



Department of

**Health, Social Services  
and Public Safety**

[www.dhsspsni.gov.uk](http://www.dhsspsni.gov.uk)

# Fire Safety Law

The Evacuation of  
Disabled People  
from Buildings





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# INTRODUCTION AND SCOPE

1. The guide deals with evacuation issues in relation to disabled people in non-domestic premises. Persons with fire safety obligations need to be aware that the wider aspects of fire safety law apply equally to people with disabilities. Fire prevention or risk reduction practices and the operation of the emergency fire action plan should all consider the effects on disabled people. It should not be assumed that people with disabilities will have a passive role in the event of a fire.
2. We all know that in the event of fire, dialling 999 will summon the Fire and Rescue Service. While the Fire and Rescue Service is responsible for fighting fires and protecting life and property in the event of fire, we all have a role to play in minimising the risk from fire. If a fire does start, we all need to know that we can escape from premises safely.
3. Under fire safety legislation in Northern Ireland, it is the responsibility of those persons who have control of, or safety obligations in respect of non-domestic premises, to ensure that arrangements are in place for an evacuation of the premises, if the situation requires it. This responsibility **cannot** be delegated to the Fire and Rescue Service. Each building should have an emergency fire action plan specifying the evacuation procedures for **everyone**, including people with disabilities, likely to be in the building.
4. This document provides information and guidance on fire evacuation of disabled people from buildings and will assist employers, organisations and fire safety enforcing authorities to consider disabled people in a positive way and to deal with their evacuation in a practical, equality based manner.
5. This guide is issued by the Department of Health, Social Services and Public Safety and supported by The Equality Commission for Northern Ireland and Northern Ireland Fire and Rescue Service Board. The guide and its contents constitute guidance given by the Department in terms of Article 33(2) of the Fire and Rescue Services (Northern Ireland) Order 2006. It is generic guidance and should be seen as supplementary to the series of Departmental guidance documents which are aimed at offering fire safety advice for different types of premises. All documents can be ordered from The Stationery Office (TSO) website at **[www.tso.co.uk](http://www.tso.co.uk)**.
6. The guide is not intended for dwellings or for premises which, as part of their normal operation, provide care and treatment to people with disabilities on a regular basis, such as hospitals and care homes. Nevertheless much of the content will be of interest to people who manage care or treatment premises.

# LEGAL OVERVIEW

7. There are three areas of law that are relevant to the evacuation of disabled people: fire safety law; health and safety law; and disability discrimination law.

## Fire Safety Law


8. For the purpose of this guide, fire safety law comprises the requirements imposed by Part III of the Fire and Rescue Services (Northern Ireland) Order 2006 and the Fire Safety Regulations (Northern Ireland) 2010. The law is enforced principally by Northern Ireland Fire and Rescue Service. Under this law it is the responsibility of an employer and other dutyholders who have control of, or safety obligations in respect of non-domestic premises, to carry out a fire safety risk assessment, take adequate fire safety measures and keep the assessment under review. Fire safety measures include formulating an emergency fire action plan with evacuation arrangements for all people likely to be in the premises, including disabled people; keeping escape routes clear and available for use at all times; and providing appropriate signage and adequate illumination. Dutyholders are responsible for implementing the emergency fire action plan and for nominating people to assist with implementing the plan, including the evacuation of people from the premises. Further information about the range of fire safety responsibilities, the scope of the fire safety legislation and the type of premises covered is available at [www.nifrs.org](http://www.nifrs.org).

## Health and Safety Law

9. The Health and Safety at Work (Northern Ireland) Order 1978 and associated regulations place an obligation upon all employers to ensure, as far as reasonably practicable, the health, safety and welfare of their employees whilst at work and any other persons affected by their business activities. Further information is available on the Health and Safety Executive for Northern Ireland website at [www.hseni.gov.uk](http://www.hseni.gov.uk).

## Disability Discrimination Law

10. The Disability Discrimination Act 1995 (the DDA) imposes duties on service providers and has changed the way organisations manage public access. It is unlawful to treat people with disabilities less favourably than others, and the law requires 'reasonable adjustments' to policies, procedures and the physical environment. This requirement is anticipatory – it is not acceptable to wait until an issue arises. In light of the DDA, building managers should already be working towards best practice in disability access and should look to apply some of their learning to fire evacuation policy.
11. Since January 2007, public bodies in Northern Ireland have been covered by the Disability Discrimination (Northern Ireland) Order 2006 (DDO) which requires that



policies are assessed for their impact on equality for people with disabilities and combating discrimination. Key public bodies such as local authorities are required to publish a Disability Action Plan setting out what they will do and how they will monitor progress. In essence, the DDO requires public bodies to design out disability discrimination at the start of the policy planning process, including fire evacuation policy.

12. Further guidance on the DDA and DDO is available on the Equality Commission website at **[www.equalityni.org](http://www.equalityni.org)**.

## **General**

13. The focus on access into premises to enable disabled people to fully use a building needs to be matched with arrangements for their safe egress in the event of fire. The safe egress and evacuation of disabled people requires careful consideration and attention. Where an employer or a service provider does not make provision for safe egress and evacuation arrangements for disabled people from their premises, this is likely to constitute a failure to comply with the requirements of fire safety law and may be an offence. It could also be considered to be disability discrimination under the DDA.

# PLANNING FOR THE EVACUATION OF DISABLED PEOPLE

14. Planning for evacuation is about planning for exceptional circumstances and disabled people are no different from anyone else in that they prefer to be in control of their own evacuation. As much as possible the aim should be to enable disabled people to evacuate independently, not all disabled people will require assisted evacuation.
15. Arrangements for the evacuation of disabled people should be compatible with the general evacuation strategy and the emergency fire action plan for the premises. The responsibility for implementing the plan and evacuating persons safely in the event of an emergency will rest with dutyholders: **an evacuation plan for disabled people must not rely upon the intervention of the Fire and Rescue Service to make it work.**


## What is a PEEP?

16. An evacuation plan for disabled people is commonly known as a PEEP: a Personal Emergency Egress Plan or Personal Emergency Evacuation Plan. The PEEP explains the method of evacuation to be used by a disabled person in each area of a building. It should not be assumed that because a person has a disability that they will need or ask for a PEEP. Many individuals may not be aware that a PEEP is required. Of those who do know about the PEEP, some will be confident that they can get out of the building unaided. It should be highlighted that people with “hidden impairments” such as a heart condition or epilepsy may also require assistance in an emergency situation.
17. The following principles should guide the preparation and implementation of a PEEP:
  - The same rules of courtesy and respect apply to disabled and non-disabled people alike. Disabled people should not be treated as a “health and safety” problem to be resolved;
  - See the person not the disability; needs and preferences vary widely between individuals;
  - Disabled people should be meaningfully involved at all stages in the development and review of their PEEP;
  - In an evacuation, ask, don’t assume, when determining what assistance a disabled person might need. The individual best understands the nature and effects of his or her impairment; and
  - The disabled person should be kept fully informed throughout their evacuation.

