



Policy No: SJD/HS/18	Authorised by: Davina Powell	Review Date: 24th October 2023
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PERSONAL EMERGENCY EVACUATION		

Policy Statement

The health, safety and welfare of our service users is taken seriously from the moment they arrive in the home. As part of their care plan, a personal evacuation plan is agreed, individually, with all service users. This ensures:

- Service users are aware of what will happen should they need to be evacuated from the premises
- The evacuation plan reduces anxiety issues, is known to staff and that where extra assistance is required to mitigate identified risks, this is recorded in the plan

The Policy

A personal emergency evacuation plan questionnaire will be completed and from this the evacuation plan will be agreed. The views of all service users will be listened to and only where professional advice or legislation intervenes will their views be overruled. Service users who lack capacity will be assessed using the Mental Capacity Act 2005 Code of Practice and Guidance.

Evacuations

Usually, fire safety is the reason for the majority of premises evacuations. However, it is important that other types of incidents are taken into consideration when drawing up the plan. These are:

- Civil emergencies regularly reviewed by government. These categories are as follows:
 - Pandemic influence
 - Coastal or localised flooding
 - Severe effusive (gas-rich) volcanic eruptions abroad
 - Severe wildfires
 - Infection animal disease
 - Public disorder
 - Terrorist attacks

The above is not an exhaustive list, but serves as a reminder of how incidents can have an effect e.g. it will show the consequences that volcanic eruption can have on the UK and its citizens. In the case of any civil emergency, all local authorities are the responsible lead for managing such emergencies and the home would be fully briefed on what to do.

A copy of all the individual service users' plans needs to be accessible to view in any emergency situation. All staff, particularly night staff, need to be fully briefed and updated on their content.

If a number of service users have capacity or mobility issues, consideration should be given to a mock evacuation scenario in order to assess how long it would take to complete a total evacuation of the premises. This could be on a floor by floor basis, or, a set number of service users, dependent on the size of the home, with capacity or mobility issues.

Related Policies

Safeguarding
Business Contingency and Emergency Planning
Fire Safety
Health and Safety

Training Statement

All staff have regular fire safety training and participate in drills. Staff are made aware of the Personal Emergency Evacuation Plans and their responsibilities in the event of a fire.

