



Letterkenny Institute of Technology

Personal Emergency Evacuation Procedure for Disabled Persons

Document Location

The document will be made available via the College Intranet to all staff and students.

History

Revision Number	Revision Date	Summary of Changes	Changes marked
001	9/Nov/2015	Initial implementation of procedure	
002	25/Jan/2016	Include new Powered Evac- Chair in Killybegs Campus	

Approvals

This document was approved by:

Title	Date
Health & Safety Committee	9 th November 2015
Executive Board	1 st February 2016
Governing Body	18 th February 2016

Aim

The aim of this procedure is to provide people who cannot escape from a building unaided during an emergency with the necessary means and information to be able to manage their evacuation from the building. This procedure also aims to give the Schools or Functional areas the necessary information to ensure that the correct level of assistance is available for their students, staff and visitors.

Responsibilities

President

The President is responsible for ensuring this (Personal Emergency Evacuation) Procedure ((PEEP) for disabled persons) is implemented and communicated throughout LYIT.

Head of School or Function

The Head of School or Function (HOS/HOF) is responsible for ensuring disabled persons in their School or Functional Area are made aware of this procedure. The Head of School or Function is responsible for discussing with a disabled staff member to identify whether they require any assistance in the event of an emergency evacuation. This is achieved by HOS/HOF and staff member completing a PEEP questionnaire, see appendix 1. If the disabled person requires assistance during an emergency evacuation then a PEEP must be prepared by the HOS/HOF in conjunction with the disabled staff member from the information gathered in the questionnaire, see appendix 2.

Heads of School or Function must also make their students aware of the PEEP procedure and ensure that disabled students make contact with the Disability Officer.

Disability Officer

The Disability Officer will consult with the disabled students to identify whether they require any assistance in the event of an emergency evacuation. This is achieved by the Disability Officer and student completing PEEP questionnaire, see appendix 1. If the disabled student requires assistance during an emergency evacuation then a PEEP must be prepared by the Disability Officer in conjunction with the disabled student, see appendix 2. It may be necessary, with the student's agreement, to inform certain relevant members of staff. The Disability Officer is responsible for ensuring disabled students, their assistants and Access staff are made aware of their PEEP procedure. Disability officer will ensure Access staff and student assistants attend training and refresher training to fulfil the requirements of this procedure.

Estates

Estates are responsible for providing and maintaining evacuation routes and equipment to facilitate evacuation from all LYIT buildings safely e.g. fire alarm systems, emergency lighting, emergency evacuation lifts, evacuation chairs (manual or motorised), temporary refuge points, emergency call points, safe evacuation routes, emergency exits, escape route plans etc. Estates will arrange for training on emergency evacuation lifts for staff once installed in Institute buildings. Estates are responsible for providing assistance and guidance to Heads of School/Function and Disability Officer in the preparation of PEEPs for example evacuation routes (including horizontal evacuation), emergency exits, temporary refuge points, security contact information, call points, compartmentation, evacuation chair locations and evacuation lifts location and use etc.

Human Resources

Human resources will ensure that all staff are made aware of the LYIT PEEP procedure and ensure disabled staff members make contact with their HOS/HOF to complete a PEEP questionnaire, see appendix 1 and PEEP procedure, see appendix 2. Human resources will provide appropriate training to staff with responsibilities to ensure the requirements of the PEEP procedure are completed. Human resources will also provide assistance and guidance to HOS/HOF in preparing PEEP plans for staff.

Health & Safety

Health and Safety will provide assistance and guidance in conjunction with Estates to HOS/HOF and the Disability Officer in completing PEEP for disabled staff and students. Health and Safety will also assist Human Resources with arranging training for staff. Health and safety in conjunction with Estates and Disability officer will develop and revise this PEEP procedure as required. This PEEP procedure will also be reviewed by the LYIT Health and Safety Committee and Executive Board for approval.

Fire Checkers

Fire Checkers are required to communicate verbally if they discover any disabled persons in temporary refuge points in their area and report the location and refuge point number to the Chief Fire Marshals once outside. They will also check that the disabled person has an evacuation assistant(s) and PEEP to ensure they are able to evacuate the building. If it is a drill situation the Fire Checker will be informed by the Chief Fire Marshal and told to return to the temporary refuge point and inform the person it is a drill and they can remain in the refuge point and proceed back into the building once the drill is completed.

