

# CITY AND COUNTY OF CARDIFF

## CODE OF GUIDANCE

### MEANS OF ESCAPE FOR DISABLED PEOPLE

#### PURPOSE

The purpose of this guidance is to ensure that the Council meets its responsibilities under The Regulatory Reform (Fire Safety) Order 2005, and the Equality Act 2010, to ensure the safe evacuation of disabled persons from Council premises in the event of an emergency. The guidance takes into account the Supplementary Guide to Means of Escape for Disabled People issued by HM Government in 2007.

The Code of Guidance addresses the following

- 1.0 Introduction
- 2.0 Personal Emergency Evacuation Plans (PEEP)
- 3.0 Identifying persons requiring assistance to evacuate
- 4.0 Standard Evacuation Plans (SEP) for the general public and visitors
- 5.0 Training
- 6.0 Further guidance and information
- 7.0 References
- 8.0 Document Amendments

Appendix A - Checklist for a Personal Emergency Evacuation Plan

Appendix B – Example of a Standard Evacuation Plan

#### **1.0 Introduction**

- 1.1 The Regulatory Reform (Fire Safety) Order 2005 has changed fire safety legislation to bring it into line with all other health and safety legislation, requiring risk assessments to be made for all non domestic premises, and shared areas of domestic premises. Further guidance on the requirements of the Order is detailed in the Code of Guidance - The Regulatory Reform (Fire Safety) Order 2005.
- 1.2 The Council has a duty of care to ensure that those persons who are more at risk through impairment are evacuated to a place of safety as quickly as possible. Persons may be at greater risk through visual impairment, hearing impairment, mobility impairment, mental health, learning development or behavioural impairment.
- 1.3 The Regulatory Reform (Fire Safety) Order 2005 states that fire evacuation procedures are the responsibility of persons having control of buildings. The procedures must be pre planned and have due regard to the needs of all occupants, including persons with impairments. The essential role of management in a fire is to ensure that the Fire Service

are called out, evacuation procedures initiated, and that a roll call is carried out when the evacuation is complete.

- 1.4 When attending an incident, the Fire Service will be concerned with rescuing trapped occupants, and locating and extinguishing any fire. They do not have the initial resources to assist with evacuation of people. It is therefore **not** acceptable to leave disabled persons in 'refuges' within the building.
- 1.5 The needs of disabled persons will vary from building to building and depending on the individual's disability. Evacuation procedures will need to be adapted for each particular circumstance.
- 1.6 A practice drill, as part of a complete evacuation procedure (full fire drill) in which at least one wheelchair user is assisted to a place of safety, should be carried out at least once a year.**
- 1.7 All staff who could be expected to assist the evacuation of disabled persons should receive training based on written instructions at least once, and preferably, twice a year.
- 1.8 Be aware that individuals requiring assistance may have religious principles that preclude being touched/assisted by members of the opposite sex. In all cases the individual must be asked if they require assistance or if someone else can help.

## **2.0 Personal Emergency Evacuation Plan**

- 2.1 A Personal Emergency Evacuation Plan (PEEP) is the collation of information relating to an individual with an impairment, (whether permanent or temporary) to identify the safest method of evacuation. It takes into account the severity of the impairment, any assistance or equipment required, and sets out a written procedure for that individual.
- 2.2 A PEEP should be completed where information is available relating to any form of impairment for permanent, temporary, agency full or part time **employees, volunteers** and for **school pupils, adult learners or any resident of staffed residential accommodation** within the Council. **It should also be completed for regular visitors to, or users of Council facilities, for example, members of a disabled club or class, swimming pool or other facility.** It does not need to be completed for casual visitors or members of the public in open access buildings.
- 2.3 Where an individual regularly works, attends or uses more than one Council building, plans will be needed for each site, as the method of evacuation will vary depending on location. The PEEP must be made in consultation with local Building Manager.

