

NHS East Staffordshire Clinical Commissioning Group	
Fire Safety Policy	
Author/s:	NHS Staffordshire and Lancashire Commissioning Support Unit Health, Safety and Fire Manager
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Distribution:	All staff, including staff on temporary contracts, secondments, bank staff and students
Target Audience:	Board members and all staff working for, or on behalf of, the CCG
Equality Impact Assessment:	This document has been assessed for equality impact on the protected groups, as set out in the Equality Act 2010. This Policy is applicable to the Board, every member of staff within the CCG irrespective of their age, disability, sex, gender, reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, marriage or civil partnership, and those who work on behalf of the CCG.

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(1) Introduction

It is the policy of NHS East Staffordshire Clinical Commissioning Group (CCG) to seek to ensure as far as is reasonably practical, that all steps are taken by the CCG to minimise the effects of fire.

The CCG acknowledges its responsibility for the safety of people within the CCG if fire occurs, for the prevention of fire and the requirement to have a written statement of general policy under the statutory requirements of:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005 (RRFSO)

The policy, together with any subsequent revisions, will be brought to the notice of all CCG employees.

(2) Statement of Policy

The CCG takes every step necessary to ensure all staff are aware of potential fire risks and hazards. The Regulatory Reform (Fire Safety) Order 2005 requires the CCG to observe specific requirements in order to reduce the risk of a fire occurring by:

- Providing a safe working environment and paying attention to fire prevention and evacuation procedures
- Ensuring that systems are in place and regularly scrutinised to ensure their adequacy, i.e. emergency fire evacuation drill, inspection of the means of escape and maintenance of fire warning systems and firefighting equipment
- Carry out a Fire Risk Assessment of the workplace (including all employees and all other people who may be affected by fire in the workplace) and to make adequate provisions for any less able – bodied persons on site
- Identify the significant findings of the risk assessment and the details of anyone who might be especially at risk
- Provide appropriate information, suitable instruction and training in basic fire prevention measures and evaluation procedures, together with mandatory annual updating for all people of the CCG

The fire safety policy is available to all staff in order to help them become aware of potential fire risks and hazards. The policy also informs staff of what to do in the outbreak of a fire and how best to ensure the safety of staff, and others.

(3) Responsibility for Fire Safety

As with wider health and safety, overall responsibility rests with the Governing Body of the CCG.

3.1 Accountable Officer

Responsibility for Fire Safety rests with the Accountable Officer who has nominated **Chief Finance Officer** as the person with managerial responsibility.

The Accountable Officer is responsible for:

- Reviewing the implementation of the Fire Safety Policy by the Chief Finance Officer
- Demonstrating commitment to the promotion of fire safety within the CCG
- Ensuring sufficient resources are allocated to implement the policy and procedures
- Ensuring that mandatory training for all employees is provided and that adequate resources are available to meet those training needs

3.2 Chief Finance Officer

The Chief Finance Officer is responsible for the implementation of the Fire Safety Policy, and for the following:

- Ensuring compliance with the general requirements for good fire safety within all departments and areas of the CCG as detailed
- Confirming that they are being conducted and then maintaining records of inspections and tests conducted on fire safety and fire safety equipment (e.g. alarm systems, emergency lighting, fire door closures)
- The provision of suitable fire exit routes with appropriate signage and maintained and tested emergency lighting
- Ensuring staff receive fire safety training appropriate to the level of risk and duties they may be required to perform
- Ensuring competent persons (Fire Wardens) are appointed in all areas
- Maintain appropriate fire evacuation plans
- Arranging fire drills and advising on any remedial action
- Ensure Personal Emergency Evacuation Plans are completed accordingly

3.3 Individual Employee Responsibilities

- To know and follow the fire evacuation plan if a fire breaks out
- To report all suspected or discovered fires
- To know the fire hazards in their environments
- To practice and promote fire prevention in their working area
- To attend fire training annually
- To report any concerns around evacuation and fire safety

(4) Fire Risk Assessment

The CCG will ensure that fire risk assessments (FRAs) are conducted on all properties occupied by it for the purposes of its business. FRAs will be reviewed annually or if a process changes or temporary works are due and the significant findings are to be recorded.

(5) Fire Safety Training

It is the responsibility of line managers to ensure that all staff (including temporary and agency staff) are given appropriate information about, and instruction in, the fire precautions and evacuation procedures to be taken or observed in the premises.