All Staff

All staff are responsible for ensuring they are aware of LYIT evacuation procedures and this Personal Emergency Evacuation Procedure for disabled persons and assisting where required by attending training if requested or assisting fellow students or colleagues to fulfil the requirements of this procedure. Staff are also responsible during an emergency evacuation or a drill for notifying any visitors of LYIT evacuation procedures and arranging for safe evacuation of visitors with disability.

Members of the Public

Members of the public should present themselves to reception and receive information regarding LYIT emergency evacuation procedures. If members of the public require assistance in an emergency evacuation they should call 074-9186900.

Events at LYIT

Persons who organise and are responsible for any events at LYIT, be they Institute staff or external persons, should ensure that all persons including disabled persons attending the event are evacuated in an emergency. Event Organisers are to ensure their own Personal Emergency Evacuation Procedure is developed for all disabled persons attending their event.

Evacuation in an Emergency

During emergency evacuation Security/Caretakers/Fire Checkers are to report to Chief Fire Marshal any calls received from refuge points from disabled persons or their assistants. During these calls Security/Caretakers/Fire Checkers should note the refuge point unique number, floor level and location details and if the persons have a PEEP procedure and assistants present and they are ready to evacuate.

If it is a drill Security/Caretakers/Fire Checkers will check with the Chief Fire Marshal and Security/Caretakers/Fire Checkers will inform the disabled person and assistant it is a drill and they can remain in the refuge point and proceed back into the building once the fire alarm is turned off and the drill is completed.

If it is not a drill i.e. emergency evacuation Security/Caretakers/Fire Checkers will notify the persons in the refuge area to follow their PEEP evacuation procedure immediately. Once the disabled person and assistant are outside they should report to Security/Caretakers/Fire Checker who will in turn report this to the Chief Fire Marshal.

A) Mobility Impaired (Non-Wheelchair)

Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance from colleagues or friends i.e. buddy system.

B) Mobility Impaired (Wheelchair)

When Fire Alarm Sounds follow evacuation plan (PEEP)

Step 1 - Evacuate or move to refuge point



Step 2 - Assess & prepare



A.)



B.)

- By use of communications either A.) Emergency call point or B.) Security Emergency number 074-9186999 assess situation and respond accordingly
- First choice, stay where you are, ready to evacuate if needed
- Use Evacuation Lift in your building (where available)

Step 3 - Respond & move



- If threatened move horizontally to another refuge point if safe to do so

Step 4 - Evacuate



- If still threatened evacuate vertically and out of the building
- **If threatened or uncertain at any point evacuate out of the building**

Assisting Wheelchair Users Down Stairs

Where disabled persons are located above the ground floor there are a number of considerations.

i) Refuge Points -

A temporary refuge is a designated temporary safe space where disabled people can wait for assistance. It is an area that is both separated from a fire by fire resisting construction and provides a safe route to final exit e.g. the head of a protected stairway - where there is sufficient space. The provision of a temporary refuge will permit a staged evacuation to be implemented. Temporary refuge areas are clearly signed, uniquely numbered and of sufficient size to accommodate both people using it as a refuge and any people passing through on their way out of the building.

ii) Lifts -

At present Lifts on site cannot be used in an emergency. LYIT has installed an “evacuation lifts” in the new CoLab building and proposes to retro fit to existing lifts where feasible on a phased basis over the coming years. Estates will inform staff and students once this change takes place and arrange for training of nominated staff on evacuation lifts. Any lift used for the evacuation of disabled people should be an “evacuation lift” and will be clearly labelled as such. Lifts other than designated emergency evacuation lifts should not be used in the event of an emergency evacuation.

iii) Safe Routes -

A Personal Emergency Evacuation Procedure (PEEP) should contain details of the evacuation route(s) the disabled person will be expected to use which are maintained at all times.

Wherever possible, Horizontal Evacuation routes should be sought out so that the evacuating person can move freely into an adjacent fire protected/compartimentalized accessible area. It is important that disabled persons and their assistants are aware of the range of routes available to them.