2.4 The Plan must be made with the individual concerned (or their Support Worker as appropriate), the line manager/teacher/Care Manager, and the Building Manager. The individual (or appropriate support worker) must also be consulted as part of the Fire Risk Assessment for the building.

2.5 For those persons identified at 2.2 above, a three part checklist and guidance to completion, with an example of a completed PEEP is included as Appendix A, and a blank template and form is available on Health and Safety Intranet Site.

<http://fpsites/personnel/Health%20&%20Safety/H&S%20Intranet/Forms%20pdf/PEEP%20Blank%20Form.doc>

- Part One identifies the impairment and capabilities of the individual.
- Part Two identifies the assistance and equipment required, and the agreed safe procedure for evacuation. **This information may be confidential, and is to be kept on the personal file/record, or for members of the public (as in paragraph 1.8) in a secure file in an office.**
- Part Three is the formal plan which specifies the location, equipment required, the assistance required by the designated persons trained to assist, and specifies the procedure. It will be signed and dated by the individual, the line manager and the Building Manager, and copies of the Plan given to relevant staff.

2.6 The Personal Emergency Evacuation Plan will need to be reviewed at least annually, or when the location, staff concerned, layout of the building or capability of the individual changes.

### **3.0 Identifying persons requiring assistance to evacuate.**

3.1 Identification of persons needing assistance to evacuate may not be self evident, nor will those persons necessarily consider themselves to be 'disabled'. Impairment may be temporary (using crutches following injury) or permanent (for example, chronic arthritis) and would not interfere with normal 'working' patterns, but emergency evacuation from the building would be difficult, and assistance required.

3.2 In every situation, the individual is the only person who knows his/her capabilities and requirements, and PEEP's must always be made in consultation with the individual, line manager or Care Manager, and the Building Manager to ensure that the correct assistance is given, and suitable equipment in place.

There are a number of impairments that could affect evacuation procedures:

- **Visual Impairment**

Some individuals may have poor vision in low light levels, and will find it difficult to distinguish emergency exits, stair treads etc with emergency lighting only, or if there is smoke haze. There may be a need for a 'buddy' to assist those with little or poor vision to evacuate the building.

Some individuals who have a guide dog would be confident and competent to evacuate with their dog, others would prefer to rely on assistance from a buddy.

- **Hearing Impairment**

Only individuals who are profoundly deaf will not be able to hear the fire alarm, but as hearing loss varies greatly, there may be areas within a building where individuals with partial hearing loss would not distinguish the alarm.

In most cases, colleagues or friends should advise the individual of the alarm, and ensure that it is understood.

Stroboscopic or flashing light alarms are available linked to the sounders to alert those with hearing difficulties, and these should be installed where there is a known risk (for example in offices and kitchens/toilets that the hearing impaired person regularly uses.) If this is not possible, or the person concerned moves around the building constantly, then the alarm can be relayed by a vibrating pager.

- **Cognitive Impairment**

Mental health or behavioural impairments may cause the individual to over react, or to ignore the alarm. Effective evacuation can be ensured by the introduction of a buddy system, and if appropriate, more frequent fire drills to familiarise the individual with expected behaviours.

- **Mobility Impairment**

Most individuals would evacuate a building with all speed in an emergency, although some may be slower than others, or require assistance on the stairs. It is sensible for those with a known impairment (whether temporary or permanent) to be allocated a 'buddy' to stay with them in the stairwell until the bulk of occupants have passed before attempting to leave the building.

Stairwells are usually 'protected areas' (refer to the Fire Risk Assessment for the building) and can be considered a safe place that will resist all fire and smoke penetration for at least 30 minutes. They are not to be used as refuges, but waiting for two minutes while the majority of occupants leave the building does not present a risk to the individual or 'buddy' waiting to evacuate. There is a greater risk of injury to someone who may be struggling on the stairs from the crush behind.

