

- 3.3 The emphasis of the PEEP should be on what action needs to be taken to make the School's evacuation arrangements accessible to the mobility or sensory impaired person. Specific details of an employee's medical condition will only be included if it is vital for the operation of the PEEP, e.g. details that may impact on how the individual can be moved from their wheelchair. The information will be shared with the agreement of the individual concerned on a strictly 'need to know' basis, e.g. persons volunteering to be helpers to assist disabled persons from the building.
- 3.4 In the case of employees their Line Manager will be responsible for ensuring that arrangements identified as being necessary by the PEEP are put into place. This could include provision of specialist equipment such as visual alarm pagers or seeking sufficient numbers of helpers to aid and assist visually impaired persons from the building, or producing fire action instructions in Braille or large print.
- 3.5 In the case of students the responsibility for ensuring that the arrangements identified as being necessary by the PEEP rests jointly with the School's Adviser on Disabilities, the relevant Departmental Manager and the relevant Dean of Study. Arrangements could include liaising with Timetables to secure room changes where necessary, finding alternative venues for tutorials etc.

4. Use of Fire Refuge Points.

- 4.1 Fire Refuge Points (FRP) are designated temporary safe areas where mobility or sensory impaired persons can in the event of a building evacuation wait to be assisted down the stairs or where they can wait until the main flow of persons have passed and descend the stairs at their own pace. FRPs are normally protected from the action of fire by 'fire-resisting' construction and provide access to a protected route and final exit. FRPs must be large enough to accommodate and manoeuvre a wheelchair, and should not impede escape of other persons.
- 4.2 The majority of buildings on campus have designed FRPs on each floor. The School has a rolling programme to identify sufficient numbers of FRP in every School building.
- 4.3 FRPs in buildings other than the NAB and 32 LIF have unique identification numbers and an addressable telephone link to the Security Control room. The FRPs in the NAB and 32 LIF have 2- way intercoms that allow the person in the FRP to communicate with the fire control room in the building.
- 4.4 Each FRP has the symbol of a wheelchair and mandatory notices "Refuge keep clear". Signage used must conform to the Safety Signs and Signals Regulations 1996.
- 4.5 If the disabled person is working/studying in buildings where FRPs have not yet been identified, the PEEP will have to identify a safe area that can be used as an interim refuge. *This is normally behind a set of fire doors and leading onto an escape route. Advice on this should be sought from either the Head of Health & Safety or the School's Fire Consultants.*
- 4.6 Where it is necessary to use an interim refuge point which does not have '2-way' communication, the disabled person will be advised to programme Security's control room emergency contact number into their mobile telephone so that they can let Security know they are waiting for assistance.
- 4.7 Where possible floor plans should accompany PEEPs and identify the locations of both official FRPs and areas to be used as interim refuges. Copies of these should be provided to the Security Section.
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5. Action to be taken in the event of a fire.

- 5.1 The PEEP will set out what action should be taken in the event of a fire depending on the needs of the individual.
- 5.2 When the fire alarm sounds persons with mobility or sensory impairments who need assistance should move to or be directed to the nearest refuge point.
- 5.3 Visually impaired persons can be guided on level surfaces by allowing them to take a trained helper's arm and follow the helper. On stairways the helper should descend first and the visual impaired person follow with a hand on the helper's shoulder. If the visual impaired person is accompanied by a guide dog, the guide dog should be held by the leash rather than the harness. The visual impaired person should advise how best he or she can be helped.
- 5.4 Once in the refuge point, either the disabled person or their designated helper if there is one, should use the telephone or mobile phone or intercom to contact the Security control room.
- 5.5 They should give details of their location either the FRP number or if it is an interim refuge, the nearest room number or other identifying information.
- 5.6 Once the Security control room have been notified that someone is awaiting assistance they will immediately activate the Evacuation assistance team, by sending a pager message to all volunteers. Volunteers who carry radios as part of their normal duties will not be issued with pagers, these volunteers will be contacted by radio.
- 5.7 Evacuation team volunteers will rendezvous outside the affected building.
- 5.8 Fire Wardens should also report to the Principal fire Marshall at the assembly point, if they are aware that someone is waiting a FRP.
- 5.9 The Security control room will remain in continued contact with the person in the fire refuge point in order to reassure them, monitor their condition and keep them informed of what is going on.

6. Use of Evacuation Lifts

- 6.1 'Evacuation lifts' are lifts which conform to BS 5810 and BS 5655 having sufficient fire protection and separate power supply, which can be used under the direction of either management or the fire brigade for the purpose of evacuating persons with disabilities.
 - 6.2 Evacuation lifts should not be used by able-bodied persons to exit the buildings in the event of a fire.
 - 6.3 The following buildings have evacuation lifts; The NAB, Clement House, Lionel Robbins Building, Towers One, Two and Three.
 - 6.4 PEEPs for individuals working and studying in these buildings will include how Evacuation lifts will be used.
 - 6.5 Persons with mobility or sensory impairments working in these buildings will be directed to FRP adjacent to the lifts unless they are prevented from doing so by the action of fire.
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- 6.6 All lifts including 'Evacuation' lifts will automatically ground when the fire alarm system is operated.
- 6.7 When the Security control room are notified that someone is waiting in a FRP in a building with an Evacuation lift, a team of Security personnel will proceed to the ground floor of the building and operate the switch which is designed to bring the lift car under 'management' control.
- 6.8 Security teams undertaking this task will receive adequate training and be properly equipped with radios so that they can remain in contact with the Security control room at all times.
- 6.9 Evacuation should take place in the following order, unless directed otherwise by the Fire Brigade:
Collect persons waiting on the fire floor first, then the floor immediately above the fire floor, then other floors above the fire floor starting at the top storey.
- 6.10 Using their knowledge of the building, the Incident Officer will assess whether or not rescue is possible without placing any of the Security team members in danger. If there are any doubts the Security Team should await the arrival of the Fire brigade and follow their direction.

