



Uppertunity Fire Safety Policy

Organisation: Uppertunity Limited

Premises: Ground Floor Left, Dudhope Castle, Barrack Road, Dundee, DD3 6HF

Date updated: 09/09/2026

Fire Risk Assessment: 13/07/2026

Related documents: Current Fire Risk Assessment; relevant Personal Emergency Evacuation Plans (PEEPs); member evacuation-support records; staff fire-safety and evacuation-training records; The Circle's building-wide fire procedures.

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1. Policy Statement

Uppertunity is committed to protecting members, staff, volunteers, carers, support workers, visitors, contractors and anyone else who may be present within its premises from the risk of fire.

Fire safety is everyone's responsibility. Uppertunity will take reasonable and proportionate steps to:

- prevent fires from occurring;
- reduce the risk of fire and smoke spreading;
- maintain safe and accessible escape routes;
- provide suitable fire detection, warning and firefighting equipment;
- ensure everyone can be evacuated safely;
- provide additional evacuation support where required;
- train staff in fire prevention and emergency procedures;
- maintain appropriate fire-safety records;
- cooperate with The Circle as building manager; and
- regularly review and improve fire-safety arrangements.

Uppertunity operates a simultaneous evacuation strategy. When the fire alarm sounds, evacuation begins immediately unless it is a clearly identified routine test. This policy incorporates Uppertunity's Emergency Evacuation Plan and is the main operational document for fire safety at Uppertunity.

2. Scope

This policy applies to:

- all Uppertunity employees;
- sessional workers and facilitators;
- volunteers and placements;
- Uppertunity members;
- carers, family members and external support workers;
- visitors;
- contractors; and
- anyone else using or working within Uppertunity's premises.

It applies to all areas occupied or controlled by Uppertunity, including:

- activity and workshop rooms;
- art rooms;
- offices;
- kitchen areas;
- corridors;
- toilets;
- storage areas;
- basement areas;
- woodwork areas; and
- all evacuation routes used by Uppertunity.

Where Uppertunity uses other areas within Dudhope Castle, The Circle's relevant local fire arrangements must also be followed.

3. Legal and Fire-Safety Framework

Uppertunity manages fire safety in accordance with applicable Scottish fire-safety legislation and relevant guidance, including:

- Part 3 of the Fire (Scotland) Act 2005; and
- the Fire Safety (Scotland) Regulations 2006.

A suitable Fire Risk Assessment will be maintained and reviewed whenever there is reason to believe it may no longer be valid.

This includes following:

- significant changes to the premises;
- installation or alteration of fire doors;
- changes to escape routes;
- changes to occupancy;
- introduction of new evacuation equipment;
- changes to members' evacuation needs;
- a fire or significant alarm activation;
- a drill identifying concerns; or
- changes to Uppertunity's evacuation procedures.

4. Fire-Safety Responsibilities

4.1 Board

The Board has overall governance responsibility for ensuring appropriate fire-safety arrangements are maintained. This includes receiving appropriate assurance regarding:

- the Fire Risk Assessment;
- significant actions arising from it;
- fire-safety training;
- serious incidents or concerns;
- significant changes to evacuation arrangements; and
- review of this policy.

4.2 Manager

The Manager has overall organisational responsibility for fire safety. The Manager will ensure that:

- a suitable Fire Risk Assessment is maintained;
- identified actions are addressed;
- this policy remains current;
- responsibilities are allocated clearly;
- staff receive suitable training;
- evacuation-support arrangements are maintained;
- fire drills and practical exercises are undertaken;
- equipment is inspected and maintained;
- appropriate fire-safety records are retained;
- concerns are acted upon; and
- Uppertunity works effectively with The Circle and other relevant duty holders.

4.3 Management support

An appropriate management person will be available or contactable whenever members are attending.

During an emergency they will support the Fire Marshal and assist with:

- communication;
- liaison with The Circle;
- ensuring 999 has been called;
- coordination of staff;
- decisions concerning supported evacuation; and
- liaison with emergency services.