Procedures will need to be put into place for wheelchair users. Some wheelchair users may be able to walk short distances, and will need assistance to carry the wheelchair down the stairs for them. Others may be able to slide down the steps, or use handrails to transfer their body weight onto their hands. Slider mats are available which allow individuals to be placed onto the mat and pulled down the stairs.

Some wheelchairs are designed to be carried for short distances, and where the occupant is light in weight it may be possible for assistants to carry down the individual in their own chair, although this has manual handling implications for the assistants, particularly over several flights of stairs. Where there is an immediate risk of injury or death and the appropriate aids are not available, then it would be safer to leave the wheelchair and carry the individual.

Evacuation chairs are provided in a number of Council buildings. These are usually collapsible bucket seated canvas chairs with 'skis' to slide down the stairs, and are naturally braked by the weight of the occupant.

- There must be sufficient evacuation chairs for those identified within the building as needing them.
- It is imperative that the wheelchair user concerned has practiced transferring in to and out of the evacuation chair.
- There must be sufficient trained staff to assist with the transfer and evacuation.
- Additional equipment including transfer (slider) boards and rigid seats and backs must be available, where appropriate, to prevent injury for specific conditions (such as scoliosis) where a bucket seat could cause damage to the spine.

#### **4.0 Standard Evacuation Plans for the general public and casual visitors**

**4.1 In respect of other visitors to Council Buildings**, it will be difficult to anticipate how many individuals with disabilities are likely to be on site, or what type of assistance will be required. (Please see paragraph 1.8 for regular users/visitors on site)

**4.2** The duty of care to evacuate disabled persons applies equally to visitors, and consideration must be made of their safe evacuation, taking into account the requirements of the Equality Act 2010.

**4.3 Life safety takes priority over disability equality.** The Council cannot always make 'reasonable adjustments'. There are few lifts within Council venues that can be used for evacuation, (information will be contained within the Fire Risk Assessment for the building regarding which lifts can be used) and a limited number of evacuation chairs.

- 4.4 If a meeting is arranged or booking/hire made for a Council venue, then it is reasonable to ask if there will be persons requiring assistance to evacuate the building. **If there are a number of wheelchair users or attendees with other mobility impairments, then there must be sufficient carers/support workers/trained staff and equipment available to effect safe evacuation. If not, then the room must lead directly to a place of safety outside of the building.**
- 4.5 Wherever possible reasonable adjustments must be made to allow access for disabled persons. This must be considered prior to any reorganisation or alterations to buildings, and when arranging meetings or classes. For example meeting rooms and class rooms can be located on the ground floor rather than offices or store rooms.
- 4.6 Where there is open access to members of the public (for example Libraries, Leisure Centres, Market Hall, Theatres and Community Buildings) and adjustments to the building are not reasonable, and it is not foreseeable how many people will require assistance at any time, South Wales Fire and Rescue Service have recommended that equipment be provided for the mean average of users with impairments, so that patterns of use will need to be identified, and appropriate amounts of equipment and assistance provided.
- 4.7 The Supplementary Guide to Means of Escape for Disabled People recommends that as many staff as possible be trained in use of the equipment, and staff rotas be adjusted to reflect the use of the building (for example, evening use of Community Centres by disabled groups). This would include adult education tutors and teaching staff where appropriate.
- 4.8 Any reception point should have a bilingual notice informing visitors and casual users that there is a Standard Evacuation Plan for the building available on request, and displayed where appropriate. If there are often users of a particular ethnic group at a building, then notices in that/those languages could also be displayed.
- 4.9 The Plan must include the escape routes and layout of the building, equipment available to assist evacuation and the names/number of staff available to assist, and how they can be recognised. This information may need to be provided in a variety of formats, depending on the use of the venue i.e. large print or Braille, audio tape etc. An example of a Standard Evacuation Plan is shown in Appendix B
- 4.10 In the event of an emergency, at least one member of staff in public buildings should be available and visible on each floor (this may be a fire warden wearing a high visibility vest or banding) with means of contacting other staff to aid or assist any visitor with a disability.

