How do I get out of here?
Personal Emergency Evacuation Plans in HEIs
June 26th 2014
Before we leave...

- PEEPs in TCD 2009 to 2014
- Legal obligations and responsibilities
- Tour of equipment and buildings
- Lunch/discussion
- Initiate training
- Exit
Figure 1 shows the increasing numbers of students with disabilities from AHEAD’s first survey of the subject in 1993/94 right through to 2012/13.
Increasing numbers of students with disabilities in TCD
Increase in accessible buildings
• NDA 'Safe Evacuation for All' Conference 2009
• Accessibility Toolkit – Save evacuation for all - NDA website
• Visit to QUB in 2009
• http://www.peepsltd.co.uk/
• Collaboration of Safety Office, Disability Service
Accessibility Toolkit
— for public sector staff

Plan safe evacuation for all customers and staff

Plan to get everybody, including customers with disabilities and staff with disabilities, to safety if there is an emergency. Review and improve your:

• emergency procedures
• emergency equipment
• visual and auditory alarms
• safety zones
• signage.

Top tips for planning safe evacuation for all customers and staff

✓ Provide Personal Emergency Egress Plans (PEEP) for staff and regular visitors as necessary.
✓ Carry out evacuation drills at least twice a year.
✓ For each lift in your building, clearly indicate whether people can use it in emergency situations.
✓ Remember that some people with disabilities cannot use evacuation chairs and will need another option.

Contents of this Accessibility Toolkit
Evac + chair
Stairmate Major II

Specially Designed Features Include:

- Large Platform will accommodate virtually any wheelchair including electric and sports chairs.
- Single Operator Use
- Integrated non-slip loading ramp
- Suitable for both indoors and outdoors
- Twin Motors for Effortless Travel
- Full Adjustable Headrest
- Electrically Interlocking Seatbelts
- Electronic Parking Brake
- No Structural changes required for historical or listed buildings
- Supplied with removable Battery pack and charging unit.

Stairmate major
Stairmate major
Mobility Impaired Persons

Evacuation process:

- Fire alarm sounds - able bodied follow evacuation plan
- People who need assistance - move or are assisted to safe refuge area
- Trained Chair operator plus assistants (as necessary) proceed to the safe refuge area where needed
- By use of communications ascertain situation and respond accordingly
- First choice, stay where you are, ready to evacuate if needed
- Use Evacuation Lift if available
- If threatened - move horizontally to another refuge area if safe to do so
- If still threatened - evacuate vertically and out of the building
- If threatened or uncertain at any point evacuate out of the building

Contacts:

Arts Building:__________
Declan Reilly (Disability Officer) 8963776
Karl Flynn (Fire / Safety Officer) 8963545

Chair Location:
4th Floor, near stairwell D
From accessibility to usability

• How do you link equipment, signage and fire evacuation procedures with communication methods, disability awareness and effective training?

• How do you consolidate PEEPS procedures and training into a process that is easily usable in the event of an emergency?
The same basic emergency procedures apply to all campus buildings.

During an evacuation, follow steps 1 to 4.

See location of evacuation equipment located in Trinity College buildings and local contact number below.

Buildings with evacuation lifts (i.e. lifts that can operate during an evacuation) have a green ‘Emergency evacuation lift’ sign.

Assembly points vary refer to ‘Fire Action’ notices at entrance to each building.

College 24 hour emergency **01 896 1999** - Safety Office **01 896 1912**, Disability Service (2054 Arts Building) **01 896 3111**
Step 1 - Evacuate or move to refuge

- Fire alarm sounds where possible follow evacuation plan
- Otherwise call for assistance or move to safe refuge area
- Trained Chair operator plus assistants (as needed) proceed to the safe refuge area
Step 2 - Assess & prepare

• By use of communications assess situation and respond accordingly
• First choice, stay where you are, ready to evacuate if needed
• Use Evacuation Lift if available
Step 3 - Respond & move

• If threatened move horizontally to another refuge area if safe to do so
Step 4 - Evacuate

- If still threatened evacuate vertically and out of the building
- If threatened or uncertain at any point evacuate out of the building
### Buildings in Trinity College with Evac Chair locations and contact numbers

A Stairmate Major is located on the 4th Floor of the Arts Building beside 4066, and the 3rd floor stairwell of the Sports Centre. A Stairmate Standard is located on the 4th floor of 7/9 South Leinster Street in the lift lobby.

