**Personal and General Emergency Evacuation Plan Policy**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version:** | **Review date:** | **Edited by:** | **Approved by:** | **Comments:** |
| v1.6 | 25/09/2023 | Sultan Mohamed | Nine Taylor | Version terminology follows Practice Index documentation |
| v1.6.1 | 23/01/2025 | Sultan Mohamed | Nine Taylor |  |
|  | December 2026 |  |  | Next review |
|  |  |  |  |  |
|  |  |  |  |  |

**Table of contents**

[1 Introduction 2](#_Toc141263219)

[1.1 Policy statement 2](#_Toc141263220)

[1.2 Status 2](#_Toc141263221)

[2 Policy 3](#_Toc141263222)

[2.1 Who requires a personal emergency evacuation plan? 3](#_Toc141263223)

[2.2 Preparing a PEEP 3](#_Toc141263224)

[2.3 Documenting a PEEP 4](#_Toc141263225)

[2.4 Preparing a general emergency evacuation plan 4](#_Toc141263226)

[2.5 Supporting policies 4](#_Toc141263227)

[Annex A – Personal Emergency Evacuation Plan 5](#_Toc141263228)

[Annex B – General Emergency Evacuation Plan 6](#_Toc141263229)

# Introduction

## Policy statement

Sheerwater Health Centre has a responsibility to ensure that everyone on the premises can evacuate by either leaving the building or moving to a designated place of safety within the building in an emergency without the direct intervention of the fire service. This is a requirement of the [Regulatory Reform (Fire Safety) Order 2005](https://www.legislation.gov.uk/uksi/2005/1541/contents/made).

This regulation further states that everyone, including those at additional risk such as the disabled, vulnerable and the mobility impaired, must be able to evacuate safely in the event of a fire or emergency evacuation.

This policy is written in accordance with the:

* [Health and Safety at Work etc. Act 1974](https://www.legislation.gov.uk/ukpga/1974/37/contents)
* [Regulatory Reform (Fire Safety) Order 2005](https://www.legislation.gov.uk/uksi/2005/1541/contents/made)
* [Equality Act 2010](http://www.legislation.gov.uk/ukpga/2010/15/contents)

As an employer and service provider, should there be any considered disadvantages and it would be reasonable to make any adjustment then this organisation will make changes such as:

* For those employees who require assistance in the event of an evacuation, a personal emergency evacuation plan (PEEP) will be prepared which is tailor-made and details the safest method of evacuation for that individual. The PEEP will detail the escape routes and identify the people who will assist them in the event of an evacuation
* For others visiting the organisation, such as patients and members of the public, a general emergency evacuation plan (GEEP) will be available and detail the building layout, evacuation procedures and equipment available for those who may require assistance.

Having this plan will help to ensure everyone in the building can evacuate quickly and safely.

This policy should be read in conjunction with the CQC’s [GP Mythbuster 67 – Reasonable adjustments for disabled people](https://www.cqc.org.uk/guidance-providers/gps/gp-mythbuster-67-reasonable-adjustments-disabled-people).

## Status

The organisation aims to design and implement policies and procedures that meet the diverse needs of our service and workforce, ensuring that none are placed at a disadvantage over others, in accordance with the [Equality Act 2010](https://www.legislation.gov.uk). Consideration has been given to the impact this policy might have regarding the individual protected characteristics of those to whom it applies.

This document and any procedures contained within it are non-contractual and may be modified or withdrawn at any time. For the avoidance of doubt, it does not form part of your contract of employment. Furthermore, this document applies to all employees of the organisation and other individuals performing functions in relation to the organisation such as agency workers, locums and contractors.

# Policy

## Who requires a personal emergency evacuation plan?

A **personal emergency evacuation plan** (PEEP) is a bespoke escape plan for employees who may not be able to reach a place of safety unaided or within a satisfactory period of time, as determined by the fire risk assessment, in the event of an emergency

The employee is responsible for informing the organisation of any health condition that may impact their safe evacuation in an emergency. If the employee confirms that they will be unable to evacuate the building unaided during an emergency, then a PEEP will be prepared.

A PEEP may be required for employees who have a:

* Mobility impairment
* Sight impairment
* Hearing impairment
* Breathing or heart condition

A temporary PEEP may be required for employees who:

* Have a short-term injury (e.g., a broken leg)
* Have a temporary medical condition
* Are in the latter stages of pregnancy

## Preparing a PEEP

The organisation will ensure that:

* All employees who may require assistance in evacuating will be identified including those who have temporary health conditions
* Evacuation procedures are displayed around the premises with notices for those who may require assistance
* Each PEEP is prepared with the employee requiring assistance together with those who will be assisting them e.g., fire-warden/marshal
* All PEEPs are tested and reviewed on a regular basis to ensure they are still current and suitable (consideration will be given to both the employee’s condition which may have changed and the building layout and emergency arrangements)
* All PEEPs are recorded and held by the organisation

## Documenting a PEEP

Should any PEEPs be required at the organisation, the documentation is to be recorded to support any activity.

The **Disability staff reasonable adjustments agreement** should be used to support any change, coupled with the actions detailed within a risk assessment and risk register. An additional copy is also to be detailed within the [fire log-book](https://practiceindex.co.uk/gp/forum/resources/fire-log-book.654/). A template for a PEEP can be found at [Annex A](#_Annex_A_–).

## Preparing a general emergency evacuation plan

A general emergency evacuation plan (GEEP) is used in premises that members of the public visit. It is also used in places of work with a transient workforce. It focuses on visitors to the building who have a disability or mobility impairment and may not be able to evacuate unaided.