## 5.0 Training

- 5.1 There is a requirement to ensure that there are adequate competent persons on site at any time that the building is occupied, and this includes persons capable of assisting with emergency evacuation. It should be noted that at least two persons will require training, as it is likely with staff rotas, annual leave, sickness and flexitime it is entirely foreseeable that there will be many occasions when the one of the competent persons is not available.
- 5.2 Appropriate training in the use of evacuation chairs must be arranged by managers. This can be obtained from the supplier of the chair, or other competent trainers (back care advisor/building managers with suitable training etc.). Refresher training is required annually.

## 6.0 Further Guidance and Information

- 6.1 Further information can be obtained from Health and Safety Advisers, or the Social Inclusion Officer in Human Resources.
- 6.2 Further information in aids to assist evacuation for mobility impaired persons can be found at <http://www.spectrumhealthcare.co.uk/evac.php>

## 7.0 References

Regulatory Reform (Fire Safety) Order 2005  
Supplementary Guide to means of Escape for Disabled People 2007,  
available to download from the internet at  
<http://www.communities.gov.uk/fire/firesafety/firesafetylaw/aboutguides/>  
or to purchase ISBN 10185 1128743  
The Equality Act 2010.

## PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

Written Personal Emergency Evacuation Plans should be completed where information relating to any form of impairment (temporary or permanent) is known for **employees** (whether permanent, temporary, agency, full or part time) and also for **school pupils, adult learners and any resident of staffed residential accommodation** within the Council. Where an individual regularly works, attends or uses more than one Council building, then a plan will need to be made for each building.

A Personal Emergency Evacuation Plan (PEEP) is the collation of information relating to an individual with an impairment in need of assistance to enable a safe evacuation from a building / premise to be determined prior to an emergency. An impairment in this context is defined as a person with any form of mobility impairment, visual impairment, hearing impairment and / or mental health, learning or behavioural impairment. The undertaking of a PEEP should also ensure that arrangements identified are actually put in place and suitable training is given to the individual and others required in order to provide assistance and support, where appropriate.

The Personal Emergency Evacuation Plan must be made in consultation with the individual concerned and the appropriate line manager/teacher/Care Manager etc, and the Building Manager. Further guidance is included in the Code of Guidance 'Means of Escape for Disabled People'

A copy of the PEEP needs to be provided to the individual and the Building Manager, and should be reviewed at least annually, or as appropriate. Where there are significant changes (for example to the health or mobility of the individual, changes in the building layout or relocation within the building to a different room/floor) the plan must be updated and all persons named within the Plan advised in writing, and any change included in the Fire Risk Assessment.

A PEEP is **not** required for visitors or members of the public in accessible Council buildings (i.e. public entertainment venues, family centres, leisure centres). There should be arrangements in place in these buildings to ensure the safe evacuation of a number of individuals with a disablement, through building design, provision of physical assistance by members of staff and a Standard Evacuation Procedure relevant to the nature of an impairment and location within the building.



**PERSONAL EMERGENCY EVACUATION PLAN (PEEP)**  
***Any other Council locations / buildings that the individual may use or regularly visit will need a separate PEEP.***

Name	Location(s)
Undertaken by	Building Manager
Date of Assessment	Review Date

**CONFIDENTIAL**

**PART ONE – INFORMATION GATHERING**

**The following questions are to be asked of the individual;**

<b>Hearing Impairment</b>	<b>No</b>	<b>Yes</b>	<b>Further Action required</b>
In the event of an emergency, would you be able to leave the building unassisted?			
Are you able to hear the fire alarm when activated, under normal circumstances?			
Is there, to your knowledge, any special or purpose designed hearing system or device available which might assist you in making you aware that the fire alarm is sounding?			Consider equipment such as stroboscopic light alarms in working area, vibrating pager or pillow pad, or buddy system, if appropriate.
Is there any other measure that would assist you?			
<b>Vision</b>	<b>No</b>	<b>Yes</b>	<b>Further Action required</b>
In the event of an emergency, would you be able to leave the building unassisted?			
Do you use an aid to help you move around the building?			