Information and instruction will be given during induction at the start of the person's employment in the CCG, and whenever there is a change in the fire risk. The need for further training will be determined by the Chief Finance Officer, but all staff must attend a minimum of one training / briefing session per year.

The Chief Finance Officer must ensure a record is kept of all fire safety training undertaken. Records should include the type of training, local information and instructions provided, date and names as necessary. These may be kept electronically.

(6) Fire Wardens

The Chief Finance Officer is responsible for appointing sufficient Fire Wardens to oversee evacuations for their respective areas at all times of the day.

Roles and Responsibilities:

- To act as a focal point for fire safety issues within their areas of responsibilities
- To assist in the fire safety regime within their areas of responsibilities
- To assist in the fire response in their areas
- To liaise with other fire wardens and appointed building Fire Officer
- To ensure that all staff / visitors within their areas are accounted for during an incident

(7) Fire Drills

A fire drill is intended to ensure, by means of training and rehearsal, that in the event of fire:

- People who may be in danger act in a calm and orderly manner; where necessary those designated carry out their allocated duties to ensure the safety of all concerned
- Means of escape are used in accordance with a pre-determined and practised plan
- If evacuation of the building becomes necessary, staff should be aware of what to do

Fire drills will be held at least **once** a year. Where there are alternative means of escape the drill should be based on the assumption that one or more of the escape routes cannot be used because of a fire.

During these drills a member of staff who is told of the supposed fire should operate the fire alarm and, thereafter, the fire routine should be rehearsed as circumstances allow.

Normally advance warning should **not** be given of the fire drill. However, you can individually warn anyone who may need to know in advance. Every opportunity should be taken to learn lessons from the drill and to reinforce staff training where gaps are identified.

It is good practice to appoint a small number of people to observe the drills and highlight areas of concern. It is important that all managers are aware of the procedures, as employees will naturally look towards them in an emergency.

(8) Fire Detection & Warning Systems, Emergency Lighting and Firefighting Equipment

The CCG through liaison with the landlord and NHS Property services will ensure that there is a suitable and sufficient Fire Detection and Warning system, emergency lighting and firefighting equipment installed within the CCG's areas of responsibilities.

The CCG will also ensure that all equipment and systems are tested and maintained in accordance with the relevant legislation and standards. Further guidance can be found at Appendix A.

(9) Means of Escape

All corridors and stairways that form part of designated escape routes are to be kept clear and hazard free at times. In addition all final exit doors are to be kept clear at all times and regular checks are required to ensure that these doors open freely without any obstructions. Further guidance on means of escape can be found at Appendix A.

(10) Fire Prevention

The CCG places great emphasis on fire prevention in order to minimise the risk of a fire occurring. In order to achieve this all employees and visitors are to ensure:

- All waste material must be kept in suitable containers before it is removed from the premises
- All combustible material must not be stored against electrical equipment or heaters
- All excess combustible material must be stored in a dedicated storage area that is fire resistant
- No unauthorised electrical equipment is to be used within the CCG premises
- Electric plug sockets are not to be overloaded and only authorised extension cables are to be used
- The use of 3-way adaptors is prohibited

The CCG will also ensure, by liaising with the landlord and NHS property services that all mechanical / electrical equipment within the CCG's area of responsibility is maintained, serviced and tested in accordance with relevant legislation, guidance and standards including:

- Fixed Wire Testing and Portable Appliance Testing
- Heating Systems
- Lifts

Further guidance on Fire Prevention can be found at Appendix A.

(11) Smoking

Smoking is prohibited within the CCG premises for all staff and visitors. For the purpose of this policy, E-cigarettes are to be considered as 'smoking' and the same rules apply as with traditional smoking. As an NHS organisation, we should not advocate the use of a product that is currently unregulated. Staff with E-Cigarettes should not use the chargers in CCG premises or vehicles due to the risk of fire or explosion (Estates & Facilities Safety Alert – EFA 2014 002).

(12) Help for People with Special Needs

When planning evacuation procedures and assessing the adequacy of fire precautions, consideration must be given to the requirements of people with special needs. Some common forms of disability that need to be taken account of include:

- Mobility impairment, which can limit speed of evacuation
- Hearing impairment, which can limit the response to an alarm
- Visual impairment, which can limit the ability to escape
- Learning difficulties, which can affect the response to an alarm

Where people with special needs (employees and visitors) work in or use the premises, their needs should, so far as is practicable, be discussed with them. These will often be modest and may require only changes or modifications to existing procedures.