## Communication and Training

18. When producing an evacuation plan which includes disabled people, it should be remembered that normally people cannot be expected to react exactly as planned in any emergency. It is generally accepted that, unless guided by trained staff, most





non-disabled people (including those who may have worked for years in a building) will make their way to the exit that they are familiar with, rather than to the most suitable escape route.

19. Good communication and appropriate training for staff and management regarding the fire or emergency evacuation process are vital to ensure success. It is important therefore that staff and managers fully understand the evacuation plan and fire safety strategy for the building so that they can render maximum assistance to a disabled person irrespective of the effects of their impairment. Provision of a fully integrated PEEP system will improve safety for everyone using the building whilst identifying any weaknesses in any existing evacuation plans.
20. All staff involved in the process of providing evacuation plans should have a good standard of equality awareness and disability awareness to ensure that they do not inadvertently discriminate against disabled people. Additional training provided will depend on the role of each individual but may include:
  - Disability awareness;
  - Disability evacuation etiquette;
  - Moving, lifting and handling techniques;
  - Good practice in communication, including use of communication systems;
  - Appreciation of fire resisting enclosures; and
  - Importance of using pre-planned routes.
21. Staff have a vital role in communicating the evacuation plan to visitors with disability and the attitude and awareness of staff is important. Information should also be provided within staff handbooks and for visitors in a range of accessible formats.
22. All staff using a building should be aware of the fire safety measures and strategy. For example, if the building has fire compartmentation to allow horizontal evacuation into another fire compartment, people operating the plan should understand this. Staff involved in the evacuation plan should fully understand their role (including where the function is outsourced), should feel confident in their skills and disabled people should feel that they can trust the process.
23. Where staff members have specific roles, it is important that should persons leave or be absent for any reason, that their role is allocated in a timely manner to another suitably trained person either permanently or for the period of absence.
24. Systems and equipment used for evacuation, such as pagers, will need a system of regular checks or testing.

# PERSONAL EMERGENCY EGRESS PLANS - PEEPs

## Individual PEEP Plans for employees and regular visitors

25. An individual PEEP is a plan for employees and regular users of a building such as residents, contractors or students or anyone who may require special provision to ensure their safety in the event of fire. This is written by management on a case-by-case basis in conjunction with the individuals concerned, is tailored to their individual needs and includes detailed information of their movements during an evacuation. It may be necessary to provide a plan for each building and room that they visit. Once agreed, a copy should be kept by the disabled person concerned, the dutyholder and any other person who requires to know the content of the plan. Appendix 1 contains a layout example for the recording of an individual PEEP.
26. Where a disabled person can undertake their evacuation unaided it may take them longer than the time taken for persons without disability. In the event of fire they should be given the opportunity to take the safest route which offers them the longest period of safety. This may be through an adjacent fire compartment which has a fire-resistance rating and down an escape stair from this area. Estimating the approximate time required to achieve the disabled person's evacuation will contribute to the planning process along with the amount of staff support required for each evacuation. However a fire situation may render a particular escape route unusable and where there is more than one escape route provided from premises, any of those escape routes may require to be used by disabled people.
27. Employers are responsible for ensuring that employees are provided with suitable evacuation plans. Staff with disability should be offered a suitable evacuation plan during their induction process or where there is any change of circumstances to the person's ability to make their way out of the building.

## Standard PEEP Plans for occasional visitors

28. There is a difference in the way that an evacuation plan is provided where the person requiring the assistance is not an employee or regular visitor, for example a customer. It is more difficult to organise an evacuation plan for people who are casually visiting a building or using a service on a one-off basis. However, by assessing the difficulty in evacuating premises and the types of evacuation that can be provided within the building, it will be easier to address needs. Where it is not possible to provide a bespoke plan for each person, a system of standard plans may be used.
29. The provision of standard PEEPs takes account of the following:
  - the disabled person's movements within the building;
  - the operational procedures within the building;
  - the types of escape that can be made available;



- the building systems, e.g. the fire alarm; and
  - the existing egress plan.
30. Standard plans are written procedures that can be used as options for disabled people to choose from. They are held at the reception points within the building and are advertised and offered to people as part of the entry/reception procedures. A disabled person requiring assisted escape is offered options for their assistance and is given suitable instructions.
31. It is understood by most people that when a fire alarm is activated they must all leave the building by the nearest exit, as quickly as possible, and reach a place of ultimate safety. The management of the building is required to keep escape routes clear and free from obstruction and to ensure that exits are readily available for use on quick-release devices which also offer protection from unwanted or illegal entry. However, everyone using a building for whatever purpose should also take some responsibility for their own safety wherever possible.
32. This responsibility also applies to disabled people, therefore disabled people can be expected to identify themselves when they are informed of the availability of a choice of evacuation plan and co-operate by giving any information necessary for the safe execution of the plan.

### **Example**


A visitor approaches reception, where there is a clear sign indicating the provision of a PEEP system. The visitor has a visual impairment and therefore requires information about the escape routes. The building operates a policy of the meeting organiser being responsible for visitors if an escape is necessary. The receptionist explains the process for obtaining support.

The blind or partially sighted person makes the meeting organiser aware of the need for assistance. All staff are trained in disability escape etiquette. Prior to the start of the meeting he/she points out the escape routes and offers to assist if necessary.

Examples of standard PEEPs are contained in Appendix 2.

### **Unknown or uncontrolled visitors**

33. Where there are people within the building who do not pass a reception point or are not controlled, such as in a shopping centre, library or theatre, it is more difficult to gather information prior to the need to escape. In these instances a system of standard PEEPs should also be implemented and advertised.

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34. Training for staff is vital in this case as they will have to provide assistance and advice to disabled users of the building as the incident develops. The plans to enable them to leave safely in the event of an incident will require pre-planning. Staff will need to understand all the options and be able to communicate these effectively to disabled people at the time of escape. In order to do this, they should receive disability escape etiquette training.
  35. In large, multi-occupancy buildings, it will be essential for each organisation to ensure that suitable training is provided to all their staff. Such a training requirement should form part of their fire safety risk assessment.