(white walking stick / cane, assistance dog or other equipment)			
Would tactile signage or floor / wall surface information be of use to you?			Consider signage including Braille, coloured directional signs or lines on walls, stair edging, if appropriate
Are there any other problems that you would wish to highlight or measures that may assist you?			
<b>Developmental/Mental Health</b>	<b>No</b>	<b>Yes</b>	<b>Further Action required</b>
In the event of an emergency, would you be able to leave the building unassisted?			
If not, what assistance is required to enable you safely evacuate the building?			
<b>Mobility</b>	<b>No</b>	<b>Yes</b>	<b>Further Action required</b>
In the event of an emergency, would you be able to leave the building unassisted?			
If not, do you require help from a member of staff to leave the building?			
Do you have/use/need a wheelchair?			
Is the wheelchair required in all circumstances?			Can the individual slide/transfer their weight to the hand rail on right/left hand side
Is the wheelchair of a standard size, or electrically powered with wider dimensions?			Consider whether wheelchair is - powered - wider than normal dimensions
Are you able to transfer from a wheelchair to an evacuation chair unassisted?			Consider transfer board (slider board) and need for additional training for staff assisting.
Evacuation chairs have a bucket seat and curved back.			Rigid seat Rigid back

Additional seating and backboards are available to provide a rigid seat and back. Will you need either or both of these to prevent injury to you?			This equipment is usually available for purchase from the Evacuation chair manufacturer.
Do you have any other observations or are you aware of any other equipment that may assist you in evacuating safely?			Slider mat?
<b>General Information</b>	<b>No</b>	<b>Yes</b>	<b>Further Action required</b>
Would the measures needed for you to evacuate the building in an emergency adversely affect the safe escape of others?			
Is there a requirement for staff to be trained to assist you?			
Are you aware of any member of staff that would be willing/not willing to assist?			
Is there any other information that would help in evacuating you from the building?			

## **PART TWO – REQUIRED ARRANGEMENTS**

**The following arrangements are to be established through responses to Part One (above) and discussion with the individual**

### **AGREED ASSISTANTS:**

The following people have agreed to give assistance in your evacuation

<b>Name</b>	<b>Contact details</b>	<b>Name</b>	<b>Contact details</b>

**METHODS OF ASSISTANCE:**

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


Some examples of methods of assistance are:

- 1) A two-stage evacuation (e.g., the person may be slow or unsteady using the stairs, but able to do so without assistance). Person goes to a place of safe refuge, waits for everyone else to clear the area and then makes their own way out by the standard routes as quickly as possible.
- 2) Assisted evacuation but no equipment needed (e.g., the person may simply need someone to provide an arm to steady them as they use the stairs). A geographically close colleague will be explicitly identified (plus one other should they be on leave or off sick) who will meet the person at a safe refuge place. They will wait for everyone else to clear the area and then make their way out by the standard routes as quickly as possible.
- 3) Assisted evacuation with equipment such as an evacuation chair (e.g., the person may be fully dependent on a wheelchair for mobility but is able to self-transfer).

**Training Required**

Where appropriate, there may be additional training required (for example, by a wheelchair user transferring into an evacuation chair, and for the assistants in use of the chair). This will need to be recorded. Training must be undertaken at least once a year, and preferably twice.

**In all instances, there will be a need for the full evacuation procedure to be tested at least annually.**

**EQUIPMENT TO BE PROVIDED:**

<b>Equipment Required</b>	<b>Available</b>

**EVACUATION METHODS**

The provision of evacuation chairs could assist in evacuating disabled people but following matters must be taken into consideration.

