



POLICY FOR EMERGENCY EGRESS FOR DISABLED PEOPLE

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

Staff members and their line managers should contact the Diversity Advisor by e-mail on dv4@soas.ac.uk or by calling extension 5007, she will contact other members of the team as appropriate.

Students should contact the Student Disability Advisor (Zoe Davies) by e-mail zd@soas.ac.uk or by calling extension 5018.

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).

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 evac+ chair (e.g., the person may be fully dependent on a wheelchair for mobility but is able to self-transfer).

Although only one operator is required for the chair, this will necessitate the training of at least 2-4 people to operate the chair (to allow for sick leave etc), however it should be noted that no lifting or carrying is required since the chair glides downstairs with minimal effort by the operator. The Health and Safety Office will be responsible for obtaining and locating the necessary equipment.

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