4.4 The Circle – Building Manager

The Circle is the building manager for Dudhope Castle and is responsible for the management and coordination of relevant shared and building-wide fire-safety systems and arrangements. This includes, within The Circle's areas of responsibility:

- management, testing and maintenance of the building fire-alarm system;
- coordination of routine fire-alarm testing;
- maintenance and testing of emergency lighting;
- servicing and maintenance of building firefighting equipment;
- management of shared escape routes and final exits;
- maintaining appropriate building fire-safety signage;
- coordinating building-wide fire drills;
- maintaining relevant building fire-safety records and logbooks;
- managing contractors appointed by The Circle, including appropriate controls for hot work;
- responding to defects affecting shared fire-safety systems;
- communicating relevant changes or risks to building occupants; and
- cooperating with Uppertunity and other occupiers regarding emergency arrangements.

Uppertunity will report any defect or concern affecting shared fire-safety arrangements to The Circle promptly and will cooperate with any investigation, maintenance, testing or emergency response. Where fire-safety equipment, doors, evacuation equipment or other controls are provided or managed directly by Uppertunity, responsibility for maintaining those arrangements remains with Uppertunity.

4.5 Fire Marshal

At least one trained Fire Marshal will be onsite whenever members are attending. The Fire Marshal will:

- coordinate Uppertunity's overall evacuation;
- support direction towards the safest available exits;
- coordinate communication between group leaders;
- take the attendance folder to the assembly point;
- coordinate the roll call;
- confirm whether everyone is accounted for;
- check that Amber and Red members have the required support;
- liaise with The Circle;
- ensure 999 has been called where required;
- provide information to the Fire and Rescue Service;
- report anyone unaccounted for;
- prevent unauthorised re-entry; and
- report concerns arising from the evacuation.

Fire Marshals must never enter smoke-filled or otherwise hazardous areas or place themselves at unreasonable risk.

4.6 Group leaders

Each active group has an identified group leader. Before each session, the group leader must:

- review the workshop register;
- know which members are Green, Amber or Red;
- identify Amber members requiring support;
- know which Amber members have their own supporter;
- know whether Red members are present; and
- be aware of any individual PEEP or evacuation arrangements relevant to their group.

During an evacuation the group leader will:

- stop the activity;
- begin evacuation promptly;
- direct people towards the safest available route;
- ensure Amber members receive appropriate support;
- follow the Red procedure where necessary;
- visually check the immediate group area while leaving where safe;
- prevent people returning for belongings; and
- report anyone unaccounted for immediately.

4.7 All staff

All staff must:

- complete required fire-safety training;
- understand this policy and Emergency Evacuation Plan;
- know the main and alternative escape routes;
- understand the Green, Amber and Red system;
- understand the protected holding areas;
- receive practical evacuation-sledge training;
- participate in drills and exercises;
- keep escape routes clear;
- follow fire-prevention procedures;
- report hazards, defects and concerns promptly;
- support people calmly during evacuation; and
- remain within their training and competence.

4.8 Volunteers

Volunteers receive appropriate fire-safety information during induction. They may assist with guiding and reassuring members but do not replace the responsibility of an Uppertunity staff member or the person's own support worker. An evacuation sledge may only be operated by someone who has received the appropriate practical training and is authorised to do so.

4.9 Carers and external support workers

Where a member attends with their own carer or support worker, that person remains responsible for providing their usual individual physical support. They must:

- follow staff and Fire Marshal instructions;
- remain with the person they support;

- assist them through the safest available route;
- accompany them to the assembly area;
- advise staff about relevant mobility or transfer needs; and
- tell the group leader if they leave the premises.

Uppertunity remains responsible for coordinating the overall evacuation.

5. Staffing and Occupancy Arrangements

Uppertunity normally operates with at least two staff members available while services are running, except where lone working has been assessed as safe in accordance with Section 7 and the Lone Working Risk Assessment.

Where any Red-category member is attending:

- at least two trained staff members must be available;
- at least one Fire Marshal must be available;
- staff must be familiar with the Red evacuation procedure;
- trained evacuation-sledge operators must be available; and
- the number and needs of Red members must be known before the session begins.

