



Document Title:	Emergency Evacuation Plan Policy and Procedures
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1. Introduction

As a responsible employer Royal Holloway Students' Union (RHSU) is committed to the provision of an environment which is, as far as reasonably practicable, and in accordance with the relevant statutory provisions safe for all persons to ingress and egress. The Regulatory Reform (Fire Safety) Order 2005 requires that employers and organisations providing services to the public take responsibility for ensuring that all people, including those with accessibility concerns, can leave the building they control safely in the event of an emergency.

The Disability Discrimination Act 1995 (DDA) does not make any amendment to these requirements; it underpins the current fire safety legislation in England and Wales.

The purpose of the policy, together with the procedures and training provided, is to enable comprehensive management action to be taken to control potential hazards and risks at departmental levels. The requirements of this policy are based on two principles;

- that staff will inform the employer of any circumstances and concerns they might have with regard to their ability to respond to emergency procedures and egress the buildings.
- that the organisation will implement systems that enable all persons to ingress and egress their buildings, especially in the event of an emergency.

Appropriate training will be provided to all departmental managers to enable them to complete risk assessments within their areas, and develop Emergency Evacuation Plans where required. Where a risk assessment has identified the need for an emergency evacuation plan to be developed or further action to be taken, RHSU is committed to ensuring that sufficient information, instruction, training and equipment is provided.

2. What are Emergency Evacuation Plans

It is important that both organisations and building users understand that planning for means of escape is about planning for exceptional circumstances. The development of emergency evacuation plans fall in to two categories;

- Personal Emergency Evacuation Plans (PEEPS) for employees and known regular visitors to the buildings
- Generic Emergency Evacuation Plans (GEEPs) for occasional and uncontrolled visitors to the buildings

Emergency Evacuation Plans must be practical and equality based, they should be well communicated and accessible, and should reflect the reality of an emergency situation and not day to day routine.

3. Employer Responsibilities

The DDA requires all organisations review their policies, practices and procedures in order to ensure that they do not discriminate against disabled people, whether the disability be permanent or temporary.

The Regulatory Reform (Fire Safety) Order 2005 requires all organisations to provide safe evacuation of disabled people from their premises at all times.

RHSU will ensure that all staff are informed of the emergency evacuation plans at induction, which will include completion of a PEEP questionnaire and information on the standard evacuation plans operating within their building.

RHSU will ensure all Fire Marshalls and Departmental Managers are trained to support the GEEPs, and are aware of the persons within the building who have been allocated a PEEP.

RHSU will, in partnership, with the University ensure that all buildings are fitted with Fire Safety systems that enable all people to be made aware that an emergency evacuation is required.

4. Employee Responsibilities

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully in complying with any procedures that may be introduced as a measure to protect the safety and well-being of our staff and visitors.

It is the responsibility of all employees, and not just Fire Marshalls or Departmental Managers, to be aware of emergency evacuation plans; and in the case of the individual to ensure those persons named are aware of any PEEPs that should be applied. Additionally it is the responsibility of all employees to:

- i. Understand and comply with the safety policies in their area of work
- ii. Familiarise themselves with the escape routes and fire exit signs
- iii. Report any instances of increased risk
- iv. Use all equipment correctly, in accordance with any training and the instructions they received

5. Management of Emergency Evacuation Plans

RHSU has introduced the following procedures to maintain understanding, awareness and high standards of fire safety:

- i. A fire risk assessment has been undertaken and will be reviewed every three years by the College's Fire Safety Officer. More frequent reviews will occur where there are any changes to either our premises or work processes.
- ii. Fire evacuation procedures will be practiced at least annually, as directed by College Health & Safety.
- iii. All staff are required to complete an Emergency Egress Questionnaire at induction, or where any changes to personal circumstance including change of work location occur. The PEEP will be completed by the departmental manager responsible in partnership with the employee and the senior manager responsible for Health & Safety.
- iv. All delegated Fire Marshalls and Departmental Managers are informed of PEEPs in their work space, and briefed annually on the GEEP for their location
- v. Training will be provided as necessary by College Health & Safety to any staff given extra safety responsibilities, such as Fire Marshalls and Assistants.
- vi. Visitors to RHSU will be made familiar with the escape routes and RHSU fire assembly point by the lead contact upon arrival.
- vii. Planned visitors to RHSU will be sign-posted to the accessibility information on the website, and requested to inform RHSU should there be a requirement for a PEEP in advance of their arrival.
- viii. Clear signage will be located in public areas, adjacent to entrances and fire call points, informing unplanned visitors of the GEEP for the building.
- ix. Clear information will be provided on all advance purchase tickets for activities and events informing unplanned visitors of the GEEP for the intended location, and sign-posting the website for those who require a PEEP for their visit.
- x. All escape routes will be clearly signed and kept free from obstructions at all times.
- xi. The location of personal evacuation equipment will be clearly signed, with equipment routinely inspected to ensure availability.
- xii. Alarm systems will be tested weekly, except during the exam period, records maintained by the College. Systems will be fitted with audible and visual warnings.