7. Evacuation of persons from FRP in buildings without lifts.

- 7.1 The School will take reasonable steps to ensure that arrangements are in place to physically assist mobility impaired persons to evacuate the building if it is deemed necessary and if it can be accomplished without placing others in serious danger.
- 7.2 The School, through the Health of Health & Safety and Head of Security will co-ordinate and facilitate teams of volunteers to physically assist persons with mobility impairments if circumstances allow this to be done without placing the evacuation team in danger.
- 7.3 When the Security control room is notified that a person with disabilities is waiting in a FRP in a building without an Evacuation lift, the Incident Officer will obtain as much information as possible concerning the location of the fire relative to the FRP in question, and the degree of assistance that will be required.
- 7.4 If necessary the Incident Officer will liaise with the Fire Brigade, giving them all the available information.
- 7.5 The Fire Brigade may ask for the person with disabilities to be directed away from the fire to another FRP on the same level.
- 7.6 The Incident Officer, based on their discussions with the Fire Brigade and the information they have, will make a dynamic assessment of the risk to teams entering the building to facilitate evacuation.
- 7.7 The risk assessment will be based on the circumstance of each case; there must not be an assumption that the evacuation of persons waiting in FRP will be attempted in every case.
- 7.8 Where it is decided that it is possible to assist the person waiting at in the FRP, the evacuation team will proceed to the building where the fire is and ill collect an "Evac chair" from the nearest available point. (*Evac chairs are positioned at the foot and at the top of each means of escape stair way.*)
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- 7.9 When entering a means of escape stairway in order to gain access to the FRP where the disabled person is waiting, Evacuation Team members must not impede the escape of other persons using the stairway.
- 7.10 If persons are requiring assistance on different floors of a building the evacuation should take place in the following order unless directed otherwise by the fire Brigade:
- Persons waiting in FRPs on the floor where the fire is suspected should be assisted first followed by the floor immediately above the fire floor, then floors above the fire floor starting at the top storey.
- 7.11 PEEPs should identify persons who cannot be transferred from the wheelchair, due to the presence of life support equipment, and where the weight of the chair prohibits it from being carried up or down stairs. If this is the case, and horizontal evacuation is not possible the mobility impaired person should remain in the FRP and await the arrival of the Fire Brigade. The Security control room must remain in communication with the person waiting in the FRP.
- 7.12 Once the Evacuation team arrives at the FRP they will transfer the disabled person into an evacuation chair, this will be accomplished by either a 'self-transfer' or any assisted transfer with members of evacuation team using handling techniques and equipment for which they have been previously trained. *(All evacuation team members will receive training in moving and handling persons.)*
- 7.13. Once the disabled person has been transferred into the evacuation chair they will be evacuated from the building using an agreed route. *(See Procedure for Evacuating persons from Fire Refuge Points in Campus buildings.)*

8. Assisted Evacuation by Colleagues.

- 8.1. There may be circumstances where colleagues of a disabled employee are willing to assist\carry the disabled person from the building in the event of fire.
- 8.2 In these circumstances the PEEP will identify how this will be achieved.
- There must be sufficient numbers of staff available at all times the disabled person is working.
 - All staff volunteering must understand what is expected of them, and receive adequate training, and be familiar with FRPs and the School management arrangements for ensuring the safety of disabled persons in the event of a fire.
 - An "evac chair" will be provided and kept in the work location.
 - The arrangements to be followed to effect an evacuation must be brought to the attention of the Security Team.
 - The 'team' of colleagues undertaking the evacuation should remain in communication with the Security Control room.
 - Care must be taken to avoid congestion and not to impede the escape of other persons using stairway, in the process of carrying or assisting the disabled person down the stairs.

9. Testing arrangements and keeping them under review.

- 9.1 Annual fire drills will be undertaken to test the adequacy of these arrangements.
- 9.2 Monthly practice sessions will be organised for those persons who have volunteered to be members evacuation teams.
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- 9.3 The Head of Health & Safety will organise a 'de-brief' every time that the arrangements are put into operation, in order to identify any potential problems.
 - 9.4 PEEPs must be kept under review to ensure the information contained in them is up to date.
 - 9.5 Line Managers and DWO will be responsible for ensuring PEEPs are reviewed.
 - 9.6 Staff must notify their line manager or the Health and Safety team of any change in their circumstance that will impact upon the operation of the PEEP, e.g. a change in their medical condition that requires increased level of assistance.
 - 9.6 Students must notify the DWO of any change of circumstance that will impact upon the operation of the PEEP, e.g. a change in their medical condition that requires increased level of assistance.
 - 9.7 The Estates Division will notify the Head of Security of any factors that will affect the operation of the management arrangements, such as building works that render a FRP out of action, works to an evacuation lift etc.
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**Review schedule**

Review interval	Next review due by	Next review start
September 2017	End of September	

Version history

Version	Date	Approved by	Notes
Final Draft	29.10.2013	Approved by Estate Strategy Committee (ESC)	The amended Fire Policy has been submitted to the Director of Estates for review. Once agreed it will be presented to ESC for approval.

Links

Reference	Link
	https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/firConPol.pdf

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