### **Evacuation options**


36. Categories are often used to assist with referencing information, but in practice people must be considered on an individual basis as individual people with individual needs. These options can be matched to the information about the building, the fire safety measures and fire safety strategy to assist with the production of a standard PEEP or an individual PEEP. The options can be used as a guide and discussion tool to establish what might be offered when working in partnership with a disabled person to establish what is appropriate for each person in their evacuation plan, but they can be adapted to suit particular situations.
37. The provision of plans should also take account of the movements of the disabled person within the building, the operational procedures in the building, and the evacuation assistance that can be made available.
38. A person may require different options for different buildings. For instance, a visually impaired person may be able to find their way out of a building that has good orientation standards and is uncomplicated, but in a complex building where there is poor signage and orientation they may need assistance. The options are not mutually exclusive; a disabled person may use a combination of these options. Assumptions should not be made that each option suits all. Managers should be prepared to discuss with disabled people the options available and what provision they can make.

### **Consultation**

39. The different groups of people who should be considered and are likely to be present in a building are as follows:
  - staff;
  - contractors;
  - visitors;



- residents;
  - students; and
  - customers – individuals and groups (hiring out of rooms, public events, etc.).
40. The person responsible for preparing an individual PEEP should first contact the disabled person to arrange an interview to establish suitable evacuation procedures. They should be given information about the fire safety measures and building systems and their opinions and experience should be sought and respected. It is essential that the disabled person is asked relevant questions and in a way that produces the best evacuation plan. A suitable PEEP should be negotiated taking into consideration what the building, management and disabled person can offer.
41. The person working with the disabled person to write the PEEP should not make assumptions about their abilities. It should not be automatically assumed that a disabled person cannot leave the premises independently. Most disabled people are likely to have a very clear idea of what it will take to get out of the building. In some instances, the person will be able to facilitate their own evacuation, especially if suitable aids and adaptations are provided. Different buildings may have different levels of adaptation and a disabled person may use different methods of evacuation in different buildings.
42. Disabled people are expected to assist the planning process by giving any information necessary for the safe execution of the plan and promote facilitating their own evacuation. In order for disabled people to be willing to volunteer information, managers should recognise their dignity and right to independent egress. Managers should also guarantee that sensitive information disclosed will be kept in confidence. It is often useful to provide as much information as possible to everyone about the plans for disabled people, but this should only be done with the prior permission of the disabled person. It is believed that this may encourage disabled people to be more frank in their approach when they contribute to the establishment of their own evacuation plan. Disabled people may need assurances that if they volunteer what they might do in an emergency this will not constitute grounds for removal of support at other times. Negotiation skills, sensitivity, confidentiality and discernment are required here on the part of the person planning a PEEP.
43. In educational establishments etc., children or students with a disability should complete a PEEP, if they need one, as part of enrolment. It is important that the disabled person can contribute meaningfully to the PEEP. Therefore it should be reviewed and updated as the disabled student becomes more familiar with routes through the premises.
44. Appendix 3 contains an example of a letter and questionnaire which an employer could use in preparation for the joint discussion with the disabled person and for record keeping.

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45. Where standard PEEPs are used and disabled visitors are not available to consult with in person when setting up the system, it is appropriate to consult local disabled people's organisations.

## Assisted Evacuation

46. Disabled people who require their evacuation to be facilitated will need to be advised of the options available to them. In some instances, they will need to be given assistance to evacuate. Those disabled people who require assisted evacuation should have a pre-arranged meeting place. If the disabled person is likely to move around the building a communication process will be necessary between the appointed "buddy" and the disabled person so they can arrange to meet at a particular location.

## Co-ordination

47. A co-ordinating role is necessary in order to ensure that any plans provided are understood throughout the organisation. This is likely to be delegated to a competent person from the human resources department or safety services.
48. The nomination of a Disability Contact for each building may be appropriate. Disability contacts may be responsible for ensuring that there is provision and maintenance of evacuation plans for disabled people using the service. **They would also have responsibility for reporting back to the co-ordinator.**
49. In addition, a system is required to ensure regular review and updating of plans. Line managers should take responsibility for ensuring that the PEEPs for their staff are kept up to date. Disabled people should be advised to tell their manager or an appointed person of any change to their circumstances. As part of good management practice the disabled person should be regularly asked about the relevance of the PEEP to their current circumstances.
50. Plans for each building and their occupants need to be co-ordinated. This is especially important where there is the potential for a number of people to be evacuated to ensure that there is no conflict. In multi-occupied buildings, where responsibility may rest with a number of people for each occupying organisation there are potential problems if evacuation plans and strategies are not coordinated. It is therefore important that dutyholders co-operate and co-ordinate their evacuation plans for disabled people as part of their requirement under fire safety law to co-operate and co-ordinate aspects of fire safety.





## Practising Evacuation

51. In order to ensure that the plans run smoothly training should include practice evacuations of the premises. Evacuation practice will depend on the type of evacuation required. Generally, evacuation should be practised on a regular basis and at least six monthly, regardless of the frequency of fire drills in the premises. Where possible all of the people involved in the evacuation plan should take part; however, some disabled people are put at a great risk when carry-down procedures of any kind are used. Therefore it may be more appropriate to simulate carry-down so as to avoid unnecessary injury to the disabled person.
52. Where a disabled person has elected to get out un-aided it is not practical for them to require regular practice, but timing a short section of the escape may help in establishing how long a full evacuation might take.
53. People with a learning difficulty may need to practice their routes for escape more frequently. If so, this should be written into their PEEP.
54. Good communication with disabled people about the fire or emergency evacuation process is vital to ensure its success and to reduce the need for emergency escapes except in exceptional circumstances.

# BUILDING FEATURES


55. Some building adaptation may facilitate evacuation and reduce the need for personal assistance. Fire safety measures such as fire compartmentation, automatic life safety suppression systems (such as sprinklers) and automatic fire detection may extend the time available for disabled people to make their own evacuation or leave with assistance.

## Lifts

56. Purpose designed evacuation lifts and fire-fighting lifts have features and safeguards which may allow their use in the event of fire. Other lifts are not normally considered suitable for fire evacuation purposes.
57. During a fire incident, once the Fire and Rescue Service is in attendance, it may operate a lift override system to use a lift to access the fire. As a result all lifts in the building for Fire and Rescue Service use may return to the fire service access level and park. Once this happens it is not possible to call lifts as they will be under the control of the Fire and Rescue Service. Fire-fighting lifts may therefore only be used in the early stage of the evacuation process in agreement with the Fire and Rescue Service.
58. Where evacuation lifts are used, disabled people should make their way to the lift point and use the communication system to contact the person co-ordinating use of the lifts, such as security personnel, so that they are aware of the floor they are waiting on. There may also be a communication point whereby the co-ordinator can be contacted by any disabled person in a refuge adjacent to the lift. BS 9999: 2008 – Code of practice for fire safety in the design, management and use of buildings contains information on evacuation lifts.
59. In some buildings horizontal evacuation to an adjacent compartment may be used prior to the use of an ordinary lift. However the potential use of an ordinary lift for fire evacuation must be pre-planned and only be considered where the outcome of the fire safety risk assessment establishes its use in a fire as appropriate.

