

Policy for Safe Evacuation of Persons with Disabilities

1. Policy Statement

The London School of Economics is committed to promoting access for people who have a disability or long-term medical condition. This includes consideration of the requirements to enable safe and effective evacuation from its buildings in a fire emergency.

The School will comply with relevant legal requirements and will follow the guidance in British Standards, Codes of Practice and the Building Regulations where it is reasonable to do so with the aim of facilitating safe access and egress.

This Policy and procedure sets out the arrangements for ensuring the safety of building users with mobility or sensory impairments (*whether temporary or permanent*) that could impact upon their ability to respond and self-evacuate in a fire or other emergency.

2. Safe Evacuation Principles and Legal responsibility

- 2.1 LSE should never assume that London Fire Brigade will control the evacuation of premises that is on fire. They have the responsibility for life safety and fire extinguishment. It is the responsibility as defined by The Regulatory Reform (Fire Safety) Order 2005 of the responsible person to

ensure the safe evacuation of all persons in LSE owned, leased or partly controlled buildings. Any absence of such a plan could result in injury or loss of life as well as possible enforcement action being taken against the School.

- 2.2 Equality Act 2010 - Adjustments to the workplace where physical features of the premises are likely to place mobility or sensory impaired persons at a disadvantage. When an employer or service provider does not make the provisions for evacuation of mobility impaired persons from its premises, this may be viewed as discrimination.
- 2.3 The Regulatory Reform (Fire Safety) Order 2005 - Employers or organisations must take responsibility for ensuring that all people, including those with disabilities, can leave the building safely in the event of a fire. This is no-longer the responsibility of the Fire Service.

3. Who May Require a Personal Emergency Evacuation Plan?

- 3.1 Anyone due to the nature of a physical or any other condition who cannot safely evacuate from a building, acknowledge or respond to a fire signal without being assisted.
- 3.2 It is also important to consider conditions such as epilepsy or Parkinson's disease and autism, Asperger syndrome or other cognitive or psychological disabilities which may cause persons to become confused, challenged or disorientated.
- 3.3 Others in addition to those pre-identified could include:
 - The elderly or infirm
 - Women in the advanced stages of pregnancy
 - Persons with sports injuries or broken limbs
 - Persons recovering from operations or other treatment,
 - Persons with other relevant medical conditions

4. Responsibility for Completion of PEEPs and Implementation of Reasonable Adjustments

- 4.1 The functions and responsibilities of those who have a role in implementing these procedures are set out below. This is outlined in appendix 1 Process Map.
- 4.2 Individuals shall be responsible for notifying the School, in the case of students via the Disability and Wellbeing Office (DWO). In the case of staff via their line manager if they have a permanent or temporary condition that may affect their ability to either raise the fire alarm, respond to an alarm or leave the building using emergency escape stairways without assistance.
- 4.3 Individuals disclosing a relevant condition or disability will be asked to co-operate with the School so that a suitable PEEP can be developed.
- 4.4 Line Managers will have responsibility for firstly identifying the person requiring assistance in an emergency and informing the fire safety advisor

- so assistance in completion of the documentation can be gained. If their staff have disclosed that they have a condition referred to in section 3.
- 4.5 Line managers must direct their staff to the Fire Safety Advisor so that a PEEP can be developed.
 - 4.6 The Head of Disability and Wellbeing Service will have responsibility for ensuring these arrangements are implemented with respect to students that have disclosed to the DWO that they have a condition that may impact on their ability to evacuate buildings in the event of an emergency. The DWO will notify the Fire Safety Advisor by forwarding a copy of the relevant Individual Student Support Agreement (ISSA) so that a suitable PEEP can be developed.
 - 4.7 In relation to event's being organised at LSE sites it will need to be assured that relevant arrangements are met in relation to assistance and equipment which may be needed. If managers are unsure they should contact the Fire Safety Advisor in Estates.
 - 4.8 The Director of Estates will have overall responsibility for ensuring that there are arrangements in place for identifying suitable locations which comply with the relevant British Standards for Fire Refuge Points (FRPs) and for the installation and ongoing maintenance of FRPs.
 - 4.9 The Director of Estates will be responsible for ensuring that there are arrangements in place to identify and undertake appropriate alterations or adjustments to any the School buildings to facilitate the implementation of measures identified as necessary by the PEEP.
 - 4.10 The Director of Estates will be responsible for ensuring that there are arrangements in place for undertaking an assessment of proposed alternations, refurbishments etc. to ensure that these do not compromise the implementation of this procedure.
 - 4.11 The Fire Safety Advisor will be responsible for developing Personal Emergency Evacuation Plan for students and staff who disclose a relevant condition or disability.
 - 4.12 The Head of Security with assistance from the fire safety advisor will be responsible for putting the necessary measures in place to ensure that the Security Team receive adequate training and instruction to enable them to play their role in the operation of these arrangements. In halls of residence it will be the onsite team assisted by security. The sportsground should have adequate measures in place to secure evacuation for those with disabilities.
 - 4.13 The Fire Safety Advisor, in conjunction with the Head of Security will co-ordinate measures to recruit, train and retain a "team of volunteers" to undertake the evacuation of persons from Fire Refuge Points.
 - 4.14 Fire Safety Advisor will be responsible for monitoring the operation of the arrangements and reporting back to the Health and Safety Management Committee.

