

HS15 Fire Safety | Standard Operating Procedure

1. Background information

1.1. Introduction/Purpose

1.1.1. SOAS is committed to providing a safe environment for its staff, students and visitors. Part of this safety responsibility is in the provision and management of fire safety systems and procedures. All SOAS staff, students, visitors and contractors have a statutory responsibility to ensure compliance with both the law and the fire safety provisions defined within this Standard Operating Procedure (SOP).

1.1.2. Fire is recognised as a major threat to the activities of SOAS. An outbreak of even a small fire creates risk to both life and property, damage to the environment, and may compromise our normal business activities. SOAS will ensure, so far as is reasonably practicable, that the risk associated with fire will be managed in compliance with the Regulatory Reform (Fire Safety) Order 2005; the Management of Health and Safety at Work Regulations (MHSWR) 1999; and any other relevant legislation that may impact upon it.

1.1.3. The aim of this SOP is, therefore, is to provide a robust fire safety framework which will be implemented to secure the safety and well-being of everyone within SOAS, and to protect the organisation's assets.

1.2. Scope

1.2.1. The scope of this guidance includes:

- Any Fire systems attached to SOAS networks;
- any Fire systems supplied by SOAS;
- any communications sent to or from SOAS irrespective of platform;

- any data which is owned, controlled or processed by SOAS, including data held on systems external to the university network;
- all approved users within the SOAS's Fire Strategy, including all staff and students, contractors, suppliers, partners and external researchers who may be authorised access to SOAS data; and
- all equipment used to access SOAS Fire related data at any time.

1.3. Roles and Responsibilities

1.3.1. Where contractors are on site, it will be the duty of the person with responsibility for the works being undertaken to ensure that the appropriate level of fire safety provision has been incorporated within any work schedules, contract agreements or risk assessments. Where such works are likely to impact on the existing fire safety provision, a notification must be communicated to the Health and Safety Manager for their consideration

- Contractors must also be made aware of the fire evacuation procedures relevant to the area(s) in which they are working, or are likely to occupy. For any work that is likely to involve the application of a naked flame or mechanically induced heat source, a 'Hot Work Permit' must be acquired and agreed upon prior to the commencement of any related activities.

1.3.2. The wellbeing of visitors whilst on SOAS premises is the responsibility of their host. All members of the public or other visitors should be advised of the evacuation plans for any SOAS premises they access. To ensure this requirement is met, adequate Fire Action Notices must be displayed at prominent locations.

- Where possible, all buildings to which the public have access (e.g., galleries, libraries, etc.) should be managed in such a way as to ensure that staff can account for every occupant of the premises at any given time, thus facilitating safe evacuation in the event of an emergency.

1.3.3. Any person who requires assistance to leave SOAS premises in the event of an emergency must complete and submit a PEEP application form.

- Students or staff who may require assistance to safely exit a building should arrange a discussion with their course co-ordinator, line manager, the Diversity Team or the Student Advice and Wellbeing Team, as appropriate. This will enable individual arrangements to be put in place to facilitate safe egress in the event of an emergency. Line managers should

also consider arrangements that may be required in their area(s) to assist visitors with physical impairments during an evacuation.

- To assist individuals with PEEPs in the event of an evacuation, refuge areas featuring emergency voice communication systems are strategically located across SOAS premises, together with appropriate evacuation equipment. SOAS staff have also been trained to respond to persons requiring assistance to support their safe egress from university facilities.

1.3.4. Contacting the emergency services:

- Alarm activations are managed by the Incident Controller(s) from the Estates and Facilities, and Security Teams.
- The Incident Controller(s) will undertake a 'seek and search' investigation to confirm the status of any activation before ascertaining whether the Emergency Services are required. These staff members will also be responsible for liaising with the Emergency Services directly upon their arrival on site.
- Only when the Incident Controller is satisfied that the premises is sufficiently secure - based on their professional opinion or that of the Emergency Services – will SOAS staff, students, contractors and visitors be permitted to re-enter the evacuated building.

