



## Barnham Primary School

### GENERIC EMERGENCY EVACUATION PLAN (GEEP) (including advice for consideration in the GEEP)

This plan aims to provide disabled people with the necessary information to aid their escape from the building, it also provides staff with the necessary information to ensure that the correct level of assistance is always available to ensure safe evacuation takes place.

#### Languages

Suitable methods for making a GEEP known to sensorial impaired individuals will also be considered, e.g. Braille, audio tape, large print, British Sign Language etc. Also, the GEEP can be produced in languages other than English where necessary.

Note: Whilst a GEEP is provided for use in an emergency, the most likely use of one will be for non-emergency evacuation of disabled people above ground floor level or in basements, e.g. during a power outage where the building lifts are put out of action.

#### Advice

##### Assisting mobility impaired persons

**Safe Routes** - A GEEP should contain details of the escape route(s) the mobility impaired persons might be expected to use. Clear unobstructed gangways and floor layouts should be considered at the planning stage. Wherever possible horizontal evacuation routes should be sought so that the evacuating person can move freely into an adjacent fire compartment (this will normally be by passing through a set of fire doors) without having to negotiate steps or stairs. If possible, alternative escape routes should also be identified in case the main route becomes inaccessible during an emergency. It is especially important to ensure that locks, doors and other devices can all be operated by the mobility impaired persons - it is not acceptable to have a route where the doors / door furniture is inoperable. The GEEP must always be re-considered when any building maintenance work is likely to interfere with the escape routes, so that the individuals concerned can be notified in advance and provision can be made regarding alternative safe evacuation routes.

##### Deaf and Hearing Impaired persons

Generally, most deaf or hearing impaired persons working alongside hearing colleagues will not require special equipment, providing that they have been made aware of what to do in the event of a fire. They will be able to see and understand the behaviour of those around them. However, a deaf or hearing impaired person working alone may need an alternative method of being alerted to an emergency, for example, a visual indicator or vibrating pager system.



**Blind and visually impaired persons**

Both staff and visitors should be offered orientation training and, where applicable, this must include alternative ways out of the building. If a blind person uses a guide dog it is important that the dog is also given ample opportunity to learn these routes.

**Generic Emergency Evacuation Plan (GEEP)**

A GEEP is provided for disabled occasional or uncontrolled visitors. For buildings having occasional / uncontrolled visitors, i.e. the public or customers some of whom might be disabled, GEEPs must be available on request. These people should be encouraged to identify themselves at the time of arrival if they are likely to require assisted evacuation. GEEPs should be kept at the building's reception or other places where occasional / uncontrolled visitors enter the building. Sufficient copies of the GEEPs should be kept by (e.g.) reception staff for issuing to disabled visitors. These GEEPs must be completed by a competent person. They must be unique to the building and to each disability.

Form C is a template for producing GEEPs for disabled occasional or uncontrolled visitors.

When producing a GEEP, only the type of disability, the method of escape and any equipment to be used is required.





**GEEP - Potential Solutions for Disabled Evacuation**

All individual who may require additional support to leave the building will be paired with a buddy on arrival to provide all relevant assistance.

Option	Type of escape	Electric wheelchair user	Wheelchair user	Mobility impaired person	Asthma & other breathing / health issues	Visually impaired person	Hearing impaired person	Dyslexic / orientation	Learning difficulty / autism	Mental health problems	Dexterity
1.	Meet assistance at workstation	X	X	X	X	X	X	X	X	X	X
2.	Need orientation information	X	X	X	X	X	X	X	X	X	X
3.	Needs showing escape routes	X	X	X	X	X	X	X	X	X	X
4.	Needs assistance for person and dog					X			X		
5.	Needs doors opening	X	X	X	X	X	X	X	X	X	X
6.	Large print information					X		X	X		
7.	Identification of escape route by reception / security staff	X	X	X	X	X	X	X	X	X	X
8.	Buddy system	X	X	X	X	X	X	X	X	X	X
9.	Additional checks by fire warden	X	X	X	X	X	X	X	X	X	X





**Form C – Generic Emergency Evacuation Plan for Disabled Occasional or Uncontrolled Visitors**

Copies to be held at places where such visitors have access to the building

<b>This GEEP is for: -</b>	
<b>Type of disability</b>	Electric wheelchair user, wheelchair user, mobility impaired person, Asthma, visually impaired, dyslexic/orientation, learning difficulty/autism, mental health problems, dexterity
<b>Building</b>	Barnham Primary School
<b>Floors</b>	1 – Ground Floor

<b>Required method of raising the alarm?</b>	Various – continuous alarm or member of staff
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<b>Is assistance required to evacuate?</b>	
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<b>Names of staff designated to give assistance during an emergency evacuation</b>
Staff Leading the Event, Front Office Staff and Other staff in attendance

<b>Staff instructions for evacuation from ground floor</b>
<p>Reception staff to inform event lead of the need for assisted evacuation.</p> <p>Where appropriate show escape routes and muster points.</p> <p>Ensure alternative communication methods for those people who may have additional needs or hearing impairments, these could include signage or one to one support during the event.</p>

<b>Names of staff trained to operate Evac Chairs – N/A</b>
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<b>Public procedure required to be followed during an evacuation</b>
<p>To be copied and handed to relevant disabled visitors</p> <p>If you are likely to require assistance during an evacuation, please identify yourself to our reception staff on arrival.</p> <p>On hearing the fire alarm please leave the building immediately by the nearest fire exit. All fire exits are accessible by wheelchair.</p> <p>Assemble at the muster point on the playground if safe to do so.</p>