In the case of the CCG employing a member of staff with special needs, then individual arrangements involving the development of Personal Emergency Evacuation Plans (PEEPs) will be made – see Appendix B.

After consultation with the CCG's Fire Risk Assessor, it was agreed that the CCG is not required to have a fire evacuation chair to enable the evacuation of wheelchair-bound visitors in the event of a fire. If required to attend CCG meetings, arrangements will instead be made in advance to use a meeting room on the ground floor of the CCG's premises, if available, or seek an alternative venue to suit.

(13) References

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005 (RRFSO)
- HM Government Fire Safety Risk Assessment – Offices and Shops (ISBN 978185112815–0)
- Health Technical Memorandum 05-01: managing healthcare fire safety (2nd edition, April 2013)
- Disability and the Equality Act 2010
- The Building Regulations 2010 Approved Document M – access to and use of buildings
- The Building Regulations 2010 Approved Document B: Fire Safety, Vol. 2 – buildings other than dwelling houses (2006 edition incorporating 2007, 2010 + 2013 amendments)
- The Health and Safety (Safety Signs and Signals) Regulations 1996
- The Smoke-Free (Exemptions and Vehicles) Regulations 2007
- IEE's Wiring Regulations 17th edition wiring regulations (BS 7671)
- BS 5588 Fire precautions in the design and construction of buildings
- BS EN 2 Classification of fires
- BS EN3 Pt. 7 2004 Characteristics, performance requirements and test methods
- BS 5306 Pt. 3 2009 Fire extinguishing installations and equipment on premises
- BS 5306 Pt. 8 2007 Selection and positioning of portable fire extinguishers
- BS 6643 Pt. 1 2008 Recharging fire extinguishers
- BS 6643 Pt. 2 2008 Specifications for powder refills
- BS EN 50172 (BS 5266-8): Emergency Lighting
- BS 5891-1: Fire detection and alarm systems for buildings
- BS 5499: Safety Signs Including Fire Safety Signs
- BS 5839 – 1; Fire detection and alarm systems for buildings

Appendix A Fire Safety and Fire Prevention Measures in CCG Premises

1. Housekeeping

Good housekeeping will lower the chances of a fire starting, so the accumulation of combustible materials in premises should be monitored carefully. Good housekeeping is essential to reduce the chances of escape routes and fire doors being blocked or obstructed.

Keep waste material in suitable containers before it is removed from the premises. If bins, particularly wheeled bins are used outside, secure them in a compound to prevent them being moved to a position next to the building and set on fire. Skips if used should be a minimum of 6m away from any part of the premises.

2. Storage

Many materials found within premises will be combustible. If there are inadequate or poorly managed storage areas then the risk of fire is likely to be increased. The more combustible material you store the greater the risk of fuel to a fire. Combustible materials are not just those generally regarded as being highly combustible, such as polystyrene, but all materials that will readily catch fire. Careful consideration of the type of material, the quantities kept and the storage arrangements, the risks can be significantly reduced.

In offices the retention of large quantities of paper records, especially if not filed away in proprietary cabinets, can increase the fire hazard. Care is to be taken to ensure that there is not a build-up of paper records and files. Records archiving should be undertaken in a secure area linked to the fire alarm system.

All staff are to be made aware of the hazards and risks of improper storage of combustible materials. Do not pile combustible material against electrical equipment or heaters, even if they are turned off in the summer and do not allow smoking in or around areas where combustible materials are stored externally. Store excess combustible materials and stock in a dedicated storage area, storeroom or cupboard that is fire resistant. Do not store excess stock in escape routes or areas where staff or visitors would normally have access. Under no circumstances are electrical / gas service cupboards and rooms to be used as storage areas for combustible materials.

3. Voids

Voids (including roof voids) must not be used for the storage of combustible materials. These should be sealed off or kept entirely open to allow for easy access for inspection / removal of material.

4. Combustible Waste and Packaging

Delivery of some goods results in large quantities of combustible waste and packaging. The sighting use and removal of these materials needs to be carefully managed to ensure that they cannot come into contact with potential ignition sources and to not cause obstructions.

5. Equipment and Machinery

Lack of preventive maintenance on equipment and machinery increases the likelihood of failure resulting in overheating or sparking and hence an increased risk of fire starting. All machinery, apparatus and office equipment should be properly maintained by a competent person. Appropriate signs and instructions on safe use may be necessary.

