escape route has not been compromised.
- To assist in the evacuation of persons who cannot exit the building unaided. This may include use of the emergency chairs designed specifically for the purpose.

Facilities Assistants – Evenings 5 pm to close

- Will be informed by alarm panel as to the location of the fire alarm triggered.
- On alarm activation, check / 'sweep' the building ensuring that all occupants have evacuated.
- Following clearance of the building, one Facilities Assistant will proceed to the location identified to investigate the status of the alarm, while the second waits at Reception. Radio contact must be maintained throughout this operation.
- The Facilities Assistant at Reception will relay information to the Incident Manager as to the fire situation once the status of the emergency has been confirmed.
- To make necessary repairs where applicable (false alarm), informing the Incident Manager when it is possible to issue the 'safe to return to building instruction' or that the Fire Brigade is required.

- In the event of a fire, will evacuate the building and report to the Incident Manager at Reception via external routes in preparation to assist with the evacuation of persons waiting within refuge areas.
- Access to refuge areas in order to assist those with mobility difficulties, will be gained via the final external exit from the refuge area in question – going in the way you intend to come out ensures your escape route has not been compromised.
- To assist in the evacuation of persons who cannot exit the building unaided. This may include use of the emergency chairs designed specifically for the purpose.

Reception / Administrators

- Will be made aware of a fire alarm / evacuation due to proximity to alarm panel. Attend to panel in absence of Estates Staff.
- To ensure that all key staff are informed of fire alarm activation and location of potential fire via radio.
- To ensure that the equipment required by the Incident Manager is readily accessible.
- To inform external telephone callers of the emergency so as to terminate call and allow emergency services to contact the UTC where applicable.
- Will answer calls on the fire telephones that are made from refuges – noting the locations of persons who require assistance and passing this information to the Incident Manager who will then facilitate their evacuation in conjunction with Facilities Assistants. Priorities will be based on the location of the fire – nearest refuge areas to be evacuated first.
- Will ensure that all remaining Reception / Administration Staff evacuate the building and assemble at the Fire Assembly Point.
- Appointed Administrator to collect tutor group clip boards and pens, visitor log, student sign in and out log, and staff list meeting tutors at the muster point distributing clip boards.
- Complete roll call sheets to be given to UTC Incident Manager at front of building.

Personal Emergency Evacuation Plan (PEEP)

Part 1: Personal Information

| | | | |
|--|--------------------|--|--------------------|
| Name of learner | | | |
| Course | | | |
| Name of tutor | | | |
| Name of buddy (if applicable) | | | |
| Campus | | | |
| Year of study | | | |
| Times and days of sessions | | | |
| Learning Support Worker(s) | | | |
| | Please tick | | Please tick |
| Physical disability | | Medical condition e.g. Arthritis | |
| Hearing impairment | | Temporary impairment e.g. broken limb | |
| Visual impairment | | Other | |
| | | (please circle as appropriate) | |
| Does the learner have an identified Learning Support Worker(s)? | YES | NO | |
| Can the learner hear audible alarm signals? | YES | NO | |
| Can the learner use stairs safely in an emergency? | YES | NO | |
| Can the learner use the stairs without assistance? | YES | NO | |
| Can the learner follow exit signage without assistance? | YES | NO | |

| | | | |
|---|--------|----------|-----|
| Does the learner use a wheelchair and/or any other device to aid their mobility? | YES | NO | |
| <i>If yes to above, please describe:</i> | | | |
| If the learner uses a wheelchair, is it a manual or electric chair? | Manual | Electric | N/A |
| Does the learner use their wheelchair at all times while they are at UTC? | YES | | NO |
| Can the learner self-transfer? | YES | | NO |

Part 2: Personal Emergency Evacuation Plan (PEEP)

Means of escape (please detail)

Alternative meeting point (please detail)

Conclusions/Recommendations

Include here any details relating to the learner's potential stress/anxiety levels and highlight in yellow so that they can be prioritised by Estates in the event of an emergency.

