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| --- | --- | --- | --- | --- |
| **F1 – F13** | **Description** | **Access rating** | **Priority rating** | **Notes** |
| F1 | Is there a visible as well as audible fire alarm system in all parts of the building, including toilets and stairwells?  |  |  |  |
| F2 | If there are no visual alarms in place, do you provide a pager system for deaf staff/pupils? |  |  |  |
| F3 | Are fire exit routes accessible to all, including wheelchair users? |  |  | Consider signage, length of route and potential obstacles. Are there two routes for people to evacuate? |
| F4 | Is evacuation from upper and lower levels possible using: |  |  |  |
|  | 1. an evacuation lift /platform lift with a protected power supply?
 |  |  |  |
|  | 1. Caterpillar platform lifts?
 |  |  | This is a motorised platform for power wheelchair users that enables people to stay in their wheelchair while they evacuate down or up stairs. |
|  | 1. an evac chair?
 |  |  |  |
| F5 | Do you provide regular evac training for staff which includes the person/s that will need supporting in this way? |  |  | Including the disabled person enables better communication between different people and lowers the stress for the person needing support. |
| F6 | Do disabled staff and pupils have individual PEEPs? |  |  | A Personal Emergency Evacuation Procedure is an individual evacuation plan for a pupil or staff member. |
| F7 | Do you have GEEPs in place for external groups, visitors and events? |  |  | The General Emergency Evacuation Procedure is for events or meetings with a group of people that don’t usually use the building. |
| F8 | Are PEEPs and GEEPs checked regularly for effectiveness and any changes in situation for the person? |  |  |  |
| F9 | If disabled people cannot evacuate from the building independently, are designated and signed refuge areas available? |  |  | These are designated safe areas for people to go to when the fire alarm activates. They are not designed to be a permanent location for disabled people during a fire evacuation, but a single point for people to go to prior to being evacuated.  |
| F10 | If refuges are available, are they equipped with intercoms to let people know they are there? |  |  | An intercom enables someone to inform the fire marshal team where they are and for the fire marshal team to give instructions/reassurances. |
| F11 | Are evacuation routes checked routinely and regularly for freedom from combustible materials/obstacles/locked doors? |  |  |  |
| F12 | Are external fire points and routes accessible and monitored? |  |  | Consider the route and how accessible it is to any assembly points, e.g. gradients, surfaces such as gravel or grass, potential obstacles such as within car parks. |
| F13 | Are all fire warning devices and detectors checked routinely and regularly? |  |  |  |
| **Actions** | **Date** | **Owner** |
|  |  |  |