1.3.5. Use of the lifts and refuge areas:

- Where a relevant premise has a refuge area incorporated within a protected zone it is required to have a clear means of communication between the designated refuge area and another person in a safe zone.
- It is the responsibility of the school to ensure evacuation of persons with physical, cognitive or sensory impairment is carried out diligently. Where refuge areas are present, the evacuation procedures required are to be incorporated within the fire evacuation plan for each SOAS premises.
- Evacuation equipment is provided at appropriate locations throughout SOAS premises, for individuals that require such assistance. On occasion, if identified as necessary from the PEEP process, specific equipment may be designated to, or in the immediate vicinity of an individual.
- Please note that the use of lifts during a fire or emergency alarm activation is strictly prohibited.

1.3.6. Review

- A review of this SOP, its processes and associated risk assessments will be carried out at an interval no longer than three years in duration. Accidents, incidents, fires, legislative changes, structural alterations or changes to work activities may necessitate that a review be conducted sooner.
- The effectiveness of the guidance provided in this document will be measured and monitored via internal audits and premises-specific risk assessments.

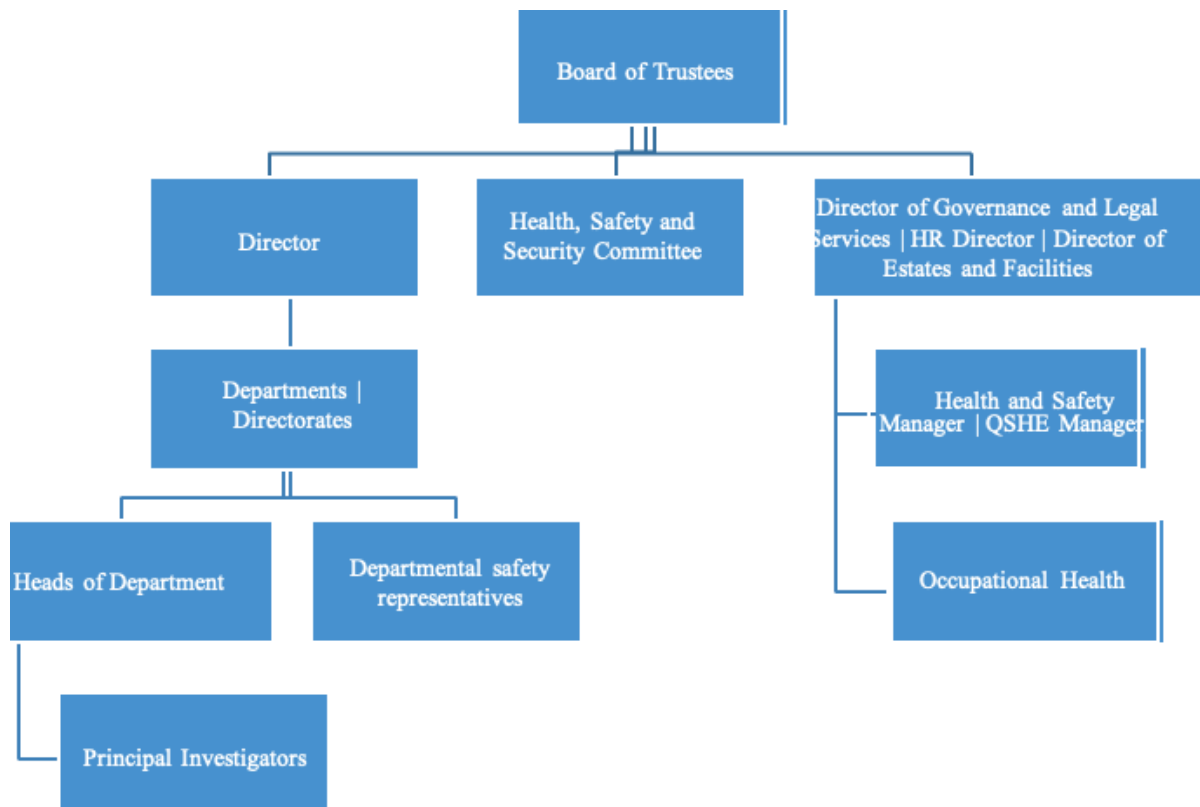
1.3.7. Training

- All SOAS staff must be informed of the university's fire safety provisions upon the commencement of their employment. Line managers are responsible for ensuring that all staff members are aware of the following:
 - The content of the Fire Action Notice (highlighting the appropriate responses to fire events and fire alarm activations).
 - The evacuation plan for their building.
 - Means of escape within the premises, including routes and alternative routes of egress.
 - Location of fire exits.
 - Location and provision of firefighting equipment.
 - Findings of relevant fire and dangerous substances risk assessments.
- A health and safety induction, including fire safety training, will be delivered by the Health and Safety Manager as part of the New Staff Orientation course, which is arranged by the Staff Development Team.
- Students will be provided with fire awareness training as part of their Welcome Week induction.
- Sabbatical officers will receive a health and safety induction, including fire safety training, which will be delivered by the Health and Safety Manager upon commencement of the role.
- The training of Fire Wardens will be provided as and when it is deemed necessary. The maximum period for Fire Warden refresher training should not exceed two years.

- All Fire Wardens and Security staff will be made aware of the locations of evacuation equipment and trained in its use.

1.3.8. Governance

- The SOAS Fire Safety SOP applies to all premises and activities falling, to any extent, under the control of the university. This document sets out the framework by which SOAS and all members of the SOAS community are expected to undertake their relevant duties.
- The main responsibility for statutory compliance with the Regulatory Reform (Fire Safety) Order 2005 is held by SOAS, with the management and supervision of the regulations devolved via the Director to the relevant Heads Department and the Director of Estates and Facilities, who will ensure that the requirements of the duty holder's responsibilities are met in respect of the undertakings required.
- The Regulatory Reform (Fire Safety) Order 2005 requires each employer and person who has control of a relevant facility, to any extent, to carry out an assessment of the premises. This assessment should identify any risks to the safety of relevant persons in respect of harm caused by fire, and take all reasonable fire safety measures to ensure the safety of relevant persons within the premises in question.
- The following Fire Safety Management diagram details the managerial delivery process that has been developed to ensure all fire safety provisions are maintained across SOAS premises. This diagram illustrates the normal line management arrangements in place within the university community.



- The Director has final and overall day-to-day responsibility for Health and Safety within SOAS, as Executive Officer with responsibility to the Board of Trustees.
- Responsibility for Health and Safety forms part of managerial responsibility, through the management chain, even if not formally specified in the job description. The supervision of Health and Safety can be delegated, but the responsibility cannot.
- All staff who perform a managerial or supervisory role, either of other staff or of students, should ensure that activities are carried out in a manner which protects the health and safety of those involved.
- All staff have a duty to cooperate with SOAS to achieve a healthy and safe workplace and to take reasonable care to ensure the safety of themselves and others.
- The Director of Estates and Facilities is responsible for ensuring arrangements are made in respect of the maintenance of the Fire Safety provision for each SOAS premise. Responsibilities will be delegated to various members of the Estates and Facilities Directorate, including – but limited to – the Head of Campus Services and Facilities; the Head of Compliance; and the Quality, Safety, Health and Environment (QSHE)

Manager.

- Arrangements to ensure the safety of occupants and the expected compliance of SOAS buildings will include, but are not limited to, the activities outlined throughout the rest of this section.

1.3.9. Building Performance

- Provide and maintain places of work, accommodation and recreation that are constructed or refurbished to ensure adequate structural protection, in addition to adequate and maintained means of escape for any building occupants in the event of a fire.
- Maintain and regularly check the standard and functionality of fire doors throughout the premises, including self-closing and automatic releasing devices.
- Ensure that all works undertaken by contractors (relevant to areas of responsibility) are supervised, and that the appropriate approvals are completed when activities such as 'hot works' need to be carried out.
- Ensure that contractors reinstate the standard of compartmentation following any works carried out that result in penetrations or breaches with potential to affect fire and/or smoke containment. Such breaches should be fire-stopped with appropriate materials before the area is closed up. Where penetrations are made and subsequently fire-stopped, photographic evidence must be provided. If, during the course of works, a breach of the fire compartment is identified – even if not as a result of the current works – it should be noted and photographed. The Project Manager must also be notified immediately prior to closing up.

1.3.10. Maintenance of systems and equipment

- Provide, test and maintain suitable and sufficient monitoring and alarm systems to ensure that building occupants receive adequate early warnings of any fire related events.
- Provide, test and maintain emergency communication systems and equipment (including intercom refuge systems, radios, etc.).
- Provide, test and maintain firefighting facilities and equipment (including portable extinguishers; risers; smoke control systems such as dampers; fixed installations and specialist systems; firefighting lift installations; fire hydrants, etc.) in accordance with the manufacturers' guidelines.
- Provide test and maintain emergency lighting, escape lighting and lit

signage in accordance with the relevant standards.

