

## **Equality and Diversity Case Studies**

**Directorate: Resources**

**Service: Property Services**

### **Title: Fire evacuation procedure in Wyvern House.**

#### **Introduction:**

The Impact Assessment of the fire evacuation procedure was carried out on 1<sup>st</sup> Dec 2009. The aim of the procedure is to evacuate the building safely in less than 2 minutes

#### **Challenges:**

To ensure that those who are not familiar with the building; are not English speakers or have a disability are able to vacate quickly and safely and that staff who are based in the building understand their role in an evacuation.

#### **How the challenges were overcome:**

1. Used industry standard symbols to indicate the safe evacuation route.
2. Advised meeting hosts to explain evacuation procedures at the start of a meeting and ensuring that all evacuate safely and meet at the assembly point.
3. Instigated a buddy system for disabled staff to ensure their safe evacuation.
4. Trained more staff in the use of evacuation chairs
5. Made receptionists responsible for sweeping the ground floor meeting rooms to ensure all have evacuated.

#### **Outcomes:**

Subsequent fire drill evacuated the building within 2 minutes.

#### **What we could have done better:**

Provided disabled staff with a written personal evacuation plan as well as explaining the buddy system to them.