

POLICY FOR EMERGENCY EGRESS FOR DISABLED PEOPLE

Any person who needs to have a Personal Emergency Evacuation Plan (PEEP) drawn up must sign the consent form provided by the School.

Staff members should contact their line managers regarding their need for a PEEP. Line managers should then contact the Health and Safety manager for advice and guidance on how to produce a PEEP for their member of staff. Upon completion of a PEEP, managers should send a copy to Estates (estatesandfacilities@soas.ac.uk mk119@soas.ac.uk sc100@soas.ac.uk campusservices@soas.ac.uk) and Security (bz2@soas.ac.uk shnbsecurity@soas.ac.uk shnbrecpetion@soas.ac.uk) as well as Human resources hroperations@soas.ac.uk and the Health and Safety manger healthandsafety@soas.ac.uk

Students should contact the Student Disability Advisors (Zoe Davies) and (Angela Axon) by e-mail disabilities@soas.ac.uk or by calling extension 5015.

If you are inviting a visitor that you know to be disabled then please advise them of this policy.

Visitors can EITHER contact SOAS in advance to arrange their emergency egress OR (When the alarm rings) move to a refuge point and use the device provided there to contact help.

Any visitor wishing to make advance arrangements should contact the health and safety officer by e-mail on healthandsafety@soas.ac.uk

A questionnaire will then be sent which must be completed. The information given in this questionnaire will determine whether a PEEP is needed.

PEEPs generally come in 3 forms:

- 1) A two-stage evacuation (e.g., the person may be slow or unsteady using the stairs, but able to do so without assistance).

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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 an evacuation chair

Person goes to refuge point and summons help via the EVC (emergency voice communication system) There are two types of evacuation chair are present at SOAS and although only one operator is required for the chairs, this will necessitate appropriate training. Members of the security team have been trained in the use of both types of chair and will be responsible for obtaining and locating the necessary equipment as required. Some members of the SOAS student advice and wellbeing team are also trained in the use of the evacuation equipment. It should be noted that minimal lifting or carrying is required since the chairs glide downstairs with minimal effort by the operator. Evacuation chairs are present in the Main college building, Paul Webley wing and the Brunei Gallery

Copies of the PEEP will be held by Human Resources the member of staff, student or visitor concerned along with their line manager and the health and safety team in accordance with data protection legislation.

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