Uppertunity currently allows a maximum of four Red-category members during the same morning or afternoon session. This is an absolute maximum and may be reduced where individual PEEPs, staffing levels, supporter availability, transfer requirements or other circumstances mean that a lower number is required for safe evacuation. This limit reflects the organisation's overall evacuation capacity, including:

- three evacuation sledges positioned beside the main rear staircase, which can be reused during sequential evacuation, plus one evacuation sledge stored in the basement/downstairs area near the lift;
- trained staffing;
- protected holding areas;
- the rear staircase;
- the sequential evacuation procedure; and
- individual transfer requirements.

6. Closing procedure

The person responsible for closing Uppertunity must, where safe and appropriate:

- ensure cooking and kitchen equipment is switched off;
- switch off the kitchen hot-water equipment;
- empty and switch off the dishwasher;
- switch off lights;
- switch off or unplug non-essential electrical equipment and wall sockets where appropriate;
- leave essential equipment such as fridges powered;
- close windows;
- ensure designated fire doors are closed;
- check that escape routes and exits remain clear; and
- follow The Circle's building access and locking arrangements.

7. Lone working

Lone working is minimised and is not the normal arrangement while Uppertunity services are operating. However, lone working may occasionally take place where the person, activity, location and emergency arrangements can be managed safely by one staff member.

Staff must follow the Lone Working Risk Assessment and agreed check-in/check-out procedure.

A staff member may work alone with a member only where:

- the member's support and evacuation needs can be safely managed by one staff member;
- the member is not Red and does not have a PEEP requiring more than one person to evacuate them;
- the planned activity is suitable for lone working;
- the staff member is satisfied that they can safely support the member while also protecting their own safety;
- and reliable communication with management or the staff WhatsApp group is maintained.

Lone working must not take place with a Red member at Uppertunity. At least two appropriately trained evacuation staff must be available whenever a Red member is attending.

When lone working away from Uppertunity, including travel, outings or external events, the relevant Lone Working, External Outings, Driving and venue-specific risk assessments must be followed. Staff must tell a manager or the agreed staff WhatsApp group where they are, what they are doing and their expected finishing/check-out time, keep a charged mobile phone available and confirm when they have finished safely.

High-risk work, restricted machinery, work at height, hazardous substances, hot-food production and other activities prohibited by the Lone Working Risk Assessment must not be undertaken while alone.

Fire alarm during lone working

If a member of staff discovers a fire or hears an unexpected fire alarm while lone working, they must:

- evacuate immediately by the safest available route;
- not remain to investigate or fight the fire;
- not collect belongings;
- go to the assembly point;
- call 999 where required; and
- notify The Circle and Uppertunity management when safe to do so.

8. Green, Amber and Red Evacuation System

Every regular member's fire-evacuation needs are considered when they join Uppertunity. The classification relates only to the support required during fire evacuation. It is not a judgement about the person's general ability, independence or support needs.

GREEN – General Guidance

A Green member:

- can use both the level main exit and the rear stair route;
- can evacuate independently or with normal group guidance;
- can follow sufficient instruction to reach the assembly point; and
- does not normally require individual evacuation assistance.

Green evacuation procedure

When evacuation is required:

1. The group leader directs Green members towards the safest available exit.
2. Green members begin evacuating promptly and should not be delayed while support for other members is organised.
3. Clear verbal guidance or reassurance is provided where needed.
4. Green members continue directly to the assembly point with their group.
5. Attendance is confirmed through the roll-call procedure.

AMBER – Additional Support

Amber is represented by an orange colour within Uppertunity's visual system. An Amber member:

- can physically use the rear stairs, including slowly or with assistance;
- may need reassurance or prompting;
- may require communication support;
- may not immediately recognise or understand the alarm;
- may become anxious or confused;
- may require close supervision or physical guidance; or
- may need another person to remain with them throughout the evacuation.

Where their own supporter is present, that person normally assists them. Otherwise, suitable Uppertunity support will be allocated.

Amber evacuation procedure

When evacuation is required:

1. The group leader identifies the support required by each Amber member.
2. Where the person's own carer or support worker is present, they normally provide that support.
3. Otherwise, an appropriate Uppertunity staff member is allocated.
4. Calm, clear instructions, reassurance, communication support, supervision or physical guidance are provided as required.
5. The safest available exit is used. An Amber member may use the rear staircase because they are physically able to do so, although additional time or assistance may be required.
6. The allocated supporter remains with the Amber member until they reach the assembly point.
7. Their attendance is confirmed through the roll-call procedure.

