



PERSONAL EMERGENCY EVACUATION PLAN

FACULTY

Department: XXXXXX
Name of Person: XXXXXX
Location
(where the plan is active): XXXXXX

PLAN

In the event of a fire alarm or bomb alert XXXXXX will require assistance to evacuate the building. The staircases offer protection for ½ hour against fire and smoke. There is an evac chair on the XXXXXX staircase that can be used to assist XXXXXX to descend the staircase. The fire brigade will offer assistance in an emergency if they are informed of where XXXXXX is located.

ACTION

In the event of an alarm a colleague of XXXXXX will assist her to XX floor central staircase adjacent to the lift. The colleague will evacuate the building and report to the house foreman that XXXXXX is in the staircase. The house foreman will liaise with the Fire Brigade on their arrival in order to evacuate XXXXXX safely if this has not already been achieved.

When XXXXXX is working alone then she will telephone the house foreman so that in the event of an alarm the fire brigade can be informed that she requires assistance. Conversely XXXXXX will inform the house foreman when she is leaving the building after having been working alone.

FURTHER ACTION REQUIRED

Health and Safety Unit to request managers to seek volunteers for training in the use of the evac chair. Health and Safety Unit to arrange training as necessary.

Health and Safety Unit to arrange for an additional evac chair to be fitted to the 6th floor staircase.

The XXXXXXXXXXXX managers will review this plan periodically to ensure that it is still valid.

Signed on behalf the dept.

Date:

Please print name

Date: