
F5 Fire Evacuation Procedure Guidance

This appendix provides guidance on the advance planning that needs to take place and the documentation that needs to be maintained and up to date in support of evacuation of service users, staff and visitors.

The guidance is split into 4 sections:

Section 1 – Staff Fire Induction.

Section 2 – Personal emergency evacuation plans (PEEP) for service users.

Section 4 - Personal emergency evacuation notice for visitors.

Section 5 – Personal emergency evacuation spreadsheet.

Care Services operates a system of assisted escape for disabled visitors.

1. Each establishment must have a specific fire evacuation notice displayed in each entrance for visitors to read – see Appendix E, Section 4.
2. The notice asks any disabled visitor to report to the manager / supervisor. Any visitors who ask for assistance must have the escape procedures explained to them and / or a suitable escape plan provided e.g. assigned to a member of staff to assist in the event of a fire.
3. It is important that all service users have a personal emergency evacuation plan (PEEP) where there is an identified need. This is an integral part of their person centred care plan. The PEEP must be reviewed at least annually or earlier if the needs of the service user change and updated if necessary.
4. A copy of the service user PEEP must be held with the care plan file.
5. Once the service user PEEP has been completed and the score from page 1 has been established, ensure this is added to Appendix E, section 5, personal emergency evacuation spreadsheet (electronic version held on the intranet). One copy of the personal emergency evacuation spreadsheet must be held in the emergency box / file (Only applies to OA Res and DMH Res) and passed to the emergency services when they arrive if required.