5. PEEP Planning

- 5.1 The personal emergency evacuation plan will require the skill sets of all concerned, not least the person the PEEP is being completed for. They should be involved and consulted through the whole process in order to ensure the plan will work effectively. The arrangements will need to be functional and fluid as there may be a need to remain adaptable to potential changes in the environment and fire protection of the premises.
- 5.2 The PEEP needs to enable the School to identify an individual's special needs and tailor fire arrangements to these needs. A PEEP would include:
- Information about the location and times the disabled person may reasonably be expected to be on School premises. Locations of protected routes and FRPs, relative to the areas where they will be using.
 - The disabled person's awareness of emergency evacuation procedures, and what steps need to be taken to make these accessible.
 - Any special measures needed for the disabled person to raise the alarm, if for example they cannot use the 'break glass' points, or be alerted to an activation of the fire alarm if they cannot hear the sounders or bells.
 - What assistance is needed to evacuate the building, information on wheelchair type, transfers techniques from wheelchairs that are possible and acceptable for disabled person.
 - The formulation of a buddy system in order to assure there is a compliment of staff in order to facilitate a safe evacuation. This system requires strict management control so there are staff available and trained at all times
- 5.2 Once notified by the individual, their line manager or the DWO and the Fire Safety Advisor will meet with the individual to develop a formal PEEP. Where necessary, and with the consent of the individual, other relevant officers of the School will be involved and asked to contribute to the development and operation of the PEEP.
- 5.3 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.
- 5.4 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 (buddy system) to aid and assist visually impaired persons from the building, or producing fire action instructions in Braille or large print.
- 5.5 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, and the relevant Departmental Manager Arrangements could include liaising with Timetables to secure room changes

where necessary, finding alternative venues for tutorials etc.

6. Arrangements for Disabled Visitors and Contractors

- 6.1 Members of staff who arrange visits to the school premises will need to determine whether visitors have a disability that requires assistance in the event of an emergency. They will also need to know that the venue, be it for a meeting, lecture or other reason, has suitable arrangements in place to deal with this. Where it is known in advance that someone may need assistance in evacuation, it would be better to arrange the event in a building or room where there is no need for special equipment or assistance, i.e. a level access with no need to use a lift or stairs. Advice and guidance is available from The Fire Safety Advisor.
- 6.2 Where lectures and other activities including visits or contractor works are taking place in basement areas, there needs to be special consideration taken as the evacuation equipment may only be suitable for downward escape. The fire safety advisor should always be consulted.

7. Records of PEEPs

- 7.1 Personal Emergency Evacuation Plans should be written and held on file within the school or service.
- 7.2 Personal Emergency Evacuation Plans are classed as sensitive information and should be stored in compliance with the Data Protection Act 1998 and the Schools data Protection Policy.
- 7.3 Information will only be shared with the staff or students consent under the following circumstances.
 - where first responders will need to have detailed information concerning safe evacuation
 - Where examinations or other set activities will need to be planned to avoid complex evacuation procedures such as placing persons on the ground floor or in proximity to means of escape.
- 7.4 An edited copy will be kept by the Fire safety Advisor for reference
- 7.5 In the case of residences a copy should be referenced in the building emergency plan box or fire folder
- 7.6 The person the plan is written for will be given a copy. The Fire Safety Advisor and the person it is written for are responsible for keeping the document updated.
- 7.7 Each PEEP will be coordinated as part of the fire strategy for each building

8. Safe Refuge Requirements

- 8.1 Refuges are intended to form part of a management plan to evacuate disabled persons from the building. Disabled refuges should be provided for each protected stairway from each storey, except storeys consisting of plant rooms. Refuges do not necessarily have to be located within the stair enclosure, but should have direct access to the stair.
- 8.2 Number of refuge spaces – do not have to match the number of wheelchair users in the building but should be considered in the evacuation plan in relation to possible space within the safe refuge.
- 8.3 Refuges to be at least 900mm x 1400mm to allow a wheelchair to be parked clear of the normal escape route widths and should not reduce any escape routes or obstruct the flow of persons making escape.
- 8.4 Refuges and evacuation lifts must be suitably signed and where in a lobby or stairway area to be marked and signed 'Refuge – Keep Clear'.
- 8.5 To facilitate evacuation of persons in refuges, an emergency voice communication (EVC) system should be installed. This allows persons in refuge to alert others and to receive reassurance that assistance is coming.
- 8.6 EVC to comply with BS 5839-9:2004 Type B for outstations communicating with a master station in the security control room or adjacent to the fire alarm panel.
- 8.7 Where these provisions cannot be met there needs to be a systematic solution to ensure an effective two way communication line can be established and controlled.
- 8.8 The communication system should not in itself rely on battery power as a lone power source without a back-up system.