- Provide standard advisory and instructional signage within all buildings and periodically check this signage to ensure everything is in place (e.g., Fire Action Notices; exit directional signage; warning and/or hazard signage, etc.).
- Undertake electrical tests in line with regulatory expectations (e.g., fixed installation; portable appliance testing (PAT); lightning protection equipment, etc.).

1.3.11. Compliance with fire legislation

- Maintain a Fire Safety Log Book for each building, with all relevant sections kept up to date and complete. Note that where building certification is maintained elsewhere (i.e., electronically), this should be stated within the document and signposted.
- Ensure that site plans, information on systems, equipment, etc. are available for the Fire Service's reference.
- Liaise with external authorities (e.g., Building Control, Fire Service, etc.) when required.
- Provide relevant instructional and advisory signage within all buildings, and periodically check this signage to ensure it is in place (e.g., Fire Action Notices; exit directional signage; warning and/or hazard signage, etc.).
- Record and report all fire incidents and fire alarm activations to the Safety Manager to ensure an appropriate assessment of performance of equipment and response.

1.3.12. Fire Safety Management Protocols

- Produce and maintain fire risk assessments for each building, ensuring all action plans remain 'live documents' which are evaluated and updated regularly.
- Produce and maintain a current fire evacuation plan for each building, incorporating appropriate protocols for all persons frequenting the premises (e.g., persons with disabilities, lone workers, etc.).
- Ensure adequate protocols are in place to summon the Fire Service.
- Ensure that procedures are in place for the investigation, recording and assessment of activations of the fire alarm in order to identify issues in performance and prevent unwanted fire signals (UwFS), etc. All events

must be reported to the Safety Manager.

- Ensure adequately trained staff are designated to fulfil required roles identified within the Evacuation Plan (e.g., Incident Control Team, Security staff, Fire Wardens, etc.).
- Ensure that adequate means of escape are provided for all persons within a building; that evacuation equipment for disabled persons is provided and maintained; that staff receive appropriate training; and that an appropriate number of trained staff are available for the safe operation of a building.
- Proactively monitor waste and waste storage, ensuring it is secured and at a safe distance from a building within designated containers to prevent the risk of fire spreading due to accidental ignition, arson, etc.

1.3.13. Health and Safety

- Liaise with the Health and Safety Manager on all matters likely to impact on the fire safety provision of the SOAS premises in question.
- Ensure that appropriate protocols are implemented, and that documentation is provided for the storage and use of dangerous substances (Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002 and Control of Substances Hazardous to Health Regulations (COSHH) 2002).
- The Director of Governance and Legal Services, supported by the Health and Safety Manager, is responsible for supporting the Director of Estates and Facilities in meeting, delivering and maintaining statutory fire safety obligations. These staff members have the following responsibilities:
 - Support Fire Wardens in their roles and provide adequate training to maintain competence.
 - Provide fire safety training for all staff during their inductions and thereafter on an annual basis.
 - Ensure that fire evacuation drills of all premises are carried out biannually, maintaining up-to-date records of all such drills.
 - Audit fire arrangements and ensure that the Fire SOP is reviewed at the required intervals (see Section 1.3.6).
 - Arrange for SOAS staff (excluding members of the Security Team whose training is mandatory) to be trained to use evacuation equipment as appropriate.
 - Support Estates and Facilities in the implementation of actions, as

advised by fire risk assessors.

- Advise on the production of personal emergency evacuation plans (PEEPs) when required.

1.3.14. Incident Controller(s) and Security Team members have the following responsibilities:

- Familiarise themselves with the layout of their buildings, and ensure that the buildings in question are able to facilitate any required evacuation of their designated areas and/or premises.
- Facilitate any additional aid to persons who require assistance in order to exit a building (e.g., persons with disabilities), and familiarise themselves with all evacuation equipment provided for this purpose.
- Report any deficiency that may impact upon evacuation or fire safety, including the unavailability of escape routes due to obstructions, etc.
- Instruct personnel outside of the building on how to clear approach roads for emergency vehicular access.
- Ensure that personnel only congregate in recognised assembly areas and do not re-enter the premises until instructed to do so by the Incident Controller(s) or Emergency Services. Identify and report any persons who refuse to cooperate with instructions.
- Report the safe and complete evacuation of their respective area(s) to the Incident Controller(s), and immediately identify any persons who remain inside the premises (e.g., persons with disabilities, persons with injuries, etc.).
- Ensure that a member of the Security Team has been designated the responsibility of liaising with all Fire Wardens during an evacuation, as well as to act as the point of contact for any communications with the Emergency Services.