Wheelchair Platforms are available in various locations throughout the building to enable wheelchair users access where minor changes in floor level occur. Wheelchair platforms have back up battery supply and so can be used in emergency evacuation.

iv) Manual Evac-Chairs

While it is not possible to use evacuation lifts, Evac-Chairs can be used to assist disabled people downstairs. These chairs are provided for relevant persons and located in strategic areas e.g. close to refuge points. Please note these chairs may not be suitable for all wheelchair users as they may not be able to be transferred from their own wheelchair. If this is the case evacuation lifts or powered evacuation chairs will need to be used.



v) Powered Evac-Chairs

The easiest and most comfortable method for some wheelchair users is to take them in their own wheelchairs using specially adapted powered evacuation chairs. A powered evac-chair has been supplied by LYIT where it is not possible to use evacuation lifts or manual evac-chairs in Killybegs campus located in the Main Building close to the main reception and staff have been trained in its use.

NOTE*** Powered Evac-Chairs

It is proposed that these chairs will also be supplied by LYIT in Letterkenny Campus where it is not possible to use evacuation lifts or manual evac-chairs.



C) Deaf and Hearing Impaired persons

Persons with hearing impairments may not notice or hear emergency alarms and will need to be alerted of emergency situations. Generally, most deaf people working/studying alongside hearing employees/students will not require special equipment, providing they have been made aware of what to do in the event of an emergency evacuation. They will be able to see and understand the behaviour of those around them.

However, deaf or hearing-impaired persons working/studying alone may need an alternative method of being alerted to an emergency evacuation. Additional strobe lights may be required in areas for hearing impaired persons. Such requirements will be brought to the attention of Estates.

D) Visually Impaired: Blind and Partially Sighted persons

The audible fire alarm signal that generates the evacuation alerts the sight impaired persons. Most people with a visual impairment will be familiar with their immediate surroundings and frequently travelled routes. Since the emergency evacuation route could be different from the commonly travelled route, persons who are visually impaired may need assistance in evacuating a building.

Assistance should be offered to the individual with visual impairment and to guide him/her through the evacuation route.

Visually impaired people can best be guided on level surfaces by taking a helper's arm. On stairways the helper should descend first, the visually impaired person following with a hand on the helper's shoulder.

If a blind person uses a guide dog it is important that the dog is also given ample opportunity to learn these routes. Some guide dogs may follow on their owner's command but, generally, if a helper is leading the person, the guide dog should be held by a leash, rather than a harness.

E) Any other Persons with disabilities

Review evacuation plans with the Disability Officer. Ask members of staff, colleagues or fellow students for assistance.

Training

To be effective, any evacuation plan depends on the ability of persons to respond efficiently. Staff will therefore receive training appropriate to their responsibilities. This training will be arranged through Human Resources and the Health & Safety office. Heads of School and Function will ensure relevant staff attend this training.

APPENDIX 1

**PERSONAL EMERGENCY EVACUATION PROCEDURE QUESTIONNAIRE FOR
DISABLED PERSONS**

This questionnaire is to be completed by relevant Head of School/Function or the Disability Officer and the disabled person involved.

This questionnaire is intended to aid in the development of a Personal Emergency Evacuation Procedure with the Disability Officer (for students) and Head of School/Function (for staff members). It is necessary to provide information in order to develop a suitable procedure. Estates and the Health & Safety officer will also be available to provide assistance and guidance on emergency evacuation and evacuation routes.

The procedure will be the intended means of evacuation in the event of an emergency evacuation. If you consider that significant issues are raised by this process that will require attention please contact the Head of School/Function (for staff) or the Disability Officer (for students) for assistance in finding suitable solutions.

If you need assistance, the “Personal Emergency Evacuation Procedure or PEEP” will specify what type of assistance you need. It will then be up to the Institute to assist you in accessing this assistance.

**APPENDIX 1 PERSONAL EMERGENCY EVACUATION PROCEDURE
QUESTIONNAIRE**

Please note: This questionnaire is to be completed by the Head of School/Function in consultation with the staff member for staff and by the Disability Officer in consultation with the student for students.