9. Evacuation Planning

- 9.1 Regardless of the evacuation whether staged, or simultaneous the emergency plan should take into account the ongoing evacuation needs for those with disabilities.
- 9.2 This includes all areas of the evacuation process to final safety being considered and as such the provision for assistance either from the safe refuge to final escape.
- 9.3 The evacuation chair volunteers will be given suitable training and safety advice in order to complete this function.
- 9.4 In such cases where there is a shortfall in evacuation volunteers security will provide the function but only using protected means of escape to evacuate the person who requires assistance.
- 9.5 Training and communication will be vital. It is always the preferred option that internal personnel are used as they are part of the evacuation process and are better placed to facilitate the use of evacuation using the appropriate equipment from the safe refuge to the final place of safety.

- 9.6 While the Equality Act 2010 makes recommendations on adjustments, it needs to be considered that life safety is the most important consideration. Where life safety is directly affected the adjustments can restrict access to certain floors and areas where escape would not be possible.

The use of firefighting lifts

- 9.7 Fire-fighting lifts may be considered to be appropriate for use during a potential fire emergency. These lifts are designed to be resistant to the physical effects of fire, as outlined in BS EN 81-72:2015. Their design and installation should be resistant to electrical disturbance due to water ingress and should be enclosed in a construction possessing a suitable degree of fire resistance.
- 9.8 BS EN 81-72:2015 also specifies the inclusion of a suitable communication system and escape facilities for use by fire and rescue personnel. These measures are reiterated in BS 9999:2008 and their relevance to the practical aspects of fire-fighting lift usage further considered, particularly with respect to the control measures that need to be incorporated into fire-fighting lift design in order to ensure safe operation by the Fire and Rescue Service.
- 9.9 Where firefighting lifts are used for evacuation they should not hinder the efforts by the Fire and Rescue Service. They should also be informed that the lift is being used for the first stage of an evacuation from a refuge.
- 9.10 Lifts should only be used by trained evacuation staff

10. Equipment and Training

- 10.1 As mentioned in section 2, LSE has the responsibility for safe evacuation of all those who occupy LSE buildings and as such should ensure the minimum:
- Staff have had the correct quality of training in order to perform the functions detailed on the evacuation plan. This includes any external training requirements identified.
 - Staff involved in lifting operations receive appropriate manual handling training.
 - Records are maintained for training.
 - Any specialist equipment to be used is certified via an accredited body. This includes load testing of evacuation equipment.
 - Equipment such as evacuation chairs are maintained in accordance with manufactures instructions or relevant British standards.
 - Maintain records either in house or external such maintenance

11. Limitations of Access Due to Risk to Life

- 11.1 While every effort should be made in order to grant access to all areas as recommended by the Equalities act 2010, it may be necessary in some circumstances to restrict access to certain areas. This may include but not limited to:
- A top floor area where assisted escape is not possible
 - Where evacuation equipment is unusable due to stair width

- Where the firefighting lift is not serviceable
- Where the fire risk assessment has deemed life risk to be substantial
- Building alterations
- Communication equipment breakdown relies on one single power source
- Where a fire incident has compromised means of escape
- Safe refuges have been identified as non-compliant
- Accommodation which has inadequate safe refuges above the first floor
- Deaf alerter systems are non-functional
- Any unforeseen environmental condition

12. Policy Review

12.1 This Policy should be reviewed under the following circumstances

- Annually
- After a fire incident
- In light of significant building alterations
- In light of changes in legislation