6. Heating

Individual heating appliances require particular care if they are to be used safely, particularly those which are kept for emergency during power cuts or as a supplementary during severe weather. The greatest risks arise from lack of maintenance and misuse. Convector or fan heaters should be preferred to radiant heaters because they present a lower risk of fire and injury.

The following rules should be observed:

- All heaters must be kept clear of combustible materials and in a position where they do not cause an obstruction: their use must be continuously risk assessed
- Portable fuel burning heaters, including bottled gas (LPG) are not to be used in the office environment

Gas heating appliances should only be used in accordance with manufacturer's instructions and will be serviced annually by a competent appointed contractor.

7. Hot Work

The CCG requires that where any hot works are to be carried out within their areas of responsibility, then a permit to work is to be in place. The permit to work is to be controlled by either the building manager or NHS Property services. Hot work is defined as burning, welding, brazing, soldering, grinding or cutting work producing sparks, during activities such as plumbing and flat roof work. Such works are usually carried out by contractors.

8. Electrical Systems

Fixed Wiring

These are installed / maintained in accordance with the IEE's Wiring Regulations 17th edition (BS 7671). Fixed wiring will be subject to routine examination / testing by a NICEIC (National Inspection Council for Electrical Installation Contracting) accredited company at a minimum of every five years. Work must only be done by persons who are competent to do this.

Portable Appliances

Portable appliances will be subject to routine inspection and testing in accordance with the guidance set out by the Office Safety Procedure. Where a permanent supply is required, all reasonable steps will be made to modify the mains circuit to provide a permanent outlet and avoid long-term use of portable extension leads or multi-socket adaptors.

The Designated Person will ensure that arrangements are made for the above tests to take place.

Where employees provide their own electrical equipment such as mobile phones these will be included in the portable appliance testing. All new portable items introduced into sites must be reported to the Designated Person for inclusion in the appropriate register.

9. Arson

Recent fire statistics in the UK indicate that over 2100 serious deliberately set fires occur every week resulting in injuries and fatalities. All premises can be targeted deliberately or just because they offer easy access.

Be aware of other deliberately set fires in the locality, which can indicate an increased risk to your premises. Be suspicious of and record any small 'accidental' fires on the premises and investigate them fully.

10. Display Materials and Decorations

Displays are often located in corridors, entrance foyers etc. and generally comprise of materials such as paper, cardboard and plastic which provide a means for rapid spread of fire. To reduce the risk of fire spread the CCG will try and:

- Avoid the use of displays in corridors and foyers
- Minimise the size and number of display areas to discreet, separate areas
- Keep displays away from light fittings and heaters
- Keep displays away from ceiling voids which may lack fire barriers
- Ensure that there are no ignition sources in the vicinity

Staff information should be confined to appropriately located display boards in areas away from escape routes. Display boards may be used on escape routes as long as they are no bigger than 1m² or have been enclosed in a sealed display case.

11. Fire Precautions and Maintenance

The Nominated Person is responsible for ensuring their site maintains records of the routine fire safety checks / fire risk assessments in the fire safety logbook. This is required to be accessible at all times for inspection or checks by the local enforcing authorities.

12. Fire Detection and Alarm Equipment

The provision of adequate means of detecting a fire and raising the alarm are of vital importance in offices. Early detection permits time for orderly evacuation and allows time for fire to be tackled at an earlier stage, therefore reducing the risk to life and the damage caused. Buildings will have a means for warning persons within the building of a fire. This is done by a combination of automatic smoke and heat detectors and manual break-glass call points.

Testing and Maintenance

Further guidance on testing and maintenance of the fire warning systems can be found in BS 5839 Part 1. The Designated Person will ensure competent persons have been appointed to conduct all aspects of the testing and maintenance as follows:

Requirement	Responsibility	Remarks
Daily check of Fire Panel – power supply in place and no fault lights showing	Building nominated competent person	Any faults should be logged in Fire Safety Log Book and reported to the approved specialist fire alarm engineer for action.
Weekly check – manual call point activated (using a different call point for each successive test). Manual call points may be numbered to ensure they are sequentially tested	Building nominated competent person	The result must be recorded in the Fire Safety Log Book and if failures are detected, these must be reported immediately
Six – monthly servicing and preventive maintenance of fire alarm	Approved specialist fire alarm engineer	The result must be recorded in the Fire Safety Log Book and if failures are detected, these must be remedied immediately

13. Fire Fighting Equipment

In offices the emphasis must be towards the safety of staff and visitors rather than fighting the fire; extinguishers should primarily be used to protect life and facilitate safe escape. They should only be used, by trained staff, if they can be used safely and without risk of trapping the user.