1.3.15. Fire Wardens have the following responsibilities:

- Respond appropriately upon activation of the fire alarm by facilitating the evacuation of their designated area(s), including toilets, and close all doors as the evacuation proceeds.
- Note that if no Fire Wardens are present, all SOAS staff are responsible for fulfilling this duty.
- Carry out daily visual inspections of their area(s) of responsibility. As part of these inspections, Fire Wardens should ensure all escape routes are

free from storage and obstruction; firefighting equipment and fire doors are present; and that any issue with the potential to impact of the fire safety of a building is recorded and reported.

- Assist in the development of appropriate arrangements for aiding the safe egress of individuals with PEEPs (e.g., persons with sensory or mobility impairments), and provide any additional support required by these individuals (e.g., persons with disabilities). Fire Wardens should familiarise themselves with the evacuation equipment provided for this purpose.

1.3.16. Members of the Student Advice and Wellbeing Team are responsible for producing PEEPs for students, as required.

1.3.17. SOAS staff and students must comply with this Fire Safety Policy. As such, their responsibilities include, but not be limited to, the following activities:

- Observe all instructions, information and training intended to ensure fire safety.
- Cooperate with SOAS on all matters relevant to fire safety, and do not interfere with any building materials or equipment designed to facilitate fire safety.
- Report any obvious defects or shortcomings in the SOAS's fire safety provision, arrangements or procedures.

2. Main Content

2.1. Fire Safety Management – Operational Provisions

2.1.1. SOAS has implemented a range of operational provisions to ensure effective fire safety across its premises. These provisions are outlined throughout the rest of this section.

2.2. Fire Safety Risk Assessments

2.2.1. The main purpose of the fire safety risk assessment process is to ensure that a methodical and structured approach is applied when evaluating the suitability and effectiveness of the fire safety provisions implemented in relation to each SOAS premises and the fire hazards within.

2.3. Evacuation Drills

2.3.1. The Estates and Facilities Team will ensure that two fire evacuation drills are carried out each year, when the buildings are occupied. Drills should be avoided during activities such as examinations and conferences. However, those arranging the drills should aim to take advantage of peak occupancy times, thus ensuring that all fire exits and escape routes are utilised.

2.3.2. These events will be evaluated to identify any ways in which SOAS evacuation procedures could be improved, and to assess the performance of staff, occupants and building safety features. Any shortcomings or defects will be recorded and acted upon so that they may be rectified (via an Action Plan if necessary).

2.3.3. Along with weekly fire alarm tests, these drills also represent an opportunity to test the operational efficiency of automatic fire doors, shutters, and other features and equipment related to fire safety.

2.4. Alarm Activations

2.4.1. A SOAS Incident Report form will be completed in all cases of fire and fire alarm activations in the event of a fire or an alarm activation by the maintenance manager and to be circulated to responsible parties. This enables an assessment to be made of all events thereby facilitating further investigation if deemed necessary.

2.5. Unwanted Fire Alarm Signals (UwFS)

2.5.1. UwFSs are fire warning system activations that result from effects other than fire. If frequent, UwFSs, or 'false alarms', can have a negative impact on the university's core business and student learning, and may also encourage complacency among users and erode confidence. As such, while SOAS recognises the essential nature of fire detection systems in protecting staff, students, visitors and the built environment, the university employs a zero-tolerance policy towards UwFSs.

2.5.2. Emergency Procedures and Fire Safety

2.5.3. A summary of the procedures regarding the correct course of action to take in the event of a fire is available on the Fire Action Notices displayed throughout SOAS premises. For more detailed information, please refer to the university's Building Evacuation Procedures, Fire Policy, and Health and Safety Policy (the 'Fire Safety' section of which includes evacuation plans for each SOAS site). The SOAS Emergency Procedures document also includes information about the university's operational response, including: isolation procedures for processes and utilities within buildings; the protocol and provision of facilities for the evacuation of persons with disabilities; and procedures for liaison and information sharing with the Emergency Services.