## Doors

60. Some people may have difficulty opening self-closing fire-doors. These doors and their self-closing devices (including those that are normally held open by devices linked to the fire alarm system) should comply with the recommendations of the appropriate British Standard regarding opening and closing forces. Such doors are designed to hold back smoke and fire to protect the people in a building and facilitate their evacuation.

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61. Doors which are fitted with automatic opening for accessibility may have the opening facility disengaged automatically in a fire situation by a link to the fire alarm system. This is likely to be the case where the door is a fire-door. This needs to be considered and the disabled person informed that these doors, which they may normally be able to negotiate without difficulty, may pose a difficulty in the event of fire or operation of the fire alarm.

### **Open Risers**

62. Open risers on stairs may not pose difficulty where the stair is being used for descent only, but when ascending a stair open risers on the stair can cause difficulty. Some people are at risk of trapping the toes of their shoes beneath projecting nosings and tripping as a result.

### **Stair Enclosure**

63. The fire-resisting construction of escape stairs will offer protection to persons using the stair and this increases the available escape time. This reinforces the importance of building occupiers keeping self-closing fire-doors in the closed position and observing good housekeeping practices.


### **Fire Compartmentation**

64. Some buildings are divided into separate fire compartments and it may be possible to evacuate people horizontally through the building into another fire compartment and away from the emergency situation. Where such evacuation is not available on the affected floor it may be available on a lower floor and this may be more acceptable than travelling all the way to a ground floor designated exit point.

### **Refuge**

65. Disabled people should not always be required to wait for the main flow of people to be completed. Where a person may need to rest or they feel uncomfortable with people behind them, it may be appropriate to design a plan that allows resting in refuges provided along the route. However if they are likely to cause obstruction to other people leaving the building it may be safer if they follow the main flow.
66. A refuge (sometimes described as a temporary waiting space) is an area that is separated from a fire by fire-resisting construction and provided with a safe route to a storey exit, thus constituting a temporarily safe space for disabled people.



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67. People should not be left in a refuge to wait for the Fire and Rescue Service. A refuge can be used as a safe resting place as well as a place to wait during evacuation until the necessity for a full evacuation is established. A refuge should be equipped with a communication point where practicable.
  68. Many refuges within stairs can accommodate only one wheelchair user. This should not be a problem where there is more than one wheelchair user provided that there is a suitable evacuation strategy in place. As one person progresses on their journey the next person will take their place in the refuge.


# EVACUATION PLANS IN PRACTICE

69. Visitors to a building may fall into two categories: those who are invited to a building such as clients attending meetings with members of staff, and casual visitors who attend of their own volition. The system of standard plans can be presented to them on arrival by the reception service. Visitors should always be offered an evacuation plan, but staff should not be concerned if a person who has an apparent disability does not accept one. It is possible that the person is confident that they can make their own evacuation. This can be the case for wheelchair users. Plans should be provided in a manner which encourages people who have conditions such as asthma, heart disease, epilepsy or mental ill health to ask for assistance, if they wish to do so. Some people may have difficulty in evacuation situations that they would not have normally, for example people who have asthma may be affected in smoky conditions caused by a fire or people who might be affected by the stress of an emergency.
70. The approach should be to encourage people to ask for a plan, when needed, without them feeling it will affect the provision of the service to them. Requesting a suitable evacuation plan should not result in a restricted use of the building. A clearly visible, easy to read reception sign, such as the one below, advising of the availability of an assisted evacuation service may be enough. However dutyholders should consider the most suitable method for them to inform visitors to their premises.

**If you feel you would  
require assistance  
in the case of an  
evacuation please  
tell our receptionist**

## Groups of Visitors

71. Part of the booking procedure for groups should include provision of standard plans. Where there is a large number of people with disabilities, the group organiser may play a role in the provision of plans. An appropriate contact point for each group of people visiting a building should be established depending on the nature of the organisation. This may be a main reception point or via the meeting booking procedure or via the person or department that they are visiting.
72. Where there are security and porter services these can provide a support role and allocate standard plans for visitors. They may also provide assistance in some instances, but only after receiving appropriate training.

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73. Function and conference organisers will be responsible for ensuring that disabled people attending conferences or meetings within the building are provided with a suitable plan. It is important that booking forms invite delegates to identify needs. When a room is booked a standard procedure should be in place to check if there are disabled people attending. If so a suitable evacuation plan is required.

## Public Access Buildings

74. In some public access buildings such as museums, art galleries and shopping centres there will be little or no control over the people who are present in the building and it may be impossible to know how many disabled people are present at any one time or the nature of their impairment. In such cases, responsibility for evacuating them safely in the event of an emergency will rest with staff and building managers. Where a system of standard plans is established training for staff is vital as they will have to provide assistance and advice to disabled users if an incident occurs. Staff will need to understand the different evacuation options available. They should be trained to communicate these effectively to disabled people during an emergency and be able to provide further assistance if required.

### Example

A museum is required to evacuate due to an alert in one of the galleries.


There are a number of wheelchair users present. The museum has a high standard of compartmentation due to the need to protect the exhibits.

This is an advantage in an escape situation and staff members have been trained to understand the safety implications of this fire safety feature. The communications process set up as part of the escape procedures for staff tells them where the alarm has been raised. They can then direct people who cannot use stairs away from the alarm point to a safer part of the building.

## Sleeping Accommodation

75. Where sleeping accommodation is provided such as in a hotel, the check-in procedure should include the offer of a suitable evacuation plan (whether the room is specially adapted or not). Additional information for disabled people may be required in each room alongside the evacuation procedures for all residents. Some disabled people who use hotel or other residential sleeping accommodation may not need an adapted room but may need support to evacuate. Therefore a sign should be displayed at reception and alongside the evacuation instructions in each room. For





blind and partially sighted people, the receptionist could explain the instructions after the person has checked in and provide them with a copy of these instructions in a suitable alternative format. Evacuation instructions displayed in each room should be made available in other accessible formats, such as Braille, easy read or large print. Where disabled people require a high level of physical assistance, meeting or hotel rooms with easier egress routes should be priority booked.