The GEEP will help the individual to become familiar with the building layout and evacuation arrangements. The GEEP will also cover the same points that are outlined in a PEEP with practical evacuation solutions to accommodate different health conditions.

The organisation will also ensure an up-to-date GEEP is available and in place for all visitors to the premises. This will include:

* Ensuring evacuation procedures are displayed with information for those who may require assistance
* Ensuring everyone involved in providing assistance receives adequate training and is given the relevant information regarding the building layout and equipment. Training will also include equality and disability awareness
* Ensuring organisation evacuations are held on a regular basis
* Reviewing GEEPs regularly to ensure they are still current and suitable

A template for a GEEP can be found at [Annex B](#_Annex_B_–).

## Supporting policies

The following polices directly support PEEP and/or GEEP requirements

* **Assistance Dog Policy**
* **Disability Staff Reasonable Adjustments Agreement**
* **Fire Log Book**
* **Fire Safety Policy**
* **Risk and Issues Guidance Document**
* **Risk Assessment Guidance Document**

# Annex A – Personal Emergency Evacuation Plan

|  |  |
| --- | --- |
| Premises name and address | Sheerwater Health Centre  Devonshire Avenue  Woking  GU21 5QJ |
| Date of plan |  |
| Planned review date |  |

|  |  |
| --- | --- |
| Personal plan for | Nine Taylor |
| Role of individual | Practice Manager |
| Planned review date |  |

|  |
| --- |
| Nominated assistant(s) |
| Nine Taylor Practice Manager  Louise Gray Assistant Practice Manager  All reception staff |

|  |
| --- |
| Assistance required |
| All staff are aware of the evacuation procedure. All rooms will be checked before leaving the building to ensure every room and area is empty of any personnel patients or visitors. |

|  |
| --- |
| Equipment required |
| N/A |

|  |
| --- |
| Step-by-step guide |
| The building is on one level with only 3 clinical rooms, 1 waiting area, 1 reception room and an admin office. All staff are aware of the evacuation policy and procedure. Once the alarms sounds all staff area aware to immediately vacate the building ensuring all rooms are clear and no one is left inside. |

|  |
| --- |
| Evacuation routes |
| The building has a one way in and out, plus an emergency exit in case of a fire |

# Annex B – General Emergency Evacuation Plan

|  |  |
| --- | --- |
| Premises name and address | Sheerwater Health Centre  Devonshire Avenue  Woking  GU21 5QJ |
| Date of plan | 30.10.2023 |
| Planned review date | November 2024 |

|  |
| --- |
| Organisation alarm systems |
| Sheerwater Health Centre is fitted with the following alarms:  System fitted and maintained by Chubb Fire & Alarm  Alarm Make Model:  Syncro Multi Loop Analogue Addressable Fire Control Panel  Alarm Sound:  Beeping |

|  |
| --- |
| How to raise an alarm |
| **Staff:** Staff should raise the alarm by activating the nearest call point and by a vocal warning, shouting “fire, fire, fire”  **Visitors**: Visitors should notify a member of staff if they discover a fire. They can also activate the nearest call point and give a vocal warning, shouting “fire, fire, fire”  **Fire detection system:** Sheerwater Health Centre is fitted with an automatic detection system which will trigger the fire alarm |

|  |
| --- |
| Actions in the event of an alarm |
| **Nominated fire marshals:**   * The nominated or deputy fire marshals will assume responsibility for the evacuation of the building, ensuring no one is left behind * The fire marshal will call the fire service by dialing 999, giving the following details: Name, name of premises and full premises address, including postcode * Fire marshals will ensure all personnel are accounted for when mustered at the fire muster point * Fire marshals will also ensure those personnel for whom there is a PEEP are supported appropriately to evacuate the building   **Duty receptionist:** Collect the visitors book and printed clinic lists when evacuating the premises  **All other staff:** Commence evacuation of the premises using the nearest emergency exits in an orderly manner. Ensure all patients and visitors are escorted out of the building and directed to the fire muster point. |

|  |
| --- |
| Key considerations |
| **All staff:**   * Close all windows and doors when evacuating the building * If safe to do so, isolate gas and electric supplies to the premises * Do not waste time trying to gather personal belongings * **DO NOT RE-ENTER THE BUILDING** |

|  |
| --- |
| Evacuation routes and muster point(s) |
| The evacuation routes and emergency exits are clearly marked throughout the building with green direction signage indicating the way to the nearest exit.  The fire muster point is located: Surgery car park |

|  |
| --- |
| Emergency equipment |
| **Firefighting equipment:** Firefighting equipment (CO2 and foam powder fire extinguishers) is located throughout the building and staff must only use the equipment if they are confident in its use. In addition, there is a fire blanket in the kitchen  **First aid equipment:** A first aid box is located in the reception area and, if safe to do so the Practice Manager Nine Taylor or Assistant Practice Manger Louise Gray or the receptionist on duty is to collect the first aid box when evacuating |

|  |
| --- |
| Additional useful information |
| **Hazardous equipment:**   * Medical gases are stored: Treatment room (Oxygen)   **Isolation valves/switches:**   * Electrical isolation switch (mains fuse box) is located: Locked cupboard in corridor next to the treatment room * Gas isolation valve is located: N/A * Water isolation tap is located: In the ceiling outside the treatment room.   **Fire panel is located: At the entrance to reception desk** |

|  |  |
| --- | --- |
| GEEP completed by | Nine Taylor Practice Manager |
| Signed | Nine Taylor |
| Date | 30.10.2023 |