Signed

SGS Berkeley Green UTC, Gloucestershire Science and Technology Park, Berkeley, GL13 9FB

Email: office@berkeleygreenutc.org.uk | Telephone: 0800 470 1516

SGS Academy Trust, a limited company registered in England and Wales with number 9353480 and also an exempt charity, whose registered office is at Stratford Road, Stroud, Gloucestershire, GL5 4AH

Learner: _____

Date _____

Tutor: _____

Date _____

Learning Support Worker(s): _____

Date _____

Date _____

Parent / Carer: _____

Date _____

Location of Copies of Plan: (e.g. tutor, teaching staff, manager, HR, Learner Services, Campus Reception)

Questions for PEEP Preparation

General:

1. Where is the person based for most of the time?
2. Can they hear the fire alarm(s)?
3. Can they move quickly in the event of an emergency?
4. Do they find stairs difficult to use?
5. Could they raise the alarm if they discovered a fire?
6. Do they need assistance to get out of their place of work in an emergency?
7. Is anyone designated to assist them to get out in an emergency?
8. Is their arrangement with their assistant(s) a formal arrangement?
9. Is their contact always in easy reach?

Hearing Impairment:

1. Can they hear the fire alarm in normal circumstances?
2. Are they aware of any special or purpose-designed hearing system or device that is available and would assist them in hearing the fire alarm more clearly?
3. What measures do they feel would assist them to exit the building safely in the event of an emergency? For example:
 - if they have difficulty in hearing the fire alarm, a visual indicator or vibrating pager;
 - written emergency egress procedures;
 - emergency egress procedures to be supported by BSL interpretation;

- an assistant

4. Are there any other concerns that they wish to raise?

Visual Impairment:

1. Do they have a visual impairment which could inhibit them being able to leave the building safely in the event of an emergency?
2. Do they require help to move around the building for example: a cane, guide dog or other equipment?
3. In normal circumstances, how long does it take them to leave the building unaided from their place of work?
4. What measures do they feel would assist them to exit the building safely in the event of an emergency? For example:
 - emergency procedures to be issued to them in Braille / on tape / in large print;
 - different signs to mark emergency routes and exits; tactile signage or floor surface; coloured tape on the floor surface
5. Are there any other concerns that they wish to raise?

Mobility Impairment:

1. Can they leave the building unassisted?
2. Do they need or use a wheelchair?
3. Is their wheelchair required for all circumstances?
4. Is their wheelchair a standard size or an electrically powered type with wider dimensions?
5. Would an evacuation chair help - and could they use it i.e. can they transfer from their wheelchair to an evacuation chair?
6. Would they find it acceptable to use a Refuge Point if required?

7. Would it be helpful if a member of staff were to be assigned to assist them (e.g. someone to stay with them in the refuge)?
8. What measures do they feel would assist them to exit the building safely in the event of an emergency?
9. Are there any other concerns that they wish to raise?

Some examples of helpful measures for consideration when discussing needs with mobility impaired people:

- Locating a team, which include disabled people with mobility impairments, as near to ground floor level, and close to fire exits as possible;
- The provision of evacuation chairs, to enable mobility impaired people unable to negotiate stairs, to be safely helped out of the building. 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 and available to respond in the event of an emergency;
- Clear designation and instructions for the use of 'Refuge Points' – for use while waiting for help to move from the refuge to safety

Tour of the Building / Work Environment that they work in / generally require access to:

Initial discussions with the disabled person should be followed by a tour of the place of work, including any exit routes. The following questions are provided as prompts for relevant observations relating to the building and work environment. These issues must be discussed during the tour – and recorded to form part of the PEEP / assessment

1. Is the directional and instructional signage adequate and relevant?
2. (If they have a hearing impairment) – are there illuminated alarm devices within the toilet areas that they use?
3. (If they have a partial mobility or sight impairment) – do they routinely negotiate staircases or do they use the lifts?

4. If they use the staircase, are steps adequately identified?
5. If they use a lift, is there easy access / egress and is it easy to operate the lift?
6. If they use a lift, is there an emergency telephone installed or an emergency button clearly marked for them to use?
7. Are there Fire Doors with self-closing devices on their exit routes – would that hinder them if they had to leave the building in an emergency?
8. Are there any internal or external steps that are difficult to negotiate?