## Assistance


76. Where staff assistance is required, sometimes this will be readily available from staff within the department concerned. Where local staff are not available contact should be made with the person responsible for the building so that a suitable alternative can be set up.
77. Volunteers will want to be sure that in helping a disabled person to evacuate, their own safety is not compromised. It may be necessary to raise the awareness of staff so that they understand this. Clear information should be provided to volunteers about facilitated and assisted evacuation systems. Potential volunteers should be assured of the organisations' commitment to their continued training and support.
78. It may be necessary to recruit and train additional staff to provide assistance during an evacuation. In considering staff that may provide assistance in an evacuation it is important to consider their work time availability, location in a building or on a site and whether they are employees of another company providing an outsourced facility. Another consideration in utilising outsourced employees is the need to ensure that their managers are fully in agreement with their involvement in an emergency plan and the person concerned is fully conversant with the work culture and policies of the workplace or site.
79. Where there are Fire Wardens or Fire Marshals, they have a role to play. In order to provide back up where there is an assisted evacuation system in place it is also necessary for the Fire Wardens or Fire Marshals in that building to be aware of who is present and what plans are in place. They should then be trained to provide suitable assistance where necessary. Where there is extended evacuation, a Fire Warden or Fire Marshal should report to the person in charge of the evacuation that a disabled person is making their way out of the building. This information must then be passed onto the Fire and Rescue Service on its arrival.

# MANAGING REASONABLE ADJUSTMENTS

80. People with disabilities are individuals with individual needs and each person should be treated accordingly. When developing a plan, there is often a tendency to over-play the safety issue to the detriment of the independence and dignity of the disabled person. What a disabled person is prepared to do in exceptional circumstances may differ significantly from what they will reasonably manage in their every day activities, especially if basic reasonable adjustments, such as those suggested below, have been made. Evacuation plans for disabled people should be prepared with the view that what is required is for 'the real thing' and should consider what is practical and achievable in exceptional circumstances.
81. Disabled people may be more willing to facilitate their own evacuation when they know that this is not going to be required of them during a practice or for a known false alarm. Some people with disabilities are put at a risk of injury when being carried down stairs. It is therefore necessary that in these cases, the evacuation policy should include a method of minimising the need to evacuate for known false alarms or practice drills.
82. People with disabilities often have more than one impairment and their needs may be quite unique. For example a person with dual sensory impairment (deafblind) may have needs quite distinct from persons who are either deaf or blind. The disability groupings used below are broadly generic and are not meant to be an exhaustive list.
83. It should be remembered that every individual will have individual needs and preferences.

## People with Mobility Impairment

84. There is a wide range of people who fit into this category including those with heart disease, asthma or heart conditions. The preferred options for evacuation by people with mobility impairment are horizontal evacuation to outside the building; horizontal evacuation into another fire compartment; or vertically by evacuation lift, eventually arriving at a place of safety outside the building.
85. The ability to evacuate within a short timescale may not be possible. Many people will be able to manage stairs and be able to walk longer distances especially if short rest periods are built into the evacuation procedure. Reasonable adjustments such as suitable handrails to support them may be of great benefit though some people will only be able to use a handrail if it is on the side appropriate to them. Some people may prefer to slide or move in some other unconventional way down the stairs after the main flow of people.
86. A range of mechanical equipment exists to move people up or down stairs; however, timing and obstruction of escape routes for others are prime considerations if considering using this type of equipment for evacuation.

- 
87. Irrespective of the method of evacuation it is important to have arrangements in place to ensure that the disabled person is brought to a place of safety.

## **Wheelchair Users**

88. Wheelchair users normally have difficulty evacuating when on a floor other than an accessible level. However, some people who frequently use a wheelchair may be able to walk a little and therefore be able to assist with their own evacuation or even achieve independent evacuation. Assumptions should not be made about the abilities of wheelchair users and they should be asked about their preference and their wishes should be respected.
89. If the preferred horizontal evacuation or the use of a lift is not available, the person may require assistance from one or more people. Alternatively it may be necessary to carry the person down (or up) an escape stair.


## **Carry Down Techniques**

90. There are a number of methods that may be appropriate for carrying-down people with mobility impairment using two, three or four people. All carry down techniques require a risk assessment (including a manual handling risk assessment) and training for the carriers. Important issues to consider are the availability and physical capability of carriers and whether the width of the stair is sufficient for all of the team to move freely and safely.

## **Evacuation Chairs**

91. An evacuation chair looks like a deckchair with skis and wheels underneath and is manoeuvred by one or two people. When placed on the stairway it slides down the stair. The wheels at the back facilitate movement on the flat, but these chairs are not suitable for long distances. Disabled people may not feel confident using these chairs and it is not always possible for wheelchair users to transfer into an evacuation chair or to maintain a sitting position once seated in one. Therefore, evacuation chairs should not be considered as the automatic solution to the evacuation requirements of disabled people.
92. The provision of evacuation chairs needs to be accompanied by a full system of evacuation for disabled people with operators that are trained and familiar with the equipment. Regular practice should take place. In most instances practice should not include the disabled person, although some may wish to practise being moved in the evacuation chair. It is more appropriate for the people who are trained to use





the evacuation chair to play the role of the disabled person during practice, this will increase their confidence in using the equipment.

93. Where used, the device may be allocated to a particular person and either kept alongside their work location or in the most suitable refuge close to them.
94. Where a visitor requests this method of evacuation and a device is available along with persons to assist, the person who is responsible for booking them into the building should arrange for one to be brought to the most suitable point of the building for the duration of the visitor's stay.
95. In buildings where there is open public access it may be advisable to provide evacuation chairs at suitable points within the building. One on each staircase at each level may be an expensive option. However, provision of these on the top floor of the building with a system that allows them to be immediately brought to the refuge may be an acceptable solution dependant upon the fire safety measures in place and the circumstances of the case.

### Own Wheelchair

96. It may be possible to move a person down a stairway in a number of ways, while they remain in their wheel chair. Carry-down with two, three or four persons can be done by holding the wheelchair at one of the rigid points in each corner of the wheelchair. The team then lift and move up or down the stair. The person should be moved after the main flow of people. However some types of wheelchair are not suitable for carry-down, for example large motorised chairs.
97. All types of carry-down escape techniques require a risk assessment and professional moving and handling training for the operators.