2.6. Fixed and Portable Firefighting Equipment

2.6.1. All SOAS premises are provided with portable firefighting equipment and, in some cases, fixed facilities such as dry risers. In both instances, these provisions will be maintained in line with regulatory recommendations.

2.7. Dangerous and Hazardous Substances




2.7.1. Certain substances react dangerously and unpredictably when exposed to fire (see DSEAR 2002 and COSHH 2002). Where such substances are stored and used within the university, attention should be given to the safe use and storage guidance supplied along with the substance's Safety Data Sheet (SDS). Members of the SOAS community should never be exposed to dangerous or hazardous substances, unless this exposure takes place in an appropriately controlled and supervised environment (e.g., an approved worksite, a laboratory, etc.).

2.8. Fire Safety Management – Sinage Provision

2.8.1. A suite of fire safety provisions has been implemented for each SOAS premises. These provisions are either active (e.g., fire alarms and detection systems) or passive (e.g., fire doors). Irrespective of the provision, it is essential to recognise the importance of such features and ensure their functionality is not compromised. Failure to do so could negatively impact the operational capability of the provision, the safety of building occupants, and the integrity of the premises themselves. A list of the university’s operational provisions signposting has been included as part of Appendix A.

3. Appendices

Appendix A: SOAS Operational Provisions Signposting

<p>Fire Action Notices Fire Action Notices are displayed adjacent to fire call points and exits. The notices provide a basic summary of the required response if a fire is discovered, and upon hearing a fire alarm activation. These instructions apply to all persons who enter SOAS premises.</p>	
<p>Fire doors Fire doors, which typically feature self-closing functionality, are designed to restrict the spread of fire and the combustion of products and materials within a predicted time period. Labelled fire doors should be kept closed at all times when not in use. The use of wedges, and other hold-open devices, is not permitted within any SOAS premises and must be actively discouraged.</p>	
<p>Automatic fire doors Automatic closing doors are installed strategically throughout SOAS premises. Such doors use a mechanism to allow them to remain open until a fire alarm is activated, at which point they automatically release and close into their frames to provide barriers to the spread of fire and smoke.</p>	
<p>Fire evacuation routes and exits</p>	

All exit routes are indicated by appropriate directional signage. All exits and routes of escape, including corridors, must be maintained clear and free from any obstructions, combustible materials or ignition sources (e.g., portable heaters, etc.).

Additionally, the surface finish to wall linings within stair enclosures and protected routes should be maintained free from any form of combustible wall decoration. Notice boards are permitted in such areas, providing they are enclosed and managed in line with health and safety best practice.

All final exit doors that lead to external locations are required to be easily and immediately openable from the direction of travel.



Fire call points

The university’s fire alarm system is designed detect the presence of fire and/or smoke at an early stage, before immediately notifying occupants via an audible alert. Any person who discovers fire can also manually activate the system at a fire call point. These fire alarm call points are typically situated in exit routes and at final exits.

If you discover a fire or have reason to suspect a fire may have started, you should raise the alarm as quickly as possible at your nearest fire call point. In the event that an alarm is not automatically triggered due to the detection of fire and/or smoke, the fire alarm will sound immediately upon manual activation.

On hearing a fire alarm, all occupants who are not part of the site response team – including staff, students, contractors and members of the public – must evacuate the building via the nearest available exit and assemble at the designated assembly point.

In consultation with any Emergency Services in attendance, the Incident Controller(s) will indicate once occupants are permitted to return to the building in question.

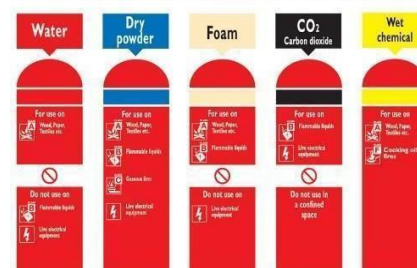






Firefighting equipment

Firefighting equipment has been strategically placed along fire exit routes and may also be located near to specific risks such as computer servers, electrical equipment and kitchen cooking equipment.