6. Generic Emergency Evacuation Plans

A Generic Emergency Evacuation Plan has been developed which encompasses all of RHSU premises:

- SU Building
- Medicine
- The Packhorse
- Union Shop

GEEPs are written procedures that can be used as options for those with accessibility issues to choose from. They are held at the reception points within the premises and are advertised and offered to people as part of the entry/reception procedures. GEEPs should be considered an extension of the welcome process, with visitors informed of the options available to them, and appropriate instruction provided to them.

It is understood by most people that when a fire alarm is activated they must all leave the building by the nearest exit, as quickly as possible to reach a place of ultimate safety. The management of the building have a responsibility to maintain clear and free egress, however everyone using the building should also take some responsibility for their own safety. This responsibility also applies to those who are less able, therefore a less able person can be expected to identify themselves when they are informed of the availability of choice of evacuation plan and co-operate by giving any information necessary for the safe execution of the plan.

The provision of GEEPs takes account of the following:

- i. The less able person's movements within the building
- ii. The operational procedures within the building
- iii. The types of escape that can be made available
- iv. The building systems, e.g. the fire alarm; and
- v. The existing egress plan

7. Personal Emergency Evacuation Plans

PEEPs are uniquely developed in response to the completion of an Emergency Egress Questionnaire.

For all employees this process is completed at induction or where personal circumstances may change, the process is completed by the employee with their departmental manager. Once an employee PEEP has been completed a record is maintained centrally by the HR team, and the relevant information is shared with the line manager and Fire Marshalls for the location.

For all planned visitors this process is completed in advance of the visit; triggered by the lead contact via direct query, via third party contractor information or via the Accessibility section of the website.

PEEPs will be developed from the responses provided by the individual as well as a PEEP Evacuation matrix.

Emergency Egress Questionnaire & Template (appendix 1)

PEEP Evacuation matrix (appendix 2)

8. Training

In order for the evacuation systems to operate smoothly a regular training plan has been implemented to ensure all staff are familiar with them. The training plan also ensures that unnecessary evacuations are minimised for those individuals that require support, there-by

increasing the likelihood of less able persons facilitating their own escape when required in an emergency.

Annual Training Plan

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
General evacuation Late night operations	Means of escape training	Carry down training	Mock-up training	General evacuation Daytime operations				General evacuation Late night operations	Means of escape training	Carry down training	Mock-up training

9. Monitoring

The implementation of this policy and procedure will be monitored at organisational level. PEEPs and GEEPs will be reviewed annually to maintain validity. Fire Marshals will be expected to attend H&S Committee meetings following any live evacuation to report on the success or otherwise of the evacuation and to make recommendations for improved practices. Corrective action will be taken where necessary.

Appendix 1

EMERGENCY EGRESS QUESTIONNAIRE

Why you should fill in the form?

As your employer, Royal Holloway Students' Union has a legal responsibility to protect you from fire risks and ensure your health and safety at work. To do this properly we need to know:

- a) if you require information about our emergency egress procedures;
- b) if you need assistance during an emergency.

It shouldn't take you more than a few minutes to complete the form.

What will happen when you have completed the form?

We will be able to provide you with information you need about the emergency egress procedures in the building(s) in which you work.

If you need assistance, we will be able to work out a "Personal Emergency Egress Plan" (PEEP) for you. To do this, we will discuss the best ways of getting you out quickly and comfortably. We will involve you, your manager and the person(s) in charge of the building(s) in which you work.

But don't worry - we do not see you as the problem – you are not a safety risk. It is our responsibility to ensure everyone has safe ingress and egress from our buildings.

NAME:-

JOB TITLE:-

DEPARTMENT:-

BRIEF DESCRIPTION OF DUTIES:-

LOCATION

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

Building:- Floor:- Room:-

2. Will your job take you to more than 1 location in the building in which you are based?

YES ☐ NO ☐

3. Will your job take you to different buildings?

YES ☐ NO ☐

AWARENESS OF EMERGENCY EGRESS PROCEDURES

4. Are you aware of the emergency egress procedures that operate in the building(s) in which you work?

YES ☐ NO ☐

5. Do you require written emergency egress procedures?

YES ☐ NO ☐

- 5a. Do you require written emergency egress procedures to be supported by ISL interpretation?

YES ☐ NO ☐

- 5b. Do you require emergency egress procedures to be in Braille?

YES ☐ NO ☐

- 5c. Do you require emergency egress procedures to be on tape?

YES

☐

NO

☐

5d. Do you require emergency egress procedures to be in large print?

YES

☐

NO

☐

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

Yes

☐

No

☐

EMERGENCY ALARMS

7. Can you hear the fire alarm(s) provided in your place(s) of work?

Yes

☐

No

☐

Don't know

☐

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

Yes

☐

No

☐

Don't know

☐

ASSISTANCE

9. Do you need assistance to get out of your place of work in an emergency?

Yes

☐

No

☐

Don't know

☐

If NO, please go to question 13

10. Is anyone designated to assist you to get out in an emergency?

Yes

☐

No

☐

Don't know

☐

If NO, please go to question 12. IF YES, give name(s) and location(s)

11. Is the arrangement with your assistant(s) formal (that is, is the arrangement written into their job description)

Yes

☐

No

☐

Don't know

☐

11a. Are you always in easy contact with those designated to help you?

Yes

☐

No

☐

Don't know

☐

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

Yes

☐

No

☐

Don't know

☐

GETTING OUT

13. Can you move quickly in the event of a fire?

Yes

☐

No

☐

Don't know

☐

14. Do you find stairs difficult to use?

Yes

☐

No

☐

Don't know

☐

15. Are you a wheelchair user?

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.

Remember, we do not see you as the problem – you are not a safety risk. The problem belongs to us and the building in which you work.

Please return completed form to SUHR@su.rhul.ac.uk

Appendix 2

PEEP Evacuation matrix (GEEP highlighted green)

Option	Type of escape	Electric wheel chair user	Wheel chair user	Mobility impaired person	Asthma & other breathing/health issues	Visually impaired person	Hearing impaired person	Dyslexic/ orientation disorders	Learning difficulty/ autism	Mental health problems	Dexterity problems
1	Use of lift	X	X	X	X						X
2	Meet assistance at refuge		X	X		X				X	
3	Meet assistance at work station	X	X	X	X	X	X	X	X	X	X
4	Make own way down stairs slowly	X	X	X	X	X					
5	Move down stairs on bottom after main flow	X	X	X	X				X		
6	Use evacuation chair or similar	X	X	X	X						
7	Carry-down 2 person	X	X	X	X						
8	Carry-down 3 person	X	X	X	X						
9	Carry-down 4 person	X	X	X	X						
10	Travel down in own chair with support		X								
11	Cannot transfer readily	X	X								
12	Can get down stairs using handrails	X	X	X	X	X			X		
13	Needs assistance to walk down stairs 1 person	X	X	X	X	X			X	X	X
14	Needs assistance to walk down stairs 2 person	X	X	X	X	X			X		
15	Needs orientation information					X	X	X	X	X	
16	Needs tactile map of building					X					
17	Needs colour contrasting stairways					X		X	X	X	
18	Needs sharp edge markings			X		X	X	X		X	
19	Needs showing escape routes				X	X	X	X	X		
20	Needs assistance for person and dog				X	X					
21	Needs doors opening										X
22	Large print information					X		X	X		
23	Identification of escape route by reception/security					X	X	X	X	X	
24	Provisions of flashing beacons						X				
25	Buddy system					X	X	X			
26	Provision of vibrating pagers	X	X	X			X				
27	Provision of alternative alarm		X	X		X	X				
28	Additional checks by Fire Marshalls						X	X	X	X	
29	Horizontal evacuation	X	X								
30	Need for taped information					X		X	X	X	