### Carry down using “Wheelies”

98. With some wheelchairs it is possible to tilt the chair on its axis so that it is virtually weightless on the stair. With either one or two people holding onto the chair by a fixed point at the rear, the wheelchair can be manoeuvred down the stairs, allowing the weight of the person to carry the chair down the stairs. A minority of wheelchair users are able to make this “wheelies” manoeuvre unaided but generally, it is only practical on a short flight of stairs. Where it is considered practical, individuals should be consulted about their willingness to use this method and staff should be trained in assisting these manoeuvres. In all such scenarios it is important that where possible the dignity of the person should be maintained, this is likely to enhance a swift egress. **Staff should ask rather than assume.**

## Powered Wheelchairs

99. People who use powered wheelchairs may have less mobility than people who use manual chairs. However, there will be exceptions to this rule, so it is important to consult the disabled person. If there is no suitable lift to facilitate their evacuation, the wheelchair may need to be left in the building due to its weight and size. This will mean that some other method of carrying the person down stairs will be required. This may involve equipment such as an evacuation chair. However persons with limited mobility may require more assistance when leaving the building and this may be difficult if the person is heavy.

## Alternative methods

100. Some people may find it difficult or impossible to transfer from their wheelchair into an evacuation chair or other evacuation aid: a hoist may be required to assist with this movement. The process can be difficult and suitable training is essential. In these cases a risk assessment of the use of lifts within the building for evacuation purposes may find that this solution presents less of a risk. Where the use of lifts is considered appropriate, consideration could also be given to the location of workstations or points of service used by disabled people to facilitate egress.

## Mobility Impairment – Things to Consider

101. When writing a PEEP with someone who has mobility impairment, or uses a wheelchair, the provision of reasonable adjustments and the following information should be considered:

- The provision of handrails on escape routes;
- Whether handrails are on one or both sides;
- How far the distance of travel is on particular routes;
- The provision and extent of fire compartments;
- The provision and location of evacuation chairs;
- The location of any lift that can be used in the event of a fire; and
- Availability of staff assistance.

Questions to ask during an interview with a mobility impaired person:

- Can you walk unaided down the stairs?
- How far can you walk unaided?
- Can you walk down the stairs with some help?
- If yes, what help do you require?
- Can you get down the stairs any other way?
- If so, how many flights can you manage?
- Would this be increased where assistance was made available?
- How many people would you need to assist you?
- How many times might you need to stop to rest?
- Would handrails be of use in assisting your evacuation?
- Are there positions along the escape route where aids might assist you?
- How might your mobility be worsened, e.g. by smoke, etc.?
- Is your wheelchair powered, or manual?
- Do you wish to be carried in your wheelchair?

## Hearing Impaired People

102. Hearing impaired and deaf people need to know that there is an escape in progress. Where only an audible or a voice alarm system is present they may not be able to discern the alarm or any information being broadcast. If sound enhancement systems are provided within a building it may be possible to transmit the message through that system, such as a hearing loop or radio paging receiver.
103. Flashing beacons and vibrating pagers are examples of reasonable adjustment and either can be used as part of the fire alarm system to alert hearing impaired people to an evacuation. Pagers can also be used to communicate with other people who are part of an assisted evacuation system. The pagers can be used to inform people that there is a need to escape and also tell them in which direction they should travel, however pagers cannot always be provided. Visual warning may not be appropriate in all buildings, for example where there are other lighting conflicts. Where aids are not available then a suitable buddy system will be required and should be implemented on a formal basis. A buddy system may be the suitable method for alerting a hearing impaired person to the operation of the fire alarm.
104. Where other staff alert hearing impaired or deaf people to the need to leave a building, they should be trained in deaf awareness. Often Fire Wardens or Fire Marshals sweep a building to ensure that there is no one left on the floor. These staff can be trained to look for signs that a hearing impaired person is present who may not have heard the alarm. When checking, Fire Wardens or Fire Marshals should not rely on a vocal call and should be trained to physically check all areas for which they have responsibility.

105. Staff should be aware that a person who does not react in a logical manner during an evacuation may not be aware of the alarm. Shouting louder does not help. It may be necessary to explain what is happening with signs, a written note or a pre-prepared short written instruction.

## Sign Language

106. Some hearing impaired and deaf people do not use English as a first language. It is important that a Plain English translation of the fire action is provided. It may also be an advantage to this group of people for a pictogram to be provided to support the written information. Deaf people may prefer to have instructions explained to them using British Sign Language (BSL) or Irish Sign Language (ISL).
107. Care should be taken to ensure that deaf or hearing impaired people who are working alone in a building know what is happening. In these instances, it may be imperative that a visual alarm system or vibrating paging system is installed.

## Hearing Impairment – Things to Consider

108. When writing a PEEP with someone who has a hearing impairment or who is deaf, it should be established if any of the following are, or could be made, available;

- Visual warning in the fire alarm system;
- Telephone Network – text-phone;
- Vibrating Pager;
- Team Member;
- Fire Wardens;
- Appointed Buddy; or
- Local beacons

Questions to ask during an interview with a hearing impaired person:

- Will you be in the building out of hours?
- Will you ever be alone in the building?
- Can you discern the fire alarm throughout the building?
- Do you work as part of a team or in a group environment?
- Do you have a dedicated text number?
- Do you have an email address?
- To what extent do you move around the building?




## **Blind and Partially Sighted People**

109. Good signage and other orientation aids will assist the evacuation of people who are partially sighted. Most visually impaired people have some sight and they may be able to use this during the evacuation in order to make their own way out of the building as part of the general exodus. Where the physical circumstances are appropriate they may have no problems leaving a building.
110. Using existing elements within the building may help a partially sighted person to facilitate their own evacuation: features of good building design with reasonable adjustments such as good colour contrasting; handrails on escape stairs; contrast to the nosings on the stair treads; markings on escape stairs; colour contrasted or different texture floor coverings on escape routes; or way finding information. Orientation aids, tactile information and audible signs may further reduce the need for assistance. Where audible signals are used to direct an evacuation, any potential interference by the fire alarm operation needs to be considered. Good colour definition and accessible signage will help partially sighted people to use a building. Extending these systems to include the escape routes can reduce the need for assisted evacuation.
111. Improving circulation and orientation can be of great benefit. Logical routes to escape stairs will not only assist partially sighted people but will be of benefit to all users of the building. Where there is a lack of orientation information, staff assistance may be necessary to provide guidance out of the building.
112. A person with dual sensory impairment (e.g. deaf/blind) may require a very different approach to that used with someone who is blind because of the additional communication needs.
113. Where a person is assisted by a guide dog they may prefer that the dog assists them out of the building. Others will prefer a human assistant. In these cases, a buddy should be allocated to the person.

## **Fire Instruction**

114. A partially sighted person may not easily locate exit signs or be aware of the travel direction to get out of the building but they may remember their way out along the route that they entered the building. Using the escape routes as part of the general circulation space within the building will mean that partially sighted people will become more familiar with these routes and this may assist in the event of evacuation.