Fire extinguishers should normally be located in conspicuous positions on escape routes, preferably next to exit doors, and should not become a trip hazard. Wherever possible, fire-fighting equipment should be grouped to form fire points. These must be clearly visible and conspicuously indicated so that fire points can be readily identified.

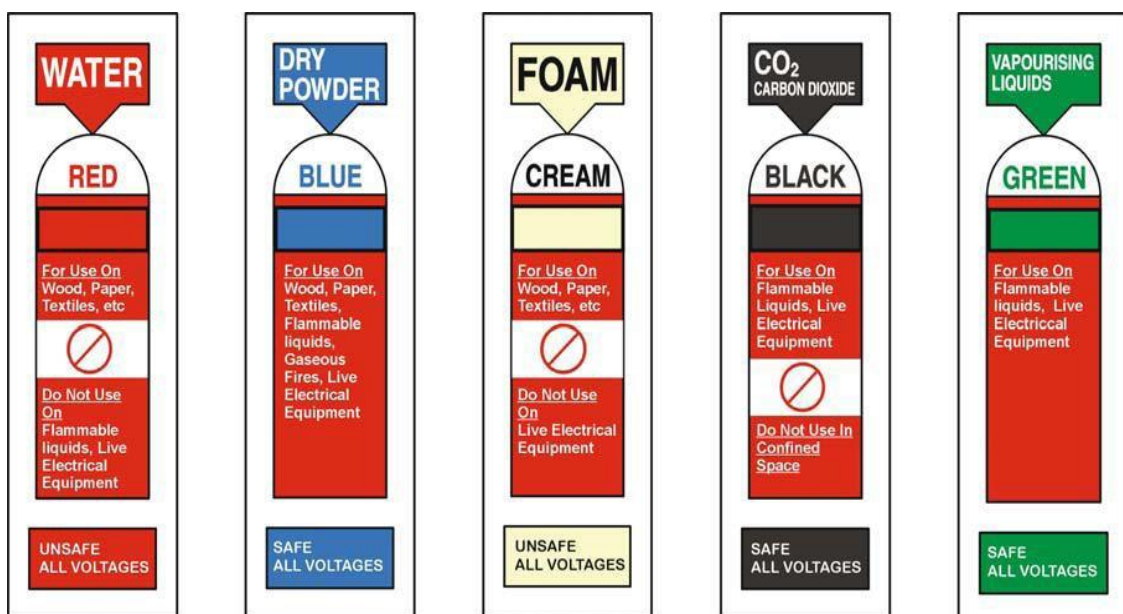
The CCG will ensure a competent servicing contractor is appointed to undertake the annual fire extinguisher servicing and maintenance and the records for this are to be held on site in the fire safety log book. The Nominated Person is to nominate a competent person to have a monitoring role to ensure that the annual servicing of firefighting equipment is taking place as required and to report any defective units identified during the monthly inspections to the contractor for repair or replacement. All defects are to be recorded in the fire safety log book with action taken to rectify defect.

Colour Coding of Extinguishers

BS EN 3 is the new (1997) standard for portable fire extinguishers. One of the major changes it brought was the colour coding of extinguishers. All new extinguisher bodies must be red, and subject to national regulations, an area up to five per cent of the body may be colour coded to assist identification of the extinguishing material it contains.

Graphic symbols are to be used on the extinguisher body to assist identification of the type of fire it can be used on. Old-style extinguishers had the entire body colour coded, these must not be painted red to bring them into line with the new ones. Because extinguishers last for up to 20 years, there may be a mixture of old and new in a building. This is acceptable in these cases and to avoid any confusion, it is advisable to ensure that extinguishers of the same type but with different colour coded markings are not mixed, either at the same location in a single-storey building or on the same floor in multi-level buildings.

Guidance on the selection and installation of fire extinguishers is given in BS 5306-8 and should be inspected and maintained in accordance with BS 5306 - 3.



Testing and Maintenance

The following checks are required to be carried out by a nominated person on all fire-fighting equipment. All records of checks are to be recorded in the Fire Safety Log Book and any faults / damage reported to the firefighting equipment contractor for remedial action.

