

Personal Emergency Evacuation Plan (PEEP)

Evacuation Procedure

In the event that a disabled visitor is on the first floor of The Bernard Sunley Building and the fire alarm sounds, the following procedures should be carried out:

- A host should guide the disabled visitor to a refuge point located in Room C..
- Once in the refuge area the host should try to contact (either by telephone or radio) a Fire Marshal to establish contact and advise of location.
- A Fire Marshal will check The Bernard Sunley Building to ensure staff, students and visitors have been evacuated and to establish whether the emergency relates directly to the Bernard Sunley.
- If the emergency does not relate directly the Bernard Sunley Building, the Fire Marshal will advise the host and disabled visitor that it is safe to use the disabled access lift for evacuation.
- If the emergency does relate to the Bernard Sunley Building, the Fire Marshal will advise the host to remain in the refuge area and await further instructions. The Fire Marshal is to remain with the disabled visitor and liaise with the remaining Fire Marshals through mobile telephone or radio communication.
- On arrival of the emergency services, they will be advised immediately of the location of the host and disabled visitor by one of the Fire Marshals.
- In the event that the Fire Marshals consider the Disabled Visitor and host to be at considerable risk from the fire in the Bernard Sunley Building, and the emergency services are not on the scene, the Fire Marshals will evacuate the disabled visitor by physically carrying them down the staircase to the closest emergency exit.