- 
115. Partially sighted people may not be able to read the fire action notices provided in most buildings, as these are often in small typefaces. Instructions could be made available in Braille, large print or on audio-tape. It can be useful to provide a tactile map of the escape routes and to provide orientation training to partially sighted staff so that they are more aware of the options for evacuation. Tactile maps and large print notices can be obtained through a number of organisations that provide accessibility information services. It is often possible to produce large print in-house.
  116. Partially sighted people in particular may have difficulty on stairs with open risers and these should be avoided on escape routes. Where these are present then there may be a need for assistance or adaptations to the stairs to make them safer. Alternatively a different stair may be available.
  117. When any internal physical changes are made in a building, such as the construction of partitions or the rearrangement of office furniture, it is important that these changes are clearly communicated to partially sighted people in the building.

## **Visual Impairment – Things to Consider**

118. When writing a PEEP with someone who has a visual impairment, the following information should be considered:

- The type of fire alarm system available;
- Marking of escape routes;
- Orientation information;
- If fire instructions are in accessible formats;
- Whether escape routes and stairs have step edge markings;
- Provision of handrails on the escape routes and stairs;
- Whether stairs have open risers; and
- Whether there are external open escape routes.

Questions to ask during an interview with a visually impaired person:

- Do you work alone in the building?
- Do you work out of hours?
- Are you aware of the positions of all of the escape routes?
- Can you use escape routes un-aided?
- If no, what assistance do you need?
- Do you work as part of a team or in a group environment?
- To what extent do you move around the building?
- Can you read the evacuation instructions? If not what format do you need them in?

## People with Cognitive Impairment

119. People with cognitive impairment often have difficulty comprehending what is happening in an evacuation or may not have the same perception of risk as non disabled people.
120. Some people who have dyslexia, dispraxia or autism may not be aware of their particular needs. Many people with a learning disability also have other impairments. In addition they may move more slowly than the main flow. On rare occasions, and only where the escape stairs are sufficiently wide enough, it may be possible to introduce a slow and a fast lane for evacuation. A full risk assessment should be completed before this method of evacuation was adopted.
121. It may not be possible to tell that a person has an impairment that affects their ability to orientate themselves around the building and staff should be aware of this and be tactful when assisting a person who may seem lost or unsure of what to do during an evacuation.
122. The key elements are staff awareness, having someone to help, familiarity with routes of travel and providing an easy to use building layout.
123. The most effective assistance is to have someone to help, but not every person with a cognitive impairment will have a support worker or assistant with them, so efforts should always be made to enable the disabled person to understand how to leave the building rather than assuming that a helper will take this role.
124. Orientation information and colour coding of escape routes can be useful. Consistency of colour is important though some will not benefit from colour coding. They may have difficulty in eliciting the right information from some signs (there is evidence that some people with cognitive impairment use both symbols and words on signs). They may need to have the evacuation plan read and explained to them. A video or DVD explaining and demonstrating what to do in an emergency can also be an advantage as can a photographic explanation of the route.
125. Signage may only be part of the process to help people with cognitive impairment find their way: building features and building layout are also important. Use of escape routes for general circulation is an advantage as there may be reluctance by some to take an unknown route from the building.
126. Practice of the route options can significantly reduce the requirement for staff assistance. Practice is essential for some persons [where assistance is required,] especially in situations where one person is responsible for a number of others, say, in a classroom situation. People with a learning disability may need to practise their routes for escape frequently. The frequency should be determined by the needs of the individual and written into their PEEP.

## Cognitive Impairment – Things to Consider

127. When writing a PEEP with someone who has a cognitive impairment, it may be as relevant to determine what they understand and to develop the PEEP based on how they will find the escape routes, and what reasonable adjustments they may require. The following information should be considered:

- The type of fire alarm system available;
- Marking of the escape routes;
- Orientation information;
- Fire instructions provided in accessible formats;
- Step edge markings on the escape stairs;
- Handrails on the escape stairs;
- The need for two speed traffic on the stairs and whether the stairs are wide enough to allow this;
- If stair risers are open; and
- Whether there are external open escape routes.

Questions to ask during an interview with a person with cognitive impairment:

- Do you work alone in the building?
- Do you work out of hours?
- Do you know what the fire alarm sounds like?
- When you hear the fire alarm do you know where to go?
- Do you work as part of a team or in a group environment?
- Do you work in the same place all the time?
- Do you use other parts of the building?
- Can you read the escape instructions? Do you understand them?

If someone needs alternative formats you need to do more than ask them



# WHAT GUIDANCE IS AVAILABLE?

The following sector specific guides will be made available to order from [www.tso.co.uk](http://www.tso.co.uk).

## **Sector Specific Guides**

Fire Safety Law – Are You Aware of Your Responsibilities?

Offices and Shops

Factories and Warehouses

Small and Medium Places of Assembly

Large Places of Assembly

Theatre, Cinemas and Similar Premises

Educational Premises

Sleeping Accommodation

Residential Care Premises

Healthcare Premises

Transport Premises and Facilities

Open Air Events and Venues

Animal Premises and Stables

# APPENDIX 1

## Record of Individual Personal Emergency Egress Plan

Persons Name:

Work Location:

Alternative work positions:

Reason why a PEEP is required:

Date plan created:

Plan created by:

[Indicate whether there are separate plans provided for this person for other locations or situations.]

### Awareness of procedure

A copy of the evacuation procedure has been issued in the following format:

- Braille
- Electronic format
- On tape
- It has been explained in Sign Language (BSL or ISL)
- In Large print
- The escape routes have been pointed out

The method of alert in an emergency is by:

- The existing fire alarm system
- Pager
- Visual alarm system
- Members of the work team (*Each named person will require a copy of this sheet*)
- The fire wardens on the floor (*The fire wardens require a copy of this sheet*)

Names \_\_\_\_\_



## Getting out

Assistance is required from \_\_\_\_\_ people

Names \_\_\_\_\_

Backup \_\_\_\_\_

(Each of these people requires a copy of this sheet)

The following is a description of the egress plan

---

---

---

---

---

Specialist equipment to assist evacuation is:

- 1.
- 2
- 3.

## Practice Dates

Practices should be every \_\_\_\_\_ months, dates should be put into diaries

# APPENDIX 2

## Personal Emergency Egress Plan Record Sheet Examples For Standard Plan

### Standard evacuation plan

#### Assistance from 1 person Meet assistant in refuge

**Circumstances:** Sight is limited and/or orientation is difficult

**Evacuation Procedure:** The person you are visiting will take you to a refuge, which is within the escape stair at each level of the building. A member of our fire evacuation team will meet you there and assist you out of the building.