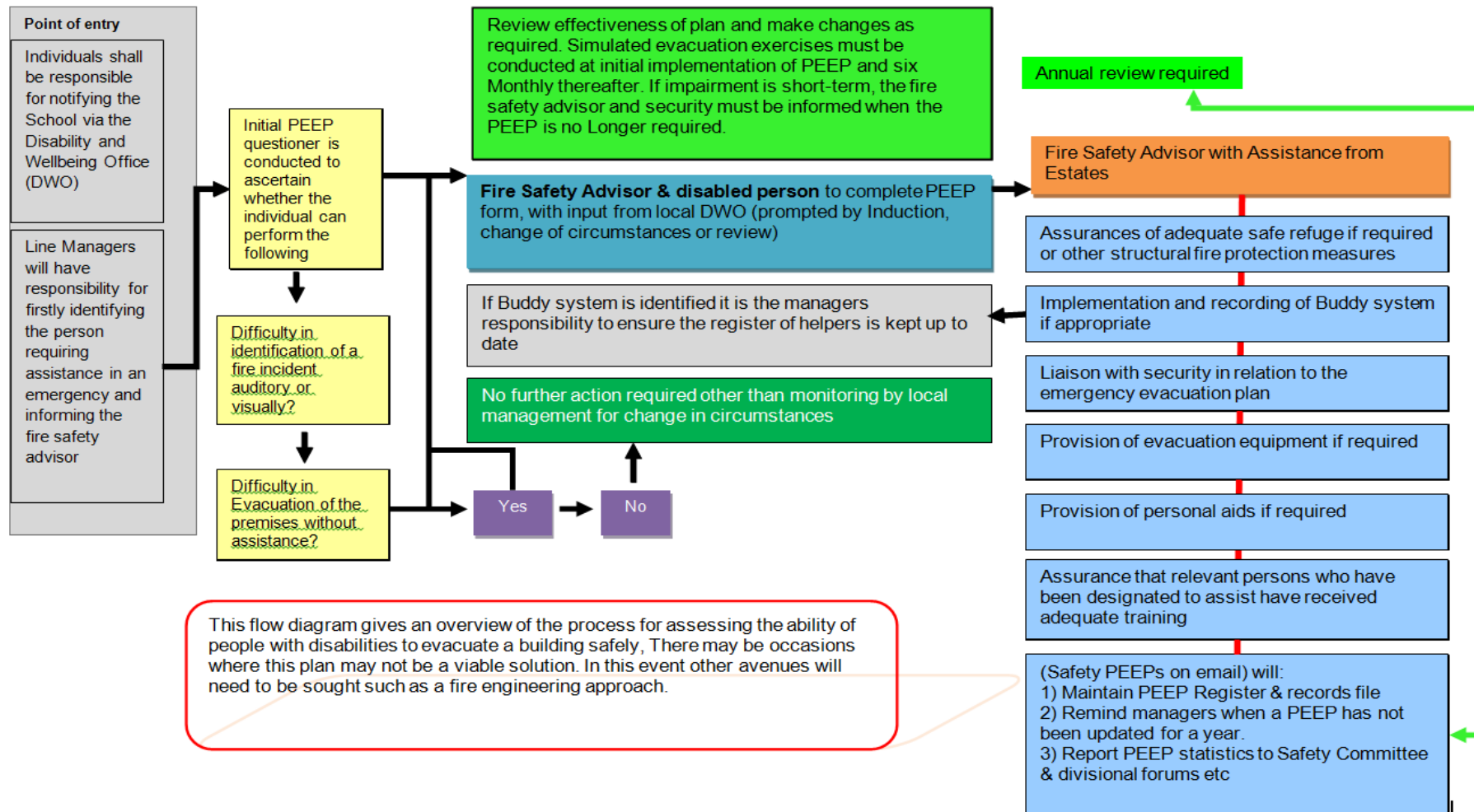
12.2 The personal emergency evacuation plans should be reviewed as part of fire risk assessment or scheduled auditing of the fire safety strategy for the building.

Appendix 1 PEEP Completion Form

Personal emergency evacuation plan form (peep)

Name	
Date	
Mobile telephone No.	
Student or member of staff?	
Dept/Division: Office (Room No)	
Areas of School most likely to visit?	
Resident in LSE Hall (Name of Hall, if applicable)	
Hearing impairment? (If yes state measures to ensure person is alerted to fire)	
Visual Impairment?	
Can you use stairs with assistance?	
Wheelchair User? (If yes, is transfer to an Evac Chair possible?)	
Any other relevant Information	
Arrangements For Evacuation (continue on a separate sheet if necessary).	

Appendix 1 Process Map



This flow diagram gives an overview of the process for assessing the ability of people with disabilities to evacuate a building safely, There may be occasions where this plan may not be a viable solution. In this event other avenues will need to be sought such as a fire engineering approach.

Review schedule

Review interval	Next review due by	Next review start
1 Year	July 2019	July 2019

Version history

Version	Date	Approved by	Notes
01	15.09.2017	Manager Estates	
02	02.11.2017	Health and Safety Management Committee	
02	13/03/18	School Management committee	

Links

Reference	Link
01	Fire Safety Webpage https://info.lse.ac.uk/staff/divisions/estates-division/a-z-of-services/internal/fire-safety

Contacts

Position	Name	Email	Notes
Fire Safety Advisor	Kieron O'Neill	K.E.Oneill@lse.ac.uk	

Communications and Training

Will this document be publicised through Internal Communications?	Yes/ No
Will training needs arise from this policy	Yes/ No
If Yes, please give details	