RED – Cannot Safely Use the Rear Stairs

A Red member cannot safely use the rear staircase because of:

- wheelchair use; or
- another significant physical mobility restriction.

Someone who can use the stairs slowly or with appropriate assistance will normally be Amber rather than Red. Red members use the accessible main exit wherever that route remains safe.

Red evacuation procedure

The member's PEEP must be followed throughout the evacuation and any individual arrangements recorded within it take account of the person's specific transfer, mobility and support needs.

When evacuation is required:

1. Red members use the level main entrance wherever it is safe and available, supported by their own carer/support worker or allocated Uppertunity staff.
2. If the main entrance cannot be used, the Red member is supported to the primary protected holding area in Art Room 2. If this area is unsafe, the smaller protected area beside the rear staircase is used.
3. A responsible staff member or the person's own supporter must remain with the Red member. No Red member will be left alone in a protected holding area.
4. Evacuation must continue as a continuous flow. Red members are evacuated one at a time while other occupants continue to leave safely.

5. Where the rear staircase must be used, two trained people operate the evacuation sledge in accordance with their training and the person's agreed transfer arrangements.
6. At the bottom of the rear route, the evacuation sledge is used to manage the external stepped section safely. The mound/slope must not be used by anyone during evacuation.
7. Where the person's own lightweight wheelchair, walker or other mobility equipment can be safely brought out without delaying evacuation or reducing the support required for the evacuation, it may accompany them. Otherwise, the foldable wheelchair stored at the base of the rear stairs is used for onward movement to the assembly area.
8. Where assistance is required to transfer from the evacuation sledge into the person's own mobility equipment or the foldable wheelchair, the transfer will be carried out by their usual trained supporter/carer or another person identified within their PEEP. Uppertunity staff must not undertake transfers outside their training or agreed role.
9. The Fire Marshal / evacuation coordinator must be kept informed while any Red member remains within the building or protected holding area.
10. The person continues to the external assembly area and their attendance is confirmed through the roll-call procedure.

The Circle's lightweight foldable wheelchair is stored at the base of the rear evacuation stairs. It is used only to support onward movement after a person has been evacuated from the staircase; it is not used on the stairs themselves.

The wheelchair must remain immediately accessible and unobstructed. Its location, availability and general condition are checked as part of Uppertunity's weekly health and safety check.

9. Personal Emergency Evacuation Plans (PEEPs)

All members classified as Red will have a Personal Emergency Evacuation Plan completed using Appendix C before attending Uppertunity.

The PEEP confirms whether Uppertunity's standard Red evacuation procedure is safe for the individual and records any specific transfer, mobility-equipment, medical or support arrangements that must be followed.

A PEEP may also be completed for a Green or Amber member where their individual needs are not fully addressed by the standard arrangements.

If a safe and practicable evacuation method cannot be identified and agreed, the person will not be able to attend until suitable arrangements can be put in place. Staff must never improvise an unsafe manual lift or transfer.

Review of PEEPs

Each PEEP will be reviewed:

- at least annually;
- whenever the person's mobility, health, condition or support needs change;
- where their usual supporter or transfer arrangements change;
- where equipment used within the evacuation arrangement changes;
- following a fire drill or evacuation which identifies a concern; and
- following any change to the premises or evacuation routes that could affect the plan.

The person and/or their relevant supporter should be involved in reviewing the arrangement where appropriate.

10. Registers and Identification

Each group register records Green, Amber or Red beside each member's name. A discreet matching coloured dot may also be placed on the member's name badge. The colour does not display:

- a diagnosis;
- medical information; or
- an explanation of the person's support needs.

Management is responsible for:

- assessing evacuation categories when members join;
- reviewing classifications where circumstances change;
- completing and reviewing PEEPs for all Red members and for any other member requiring individual evacuation arrangements; and
- ensuring that no more than four Red-category members are booked into the same morning or afternoon session, and reducing this number where PEEPs, staffing or support arrangements require it.

Group leaders check classifications before each session. All staff, volunteers, carers, support workers, visitors and contractors must also follow The Circle's applicable sign-in arrangements.

11. Escape Routes

Uppertunity has two principal evacuation routes.

11.1 Preferred route – main entrance

The main entrance is the preferred evacuation route. It provides a level accessible route without stairs and will be used wherever it remains safe and available.

11.2 Alternative route – rear exit

The rear exit is used where the main entrance:

- is affected by fire or smoke;
- is blocked;
- is unsafe; or
- cannot otherwise be reached safely.

The rear route includes a spiral staircase. Nobody should ever be directed towards fire or smoke simply because a particular route is normally preferred.

11.3 External rear route

After descending the rear staircase, everyone must follow the designated stepped route towards the assembly area. The mound/slope must not be used as an evacuation route or shortcut because of the risk of slipping or falling.

- Green and Amber occupants use the designated steps with the appropriate level of support.
- Where a Red member is being evacuated on a sledge, trained staff use the evacuation sledge to move the person safely up the approximately four external steps to level ground, in accordance with their practical training.
- Once on level ground, the person continues to the assembly area using their own suitable mobility equipment or the foldable wheelchair where required.

12. Protected Holding Areas

Holding areas are used only where a Red member cannot use the level main exit and the rear staircase must be used. They are temporary staging areas while the staircase is cleared and supported evacuation is organised. They are not areas where people are expected to wait for the Fire and Rescue Service to rescue them.

12.1 Primary protected holding area

The primary protected holding area is Art Room 2 and the protected area leading towards the rear staircase. A fire-resisting door between the main art rooms provides additional separation. The protected area is approximately 10 metres × 5 metres or greater. Where the main exit is unavailable, Red members may be supported into this area while ambulant occupants continue evacuating.

12.2 Fallback holding area

If Art Room 2 cannot safely be used because of fire, smoke or another hazard, the smaller protected area immediately beside the rear staircase is used.

This area measures approximately 2.8 metres × 1.5 metres and has limited capacity. The fallback holding area forms part of a continuous sequential evacuation process. It is not intended to accommodate all Red members at the same time.

Where more than one Red member requires the rear evacuation route:

- one Red member will be moved onto the evacuation sledge and the evacuation process will begin;
- the remaining Red members will stay within the protected area with appropriate staff or supporter supervision;
- as each person is evacuated, the next Red member will move forward into the evacuation process;
- no member will be left alone;
- access to the staircase and evacuation equipment must remain clear at all times; and
- the number of people within the fallback area at any one time must remain within what can be safely accommodated.

No person will remain in the holding area longer than necessary, and the evacuation must continue without unnecessary delay.

No holding area should be used if it is itself affected by fire or smoke.

12.3 Communication and supervision within protected holding areas

Protected holding areas are temporary staging areas used only as part of a continuous evacuation process. They are not waiting areas and no person will remain there longer than necessary to organise their evacuation.

No member will be left alone in a protected holding area. An allocated responsible adult - an Uppertunity staff member or, where applicable, the person's own support worker/carer - must remain with them until their evacuation continues.

Where anyone remains within a protected holding area:

- the Fire Marshal / evacuation coordinator must be informed immediately of who remains, their location and the support being provided;
- the allocated responsible adult will maintain communication with the Fire Marshal using a mobile phone where this is safe and practicable;
- where mobile-phone communication is unavailable, information will be passed verbally through an allocated member of staff without leaving a person requiring support unattended;
- the Fire Marshal must be updated as each Red member is evacuated; and
- if conditions within or around the holding area deteriorate, this must be communicated immediately and the evacuation procedure reassessed.

13. Emergency Evacuation Plan

13.1 If you discover a fire

Anyone discovering or suspecting a fire must:

1. Activate the nearest fire alarm call point.
2. Shout a warning where necessary.
3. Leave by the safest available route.
4. Close doors behind them where this can be done without delay or risk.
5. Call 999 or immediately confirm that someone else is doing so.
6. Inform a manager or Fire Marshal.
7. Go directly to the assembly point.
8. Provide information about the location or nature of the fire where known.

People come first.

Nobody should investigate smoke, enter an affected area or delay evacuation to confirm whether a fire is present.

13.2 When the alarm sounds

Everyone must begin evacuating immediately unless the alarm is a clearly identified routine test.

- Stop