- Wheelchair users and the operatives using evacuation chairs need to be properly trained in their use in order to avoid accidents and to maintain adequate safety for other users of the stairs. A sufficient number of staff will need to be trained in the use of the chair, and in any manual handling or lifting operations. A manual handling risk assessment will be required.
- There will need to be sufficient suitably trained staff available at all times to supervise and operate evacuation chairs.
- In most cases the wheelchair user will need or prefer to transfer back into their own chair at the assembly point, as evacuation chairs are not comfortable or stable enough for prolonged use. Someone should be delegated to ensure that the wheelchair is simultaneously brought to the assembly point.
- The storage of the chairs must be such that are always readily available and do not obstruct the means of escape under normal circumstances.

- Inevitably, the use of such a chair will restrict the use of the route of escape by others. In order to minimise the problem of congestion in premises, those using the chairs should allow the bulk of the occupants of the building to pass before themselves moving down the escape route. This is for the safety of the occupant of the chair, people assisting and other building occupants using the same stairway.

**EGRESS / EVACUATION PROCEDURE:**

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

Step	Agreed Procedure

**Parts One and Two of the PEEP are to be held on the Personal File/Record. For reasons of confidentiality, copies must not be kept by the Building Manager or agreed assistants.**

**PART THREE – WRITTEN EMERGENCY PLAN**

From the information above, a written plan is required (which does not include personal details of the disability of the individual).

The plan should contain

- Building and location details
- Equipment required
- Assistance required
- Names of agreed assistants
- The evacuation procedure.

It should be signed by the individual (or if appropriate by their one to one carer), the line manager and the Building Manager.

It should be reviewed at least annually, or where there are any changes in locations/staff or carers or layout of the building.

An example of the completed PEEP is shown below.

### Personal Emergency Evacuation Plan

EXAMPLE ONLY

Name	Locations
Evie S Cape	Room 321 County Building  Meeting Rooms on Floor 2 Toilets/Staff Canteen

Agreed Assistants			
Adam Apple	Room 321 Ext 7654	Bernie Ball (Porter)	Room 111 Ext 2222
Gillian Ghosh	Room 322 Ext 7678	David Diamond (Porter)	Room 111 Ext 2222
Fiona Flight (Line Manager)	Room 323 Ext 7777	Clara Crescent (Porter)	Room 111 Ext 2222

#### Method of assistance

One assistant to wait with Evie until the Porters arrive, then to transfer the wheelchair to the appropriate exit.

Two trained Porters to assist in transfer between chairs and to evacuate to the ground floor.

Training required	Frequency	Completed
Porters – use of evacuation chair	Annually	✓
Assistants – procedures and drill	6 monthly	
Evie – transfer procedures and drill	Annually	✓

Equipment required	
Evacuation chair	✓
Seat board	✓
Back board	✓

Transfer (slider) board	✓
Blanket	✓
Mobile phone (Evie's own)	✓

<b>Evacuation Procedure</b>	
Step 1	On hearing the alarm, Evie will telephone Bob Building Manager on 029 2087 <b>2222</b> , or <b>2223</b> from the nearest phone or her mobile (NB number to be stored on her mobile) to advise of her location. She will wait with an agreed assistant near room 363 by the NW stairway (or as advised by the Control Room) for the Porters to arrive. Once the majority of staff have passed, she will wait inside the fire doors at the top of the stairs.
Step 2	If Evie has not contacted the Control Room within three minutes, one of the Porters will telephone Evie on her mobile phone to confirm that she is not in the building. (NB Evie's number to be clearly displayed in the Control Room) If there is no reply, all Porters will be told, and those designated to 'sweep' all floors and rooms advised of the situation.
Step 3	Two of the agreed assistants or Porters to go to Evie, picking up the evacuation chair on the way.
Step 4	The Porters will transfer Evie into the evacuation chair using the slider board, and cover her with the blanket. The agreed assistant from the office will take the wheelchair and slider board and wait at the exit point.
Step 5	The Porters will bring Evie down the stairs, by which time the stairs should be quiet.
Step 6	Once on the ground floor, Evie will be transferred back into her wheelchair, and if appropriate covered with the blanket. One of the Porters will be responsible for returning the evacuation chair and transfer board when the situation is resolved.
Step 7	The other Porter will ensure that Evie goes to a place of safety; either the muster point, or if appropriate to a place of shade or shelter.
Step 8	The agreed assistant should advise the warden at Assembly Point X of Evie's safe evacuation of the building and current location if appropriate.