Weekly

- All fire extinguishers are in their correct place
- All fire extinguishers are clearly visible
- No visible damage i.e. safety pins have not been tampered with

Monthly

- The pressure in 'stored pressure' fire extinguishers is correct

Annual

- Service by a nominated competent contractor and replacement of safety pins (colour coded)

In addition discharge testing must be done by the competent contractor at least every 5 years. For more information on extinguisher testing please refer to BS EN3 and BS 5306 – 3 Annex A&B.

Fire Blankets

Fire blankets should comply with the 'light duty standard' as defined in BS 6575 and are useful for small discrete fires such as those in kitchens, and for putting out fires on people's clothing in these areas.

14. Means of Escape

Means of escape enable a person to move away from a fire via structural parts of a building (corridors / staircases) to reach a place of safety. The extent of a means of escape is dependent on the assessed fire risk, size of the premises and profile of occupants.

It is essential that escape routes and the means provided to ensure they are used safely, are managed and maintained to ensure they remain usable and available at all times when the premises are occupied. Corridors and stairways that form part of escape routes should be kept clear and hazard free at all times. Items that may be a source of fuel or pose an ignition risk should never be located on any corridor or stairway that will be used as an escape route.

Testing and Maintenance

The following checks are required to be conducted, recorded and remedial action taken accordingly:

Weekly

- Check all emergency fastening devices to fire exits (push bars and pads)
- Check all internal / external routes are clear and safe
- Check to ensure all electronic release mechanisms on escape doors work correctly
- Ensure they 'fail safe' in the open position: this can be done at the same time the fire alarm is tested on a weekly basis and a record must be made in the fire safety log book to confirm doors closed as intended

Monthly

- Check fire door seals and self-closing – devices are in good condition
- Check all internal self – closing fire doors work correctly

15. Emergency Lighting

Escape lighting is that part of the emergency lighting which is provided to ensure the escape routes are illuminated at all material times (emergency lighting is that provided for use when the power supply to the normal lighting fails). It should cover the corridors, stairways, large day rooms (those indicated for more than nine service users and which have a floor space exceeding 25m²), other large rooms and any external routes to a place of safety. Escape lighting should be installed in accordance with the current version of BS 5266: Part 1.

Testing and Maintenance

BS EN 50172:2004/ BS 5266-8:2004 Emergency escape lighting systems, specifies the minimum provision and testing of emergency lighting for different premises and also additional information on servicing can be found in BS 5266 – Part 1 – 2005 Emergency lighting. The following tests are required and must be recorded in the fire log book:

Monthly

- Short functional test in accordance with BS EN 50172:2004/ BS 5266-8:2004: the period of simulated failure should be sufficient for the purpose of this test whilst minimising damage to the system components e.g. lamps; during this period, all luminaires and signs shall be checked to ensure that they are present, clean and functioning correctly; the result must be recorded in the Fire Safety Log Book and if failures are detected, these must be remedied as soon as possible

Annually

- A test for the full rated duration of the emergency lights (e.g. 3 hours) must be carried out by a nominated competent contractor; the emergency lights must still be working at the end of this test: the result must be recorded in the Fire Safety Log Book and if failures are detected, these must be remedied as soon as possible

16. Internal Smoke / Fire Doors

Where practicable it is good practice for all doors in the escape route to open in the direction of escape. This is particularly important for doors in high-risk areas, where the doors are at the base of stairs or where more than 50 persons are expected to evacuate. All such doors must be able to be opened from the direction of travel without the use of a key or pass card (where security systems are in place, provision must be made for linking to the fire alarms to override locks when alarms activate).

Smoke / fire doors must be self-closing, fitted with intumescent strips and cold smoke seals and conform to BS 478 pt. 22 (fire resistance standard for fire door sets). Fire resistant doors fitted to cupboards and service risers that open onto escape routes must be kept locked, be fitted with intumescent strips and cold smoke seals.