Extinguishers are provided for use by trained and competent persons, and should only be deployed when it is safe to do so. Please ensure that the escape route from the seat of fire is not compromised through use of this equipment. Under no circumstances should a fire

KNOW YOUR FIRE EXTINGUISHER COLOUR CODE



<p>be confronted without first raising the alarm. All SOAS staff members are required to familiarise themselves with the extinguishers provided within relevant premise, as well as the fire classifications which may influence their limitations of use. Fire blankets are provided in areas where open cooking takes place.</p> <p>If any firefighting equipment has been used or is deemed unsatisfactory, the Maintenance Manager should be informed immediately so that they can arrange for it to be replaced or inspected, as required.</p>	
<p>Dry riser Dry risers are empty, encased water pipes that rise through all floors within a building. These devices allow trained members of the Fire Service to use an external source (e.g., a fire appliance) to transfer water from 'riser inlets' to 'riser outlets' located on the upper levels of a structure.</p> <p>Fire Service personnel can also access a building's internal water supply to facilitate a local attack on any fire.</p>	
<p>Refuge points Refuge points are located in various locations across SOAS buildings (normally within staircases), and are designed to provide a safe place for persons with limited mobility to await assistance during an evacuation.</p> <p>Emergency voice communication (EVC) systems, also known as disabled refuge systems, enable voice two-way voice communication between a central control point and a building or complex's refuge points. They allow Emergency Services and SOAS staff to communicate with one another, in addition to anyone awaiting assistance in a refuge area.</p>	
<p>Fire shutters Fire shutters are used in some areas as an alternative to solid barriers, providing compartmentation to prevent the spread of fire, heat and smoke. These shutters are usually automated, and lower into place when the fire alarm activates. Upon activation, a warning device will be triggered to notify anyone nearby that the shutters are closing.</p>	

Appendix B: PEEPS

Emergency Egress for Disabled People – Consent and Questionnaire (template) Consent

To make the necessary arrangements for your emergency egress, it may be required to share information regarding your disability or medical condition with staff, such as the Diversity and Inclusion managers, the Faculty Student Support Office, and the Academic team. This disclosure would only reveal the necessary information needed

A copy of your Personal Emergency Evacuation Plan (PEEP), including your photograph, will be sent to SOAS University of London's Human Resources (staff only) and Health and Safety teams for record-keeping purposes. A copy will also be held by personnel from relevant university departments, such as Estates and Facilities and Security teams, to ensure they are aware of all building users who require assistance during emergency evacuations.

All data of this nature will be held electronically by the aforementioned departments and will not be shared with third parties without your permission. However, in order to make the necessary arrangements for your emergency egress, it may, on occasion, be necessary to share information about your disability and/or medical condition with the university's Diversity and Inclusion managers, Faculty Student Support Office and Academic staff. The purpose of any such disclosure is to draw on our staff members' varying expertise. Please rest assured that, on these occasions, we will only share the information necessary to enable recipients to perform their roles safely and effectively.

If you consent to the above by signing this document, disclosure will be used to facilitate your personal arrangements as appropriate. The specific information disclosed will be selected at the discretion of the staff member responsible for coordinating your emergency egress arrangements. You can request a change to this agreement at any time by contacting the staff member with whom you have been liaising.

I consent for necessary information to be disclosed to SOAS University of London staff members involved in developing emergency egress arrangements. In addition, I give my consent for a copy of my PEEP – which includes my photograph as well as details of my condition – to be shared with the following departments: Human Resources (staff only), Estates and Facilities, Security, Student Advice and Wellbeing (students only), and Health and Safety.

The information held in the university's records indicates that my disability and/or medical condition may be described by the following category code (see list overleaf for explanation):

Signature: **Date:**

Please print your name:

.....

The fields below should be completed by students only

Student ID number:

Course name:

Course start date: **Course end date:**

Mobile phone number:

.....

Section 1: Information about your disability and/or medical condition

- 00 – No known disability
- 01 – Specific learning difficulty (SpLD) (e.g., dyslexia, dyspraxia, etc.)
- 02 – Blind | partially sighted | visual impairment
- 03 – Deaf | hearing impairment
- 04 – Wheelchair user | mobility impairment | dexterity impairment
- 05 – Personal care support
- 06 – Mental health issue
- 07 – Unseen disability | chronic condition (e.g., asthma, epilepsy, diabetes, etc.)
- 08 – Multiple disabilities
- 09 – Disability or medical condition not listed above
- 10 – Autistic spectrum disorder (ASD), including Asperger's Syndrome
- 11 – Temporary disability and/or condition, which is expected to last less than six months (e.g., a disability and/or condition resulting from an accident, injury)

or surgery)

If you wish to provide any further information about your disability and/or medical condition, which you feel is relevant to your egress assessment, please include details below:

.....