<table>
<thead>
<tr>
<th>Building</th>
<th>Location Description</th>
<th>Contact Number</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts Building</td>
<td>4th floor near stairwell D</td>
<td>01 896 1157</td>
<td></td>
</tr>
<tr>
<td>Aras An Phiarasaigh</td>
<td>3rd floor at room 3.34</td>
<td>01 896 2707</td>
<td></td>
</tr>
<tr>
<td>Berkeley Library</td>
<td>2nd floor near main stairwell</td>
<td>01 896 1127</td>
<td></td>
</tr>
<tr>
<td>Biosciences*</td>
<td>3rd floor stairwell</td>
<td>01 896 3999</td>
<td></td>
</tr>
<tr>
<td>College Green</td>
<td>4th floor between 3rd &amp; stairwell</td>
<td>01 896 3522</td>
<td></td>
</tr>
<tr>
<td>Dining Hall</td>
<td>Atrium 1st floor beside lift</td>
<td>01 896 1779</td>
<td></td>
</tr>
<tr>
<td>Goldsmith Hall</td>
<td>1st floor front stairs</td>
<td>01 896 2729</td>
<td></td>
</tr>
<tr>
<td>Hamilton Building</td>
<td>1st floor beside attendant desk</td>
<td>01 896 2372</td>
<td></td>
</tr>
<tr>
<td>Lloyd*</td>
<td>2nd floor north stairwell</td>
<td>01 896 8498</td>
<td></td>
</tr>
<tr>
<td>Long Room Hub*</td>
<td>3rd floor front stairwell</td>
<td>01 896 3174</td>
<td></td>
</tr>
<tr>
<td>Old Library</td>
<td>1st floor at Henry Jones Room</td>
<td>01 896 2309</td>
<td></td>
</tr>
<tr>
<td>200 Pearse Street</td>
<td>Entrance corridor at security desk</td>
<td></td>
<td>01 896 1999 Emergency only</td>
</tr>
<tr>
<td>School of Nursing</td>
<td>2nd floor at room 2.47a</td>
<td>01 896 3891</td>
<td></td>
</tr>
<tr>
<td>SNIAM*</td>
<td>2nd floor main stairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sports Centre*</td>
<td>2nd floor stairwell</td>
<td>01 896 1812</td>
<td></td>
</tr>
<tr>
<td>7/9 St Leinster St.</td>
<td>2nd floor stairwell</td>
<td>01 896 4335</td>
<td></td>
</tr>
</tbody>
</table>

* A green emergency evacuation lift sign indicates the lift in the building is protected from the effects of a fire and may be operated during an emergency.
The same basic emergency procedures apply to all campus buildings.
During an evacuation, follow steps 1 to 4.
Locate evacuation equipment in Trinity College buildings and local contact number.
Buildings with evacuation lifts (i.e. lifts that can operate during an evacuation) have a green ‘Emergency evacuation lift’ sign.
Assembly points vary – refer to ‘Fire Action’ notices at entrance to each building.
College 24 hour emergency 01 896 1999 - Safety Office 01 8961912.
Disability Service Mobile 086 344 2322 (for use during Arts Building evacuation).
Disability Service (2054 Arts Building) 01 896 3111.

1. Evacuate or move to refuge
- Fire alarm sounds – where possible follow evacuation plan.
- Otherwise call for assistance or move to safe refuge area.
- Trained Chair operator plus assistants (as needed) proceed to the safe refuge are.

2. Assess & prepare
- By use of communications assess situation and respond accordingly.
- First choice, stay where you are, ready to evacuate if needed.

3. Respond & move
- If threatened - move horizontally to another refuge area if safe to do so.
  Use Evacuation Lift if available.

4. Evacuate
- If still threatened – evacuate vertically and out of the building.
- If threatened or uncertain at any point evacuate out of the building.
Ongoing issues and risks:

- Visitors, staff or students not communicating egress needs to officials; building management, fire officer, disability service.
- Time delays in contacting a trained assistant to use equipment
- Diverse communication methods in buildings and lifts
- Uncertainty about full evacuation during drills and time limitations for training
- Diversity of procedures across HEIs reflects a lack of ‘good practice’ in policy implementation
Buildings with evacuation chairs:

- Aras An Phiarsaigh
- Arts Building
- Berkeley Library
- Biosciences
- College Green
- Dining Hall
- Goldsmith Hall
- Hamilton building
- Lloyd Building
- Long Room Hub
- Old Library
- School of Nursing
- South Leinster St
- SNIAM
- Sports Centre
- 200 Pearse St
Workshop questions x 3:

• 6 groups
• 1 person to take notes & feedback
• 1 person to keep group on topic & get input from everyone
• 8 to 10 minutes per question
• Receive feedback from groups and discuss
The Access or Disability Officer in your HEI has identified an incoming student who is a wheelchair user. It is evident that a Personal Emergency Evacuation Plan is needed as the student’s timetable indicates they need to access several locations by lifts in various buildings. As the person responsible for arranging PEEPs you contact the student but over several weeks he fails to respond to your repeated attempts to engage him in the PEEPs process. What should happen next?
Question 2:

As part of the development of Personal Emergency Evacuation Plans in your HEI, you identify a number of buildings where evacuation procedures and equipment are needed. The building users who are mostly academic departments welcome the development of PEEP:s but none of them believe they should pay for the equipment. Who are the key people in your HEI that need to be involved in resolving this issue and what are the next steps that should be taken?
Question 3:

Being aware of the key pieces of legislation and having adapted a PEEPs template to suit your HEI, you develop evacuation procedures and ensure that information on safe egress is appropriately communicated and displayed in your HEI. Is this enough? Over time, who is responsible for checking that equipment, refuge areas and signage are in place, accessible and in working order? Who is responsible for re-training and the training of new staff and student volunteers? Who is responsible for monitoring the PEEPs procedure during fire drills? How realistic is it that the evacuation plan will work in the event of a real emergency?