17. External Final Exit Doors

These are doors designed to be part of the means of escape for use to reach an external place of safety. They must meet the following criteria:

- Open in the direction of travel
- Be free from obstruction or trip hazard: where steps or slopes are in place these must be minimised and if necessary highlighted
- Doors that are also used for normal access and egress must be capable of being opened / unlocked or released by a single turn handle or device like a thumb turn
- Doors that are used only for emergency evacuation must be capable of being opened with a single action device such as a push bar or pad

18. Fire Notices and Signs

Signs must be used, where necessary, to help people identify escape routes and firefighting equipment. For a sign to comply with the Health and Safety (Safety Signs and Signals) Regulations 1996 and BS 5499-4 and BS 5499-5, it must be in pictogram form. This can be supplemented by text if it is considered necessary to make the sign more easily understood, but you must not have a safety sign that uses only text.

The CCG will ensure that there are sufficient appropriate fire notices and signs within their premises. The purpose of fire notices is to give concise instructions of the actions to be taken on discovering a fire and hearing the alarm.

The purpose of fire signs is to direct people towards fire exits, or to provide specific information or warning about particular equipment, doors, rooms or procedures. They should be recognisable, readable and informative, as they convey essential information to regular and infrequent users of the premises and the fire and rescue service.

Appendix B

Personal Emergency Evacuation Plan (PEEP)

To be completed by the Line Manager (if the individual works in more than one building, then it may be necessary to prepare a separate PEEP for each building).

PERSONAL EMERGENCY EVACUATION PLAN			
Name			
Department			
Building			
Room Number and Floor			
Contact Number			
AWARENESS OF PROCEDURE			
<i>(Insert Name)</i> is informed of a fire evacuation by: (please tick <input type="checkbox"/> relevant box)			
Existing alarm system;		Visual alarm system;	
Pager device;		Other (please specify);	
DESIGNATED ASSISTANCE			
The following has been designated to give assistance to get out of the building safely in the event of an emergency			
Name:			
Contact details:			
Name:			
Contact details:			
METHODS OF ASSISTANCE			
EQUIPMENT PROVIDED			
PERSONALISED EVACUATION PROCEDURE (A step by step account beginning with the first alarm)			
1			
2			
3			
4			
MONITOR and REVIEW			
Signed Manager		Date	
Signed Individual		Date	

Personal Emergency Evacuation Plan (Example)

To be completed by the Line Manager (if the individual works in more than one building, then it may be necessary to prepare a separate PEEP for each building).

PERSONAL EMERGENCY EVACUATION PLAN			
Name	John Peterson		
Department	Admin Assistant		
Building	Lancashire Area Office		
Room Number and Floor	3 rd Floor Rm 25		
Contact Number	Ext 5054		
AWARENESS OF PROCEDURE			
John is informed of a fire evacuation by: (please tick <input type="checkbox"/> relevant box)			
Existing alarm system;	<input type="checkbox"/>	Visual alarm system;	
Pager device;		Other (please specify);	
DESIGNATED ASSISTANCE			
The following has been designated to give John assistance to get out of the building safely in the event of an emergency			
Name:	Eric Smith		
Contact details:	Admin Assistance Rm 21 ext.; 5050		
Name:	Archie Jones		
Contact details:	Team Leader Rm 27 ext.; 5052		
METHODS OF ASSISTANCE			
Eric or Archie will act as John's 'Buddy' and accompany John down the stairs.			
EQUIPMENT PROVIDED			
Powerful Hand Torch			
PERSONALISED EVACUATION PROCEDURE (A step by step account beginning with the first alarm)			
1	On hearing the alarm John will proceed to the fire exit.		
2	John will wait at the refuge point until everyone passes and the stairs are clear, then walk down the stairs assisted by his 'Buddy' using the torch if necessary.		
3	The Fire Warden will inform the Fire Liaison Officer that John and his 'Buddy' are proceeding down the stairs slowly		
4	The staircase is protected and provides John with at least 30minutes protection to descend the stairs and reach a place of safety.		
MONITOR and REVIEW			
This procedure will be rehearsed during fire drills and will be reviewed annually.			
Signed Manager	S Jones	Date	01 July13
Signed Individual	J Peterson	Date	02 July13