Features to assist the evacuation:

---

Fire Warden checks

Refuge

### Standard evacuation plan

#### Carry down by three persons

**Circumstances:** Mobility impaired. Can walk along a flat service but cannot manage stairs at all. Needs to be carried down stairs.

**Evacuation Procedure:** Please make your way to the refuge, which is within the escape stair at each level of the building. Ring for assistance from the point situated within the refuge.

Our staff are trained to carry down with the use of an office chair.

A team will meet you in the refuge. You will need to sit on the chair, which has armrests to help support you. The three staff members will then carry you down.

Equipment to assist the evacuation:

---

Office Chair



# APPENDIX 3

## Specimen Letter

Dear

### **Personal Emergency Egress Plan (PEEP)**

We are currently reviewing and improving our emergency evacuation procedures to ensure that all of our staff are able to leave the building safely in the event of a fire or other emergency. We understand that many disabled people will be able to leave the building unaided; however, some may require assistance. Therefore, we are writing to you to ask you whether you would like us to draw up a Personal Emergency Egress Plan (PEEP) with you in order to assist you to leave the building safely in the event of an emergency.

The PEEP will explain your options in the event of a fire evacuation and will also state who is designated to assist you. Your line manager will work with you to find the best solution and draw up your PEEP.

Please complete the attached questionnaire and return by ..... . If you do require a PEEP we will arrange a meeting with you to discuss it. If it is necessary we will appoint people to help you. You will receive a copy of your PEEP which will also be given to those people who will assist you.

This does not affect your right to employment. As your employer we have a duty to provide you with a suitable evacuation plan.

If you have a temporary condition, which may impede your evacuation, please inform us if you feel you need assistance. If your disability does not normally affect your work but might be a problem in an evacuation situation, please inform us so that we can arrange suitable assistance.

Yours sincerely



## Specimen Evaluation Questionnaire

Please fill in and return to \_\_\_\_\_

Your name

\_\_\_\_\_

Department

\_\_\_\_\_

Date \_\_\_\_\_

Have you read and understood the fire evacuation procedure for the building that you work in?

Yes  No

Do you require a copy of the procedure in an alternative format?

Yes  No


If Yes, which format? \_\_\_\_\_

Do you have any special evacuation requirements?

Yes  No

If Yes, give brief details

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



We operate an evacuation system which includes Personal Emergency Egress Plans for disabled people. If you have answered yes to the above question we will arrange a meeting with you.

If you have any questions please speak to \_\_\_\_\_

Thank you

# APPENDIX 4

## Reference Material

Fire and Rescue Services (Northern Ireland) Order 2006: Part III

Fire Safety Regulations (Northern Ireland) 2010

Northern Ireland Fire and Rescue Service website: [www.nifrs.org](http://www.nifrs.org)

The Equality Commission for Northern Ireland website: [www.equalityni.org](http://www.equalityni.org)

Health and Safety Executive Northern Ireland website: [www.hseni.gov.uk](http://www.hseni.gov.uk)

Disability Discrimination Act 1995

Health and Safety at Work (Northern Ireland) Order 1978

The Building Regulations (Northern Ireland) 2000

Department of Finance and Personnel Technical Booklet R: 2000 - Access facilities for disabled people.

British Standards Institution ([www.bsi-global.com](http://www.bsi-global.com))

BS 9999: 2008 – Code of practice for fire safety in the design, management and use of buildings.





## Notes



## Notes



## Notes





Guide	Main use
 <i>Offices and shops</i> ISBN: 978 0 33709 718 8	Offices and retail premises (including individual units within larger premises, e.g. shopping centres).
 <i>Factories and warehouses</i> ISBN: 978 0 33709 723 2	Factories and warehouse storage premises.
 <i>Sleeping accommodation</i> ISBN: 978 0 33709 717 1	All premises where the main use is to provide sleeping accommodation, e.g. hotels, guest houses, B&Bs, hostels, residential training centres, holiday accommodation and the common areas of flats, maisonettes, HMOs and sheltered housing (other than those providing care – see Residential care premises), but excluding hospitals, residential care premises, places of custody and single private dwellings.
 <i>Residential care premises</i> ISBN: 978 0 33709 724 9	Residential care and nursing homes, common areas of sheltered housing (where care is provided) and similar premises, which are permanently staffed and where the primary use is the provision of care rather than healthcare (see Healthcare premises).
 <i>Educational premises</i> ISBN: 978 0 33709 725 6	Teaching establishments ranging from pre-school through to universities, except the residential parts (see Sleeping accommodation).
 <i>Small and medium places of assembly</i> ISBN: 978 0 33709 722 5	Smaller public houses, clubs, restaurants and cafés, village halls, community centres, libraries, marquees, churches and other places of worship or study accommodating up to 300 people.
 <i>Large places of assembly</i> ISBN: 978 0 33709 726 3	Larger premises where more than 300 people could gather, e.g. shopping centres (not the individual shops), large nightclubs and pubs, exhibition and conference centres, sports stadia, marquees, museums, libraries, churches, cathedrals and other places of worship or study.
 <i>Theatres, cinemas and similar premises</i> ISBN: 978 0 33709 720 1	Theatres, cinemas, concert halls and similar premises used primarily for this purpose.
 <i>Open air events and venues</i> ISBN: 978 0 33709 721 8	Open air events, e.g. theme parks, zoos, music concerts, sporting events (not stadia – see Large places of assembly), fairgrounds and county fairs.
 <i>Healthcare premises</i> ISBN: 978 0 33709 719 5	Premises where the primary use is the provision of healthcare (including private), e.g. hospitals, doctors' surgeries, dentists and other similar healthcare premises.
 <i>Transport premises and facilities</i> ISBN: 978 0 33709 727 0	Transportation terminals and interchanges, e.g. airports, railway stations, transport tunnels, ports, bus and coach stations and similar premises but excluding the means of transport (e.g. trains, buses, planes and ships).
 <i>Animal premises and stables</i> ISBN: 978 0 33709 728 7	Agricultural premises, stables, livery yards and stables within zoos, large animal sanctuaries or farm parks.
<b>Supplementary Guides</b>	
 <i>Fire Safety Law – The evacuation of disabled people from buildings</i> ISBN: 978 0 33709 716 4	This guide is a supplement to be read alongside other guides in this series. It provides additional information on accessibility and means of escape.
 <i>Fire Safety Law – Are you aware of your responsibilities?</i> ISBN: 978 0 33709 715 7	This guide provides an overview to the changes to fire safety law.



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