<b>Signature</b>	<b>Date</b>
<b>E S Cape</b>	<b>30<sup>th</sup> July 2007</b>



<b>F Flight</b>	<b>30<sup>th</sup> July 2007</b>
<i>B Building Manager</i>	<i>30<sup>th</sup> July 2007</i>

NB Further PEEP required for City Hall and Willcox House.

### TRAINING UNDERTAKEN

Name	Date	Signature	Date	Signature
Adam Apple	15/8/07	A Apple		
Bernie Ball	15/8/07	B Ball		
Clara Crescent	22/8/07	C Crescent		
David Diamond	15/8/07	D Diamond		
Fiona Flight				
Gill Ghosh	22/8/07	G Ghosh		

### Fire Evacuation and Fire Drills

Date	Comments
30/8/07	Evacuation went well, but took four minutes before assistants arrived (holiday period) and another four minutes to transfer into evac chair. This will improve with practice.

Standard Evacuation Plan for Disabled People  
Cardiff Community Centre  
1, City Road, Cardiff.

### Building Plan

[insert floor plan of building, clearly showing lifts, fire exit routes and fire doors]

As part of the Cardiff Council's duty of care to ensure the safety of individuals using Council Buildings, consideration has been made for the safety of disabled people in the event of a fire or emergency evacuation.

Every Council building will have a fire risk assessment that will take into account the needs of disabled people wherever possible, but unfortunately, in some circumstances, the risk to life safety will take priority over disability equality, and it may be necessary to deter or defer use of some facilities where safe evacuation of the building cannot be ensured.

Cardiff Community Centre is a two storey building with two lifts to the second floor. **The lifts cannot be used in the event of a fire.**

**When the fire alarm sounds, members of staff have been trained as Fire Wardens, and will check each part of the building to ensure that everyone has left. Fire Wardens will wear bright yellow vests, and if you have any difficulties in leaving the building, they are able to assist you.**

The following measures have been taken to assist with your safe evacuation in the event of a fire:

#### **Visual impairment**

The edges of the stairs are non slip, and are of a contrasting colour to the steps easier to see.

Assistance dogs are allowed in all Council buildings.

### **Hearing impairment**

There are stroboscopic (flashing light) alarms in the toilet and kitchen areas to the building.

### **Mobility impairment**

All rooms on the ground floor have access to the car park or street.

There is one evacuation chair at the top of the stairs, and members of staff have been trained to transfer a wheelchair user into the chair and to a place of safety. Please note that staff are only able to transfer one person, so that meetings and classes with more than one wheelchair user will need to be held on the ground floor.

## **8.0 Document Amendments**

<b>Version 2</b>	<b>Amendment for Version 3</b>
Page 1, Purpose, Disability Discrimination Act 1995.	This reference has been changed to Equality Act 2010
Page 1, What the Code of Guidance addresses.	Section 8 Document Amendments has been added.
Paragraph 2.5 states that “a blank template and form is available on the CIS ref”	There was no CIS reference included for the blank template. The updated version includes a link to the template which can be found on the Health and Safety Intranet site under Codes of Guidance, Fire Safety – Blank PEEP Form.
Paragraph 4.2, reference to the Disability Discrimination Act 1995, and the Disability Equality Duty (December 2006).	This reference has been removed and replaced with the Equality Act 2010.
Section 7 References.	The Equality Act 2010 has been added to the list of references.