Options		Mobility Impaired People (a)			Sensory Impaired People			Cognitive Disabilities (f)			
	Types of Escape	Electric Wheelchair (b, c)	Wheelchair user (b)	Mobility Impaired person	Asthma / breathing problems	Visually impaired person (d)	Hearing impaired person (e)	Dyslexic orientation disorders	Learning difficulty autism	Mental health problems	Dexterity problems
16	Needs assistance for person and dog					<input checked="" type="checkbox"/>					
17	Needs door opening (Buddy system)										<input checked="" type="checkbox"/>
18	Needs orientation information					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
19	Needs tactile map of building					<input checked="" type="checkbox"/>					
20	Large print information					<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
21	Needs taped information					<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
22	Needs information in Braille					<input checked="" type="checkbox"/>					
23	Buddy system					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
24	Provision of alternative alarm	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
25	Provision of flashing beacons						<input checked="" type="checkbox"/>				
26	Additional checks by fire wardens						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
27	Identification of escape route by reception / security	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- a. There is a vast range of people who fit into this category; issues relating to this group of people may also be relevant for people who have heart disease, asthma or heart conditions
- b. This group is considered most at risk in terms of escape; however, in some instances, a person who frequently uses a wheelchair may be able to walk slightly and therefore be able to assist with their own escape or even facilitate independent escape; it is essential that the disabled person is asked the relevant questions tactfully and in a way that produces the best escape plan
- c. Electrically powered wheelchair users may have less mobility than people who use manual chairs; it is wise to allow the escape of all other groups of disabled people in the building to ensure that is sufficient staff to assist this group
- d. People who are visually impaired are helped to escape by the provision of good signage / other orientation clues; it should be noted that most visually impaired people have some sight and that they will be able to use this during the escape in order to make their own way out of the building; the provision of a high powered torch may be useful; if the "Buddy System" is used it is recommended that the vision impaired person grasps their "Buddy's" elbow as this will enable the person being assisted to walk half a step behind and thereby gain information about doors / steps
- e. Hearing impaired and deaf people need to know that there is an escape in progress
- f. People with cognitive disabilities often problems comprehending what is happening in escape conditions, or may not have the perceptions of risk as non-disabled people; provision of good orientation facilities / measures within the building is essential; there may be reluctance by some to take an unknown route from the building; some people with cognitive disabilities may fall into the group of unknown disabilities, such as dyslexia, dyspraxia and autism - these people may not be aware of the problem; the PEEP system should be used to give them the opportunity to understand the possible need for choice and direction change during an escape

DEFINITIONS

Protected escape route

A protected escape route may consist of a corridor or stair enclosure which, once entered, will lead directly to a place of safety via an emergency exit. The route is separated from the rest of a building by fire-resisting construction, providing a minimum fire resistance of 60 minutes. Access to the escape routes is by 'Fire Doors' which provide a minimum fire resistance of 30 minutes. These doors are fitted with self-closing devices capable of closing the doors from all angles of swing.

Once inside a protected escape route, you are deemed to be in a place of safety. In order to maintain a satisfactory standard:

- No combustible material should be stored or sighted within protected stair enclosure (open notice boards, paper / cardboard stored below stairs etc)
- Stairways and corridors to be kept free from obstruction (no siting of equipment within these areas)
- A programme of inspection to ensure that all fire doors function properly and that any defects are immediately identified and repaired

Refuges

A refuge is an area normally sited within an enclosure such as a protected lobby, protected corridor or protected stairway, which provides a temporary safe area for people who will not be able to use stairways without assistance. The refuge normally needs to be big enough to allow wheelchair use and to allow the user to manoeuvre into the wheelchair space without undue difficulty.

A means of communication must be provided so that the person requiring assistance can make contact with those people who have been designated to provide assistance. This could be by fixed telephone at the refuge point, mobile phone, or two way radio link. It is essential that the location of any wheelchair spaces within a corridor or stair enclosure does not adversely affect the means of escape for other people by narrowing the escape route width.

In circumstances where the refuge area identified for a wheelchair user may restrict the free passage of others trying to evacuate the building, the area may still be suitable for use as a refuge providing that the wheelchair is manoeuvred into position after other persons have left that part of the building.

Evacuation chairs (EVAC chairs)

Evacuation chairs are specially designed chairs for the evacuation of a person down a stair enclosure in a controlled and safe manner. Whilst they are primarily for the use of wheelchair users, they can also be of assistance to those with impaired mobility, chronic/asthmatic conditions etc. They must only be operated by person(s) trained in their use.

Buddy System

The 'Buddy System' is a procedure whereby a friend, colleague or staff member is allocated the responsibility of ensuring that the person, who may require assistance, is alerted of the need to evacuate a building and may assist that person in the evacuation. Normally the person allocated this responsibility will be employed within the vicinity or work area of the person requiring assistance. In order to maintain the continuity of the evacuation procedures, persons should be nominated to deputise for those allocated the responsibility in their absence.