Name _____ Position/Year _____

School/Function _____ Course _____

ASSISTANCE

1. Do you need assistance to get out of your place of work/study normally?
 YES NO DON'T KNOW

If NO please go to Question 5

2. Is anyone designated to assist you ?
 YES NO DON'T KNOW

If NO please go to Question 4. If YES give name(s) and location(s)

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3. Is the arrangement with your assistant(s) a formal arrangement?
 (A formal arrangement is an arrangement specified for them by the Head of School or Function or by some other procedure.)

YES NO DON'T KNOW

4. Are you always in easy contact with those designated to help you?
 YES NO DON'T KNOW

5. In an emergency, could you contact the person(s) in charge of evacuating the building(s) in which you work/study and tell them where you were located?

YES NO DON'T KNOW

GETTING OUT

6. Can you move quickly in the event of an emergency?
 YES NO DON'T KNOW

7. Do you find stairs difficult to use?
YES NO

8. Are you a wheelchair user?
YES NO

LOCATION

9. Where are you based for most of the time?
Please name: the building, the floor and the room number.

10. Do you routinely use more than one location in this building?
YES NO
If you feel it is necessary please provide further details below.

11. Do you routinely use other buildings? YES NO
If you feel it is necessary please provide further details below.

AWARENESS OF EMERGENCY EVACUATION PROCEDURES

12. Are you aware of the emergency evacuation procedures, which operate in the building(s) in which you visit/work/study?
YES NO

13. Do you require written emergency evacuation procedures:
YES NO
13a Do you require written emergency procedures to be supported by British Sign Language interpretation? YES NO

13b Do you require the emergency evacuation procedures to be in Braille?
YES NO

13c Do you require the emergency evacuation procedure to be on tape?

YES NO

13d Do you require the emergency evacuation procedures to be in large print?

YES NO

14. Are the signs which mark emergency routes and exits clear enough?

YES NO

EMERGENCY ALARM

15. Can you hear the fire alarm(s) in your place(s) of work or study?

YES NO DON'T KNOW

16. Could you raise the alarm if you discovered a fire?

YES NO DON'T KNOW

Thank you for completing this questionnaire. The information you have given us will help us to meet any needs for information or assistance you may have.

I hereby authorize this information to be used and communicated to relevant staff to ensure my safe emergency evacuation from buildings of LYIT.

Student/Staff Member: _____

Signature: _____

Date: _____

Disability Officer/Head of School/Function: _____

Signature: _____

Date: _____

APPENDIX 2

PERSONAL EMERGENCY EVACUATION PROCEDURE

APPENDIX 2 PERSONAL EMERGENCY EVACUATION PROCEDURE FOR:

Please note: This procedure is to be completed by the Head of School/Function in consultation with the staff member for staff and by the Disability Officer in consultation with the student for students.

Name _____ Department/Function _____

Building _____ Floor _____ Room Number _____

AWARENESS OF PROCEDURE

I am informed of a fire emergency requiring evacuation by:

existing alarm system

Other (please specify) _____

DESIGNATED ASSISTANCE: (The following people have been designated to give me assistance to get out of the building in an emergency).

Name _____ Contact details _____

Name _____ Contact details _____

Name _____ Contact details _____

METHODS OF ASSISTANCE: (e.g.: Transfer procedures, methods of guidance, etc.)

EQUIPMENT PROVIDED: (e.g. evacuation lifts, evacuation chairs, etc.)

EMERGENCY EVACUATION PROCEDURE:

(A step by step account beginning from the first alarm).

SAFE ROUTE(S):

I hereby authorize this information to be used and communicated to relevant staff to ensure my safe emergency evacuation from buildings of LYIT.

Student/Staff Member: _____

Signature: _____

Date: _____

Disability Officer/Head of School or Function:

Signature: _____

Date: _____

Further Information

- Promoting Safe Egress and Evacuation for People with Disabilities – National Disability Authority

http://www.hsa.ie/eng/employees_with_disabilities.pdf

- Employees with Disabilities: An employer’s guide to implementing inclusive health and safety practices for employees with disabilities – Health & Safety Authority

<http://www.nda.ie/egress>