.....

.....

.....

.....

Section 2: Information about your egress needs

In addition to the above, please answer the following questions to help us tailor your PEEP arrangements.

. Would you be able to descend the staircases of the building(s) in which you usually work if an emergency alarm were to sound?

YES / NO

If you answered yes to question a), would you find it easier to descend a staircase once others in your vicinity had exited?

YES / NO

If you answered no to question a), what assistance would you require to use the stairs?

A supportive arm – YES / NO

A helper on either side of you – YES / NO

Use of an evacuation chair* – YES / NO

** Please note that the university's evacuation chairs do not require users to be carried or lifted. The devices are designed to glide down staircases automatically upon activation.*

b. Would you require any additional assistance to use the stairs in the event of an emergency alarm?

YES / NO

If you answered yes to question b), what additional assistance would prove helpful?

.....

.....

.....

.....

Appendix C: PEEPS Assisted Evacuation – blindness and visual impairment (template)

To: [STUDENT NAME]

Student number:

Course title:

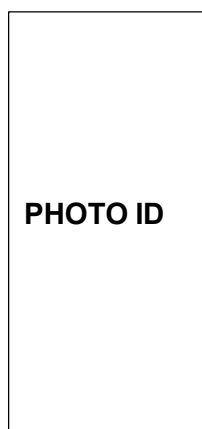
Start date:

End date:

Student contact number:

Disability: Blind or visually impaired

Assistance required: Requires assistance to leave a building safely during an emergency evacuation



Date: [DD/MM/YYYY]

Re: Personal Emergency Evacuation Plan (PEEP) – two-stage evacuation

Thank you for completing and submitting the form for your personal emergency evacuation plan (PEEP).

We recommend that your PEEP includes the steps outlined below:

1. If you are located on the Ground floor of a SOAS University of London building when an alarm is activated, you and your Mobility Assistant should move as quickly and as safely as possible to the nearest exit
 - If you are alone, please link arms with the nearest person and ask them to guide you out of the building

- Ensure that you notify the staff member coordinating the evacuation once you have safely exited the building
 - Exit the building and move to the nearest assembly point
2. If you are located below or above the Ground floor of a SOAS University of London building when an alarm is activated, you and your Mobility Assistant should move as quickly and as safely as possible to the nearest exit
- If you are alone, please link arms with the nearest person and ask them to guide you out of the building
 - If you cannot find the nearest exit, please go to a designated refuge area as labelled on buildings' staircases and landings
 - Once you have reached the refuge area, use the call button on the communication device to notify the Main Reception of your location, or ask the nearest staff member to dial 555 from any internal phone
 - You will find a description of your location on the sign at the call point
 - If a building's communication devices or internal telephones are inoperable, please use a mobile phone to call the SOAS University Emergency number, which is **+44 (0)207 898 4459**
 - If you are unable to reach a university staff member via the above channels, please contact the emergency services directly by dialling 999
 - **Please explain what assistance you require so that the person responding can advise whether you need to exit the building**

In an emergency, the Incident Controller(s) and Fire Warden(s) will sweep the building to ensure it has been evacuated, and advise the lead Fire Marshal on exiting.

A copy of this memo will be submitted to SOAS University of London's Incident Controllers, as well as the managers of the Estates and Facilities, Security and Library teams.

Please share a copy of this memo with your Module Convenors.

For further information about SOAS University of London's premises, please review our ['Access to Buildings'](#) and ['Health and Safety'](#) guidelines.

From: Disability Officer

Address: Disability Office, Student Advice and Wellbeing, Room SL48, Paul Webley Wing (Senate House)

Telephone: +44 (0)207 745 015

Email: studentadviceandwellbeing@soas.ac.uk

Document History

Version	Published	Owner	Status	Review Date / Schedule	Notes / Changes
V1	Feb 23	Estates and Property Services	Approved by Health & Safety Committee – Feb 23	Annual review or when dictated by incident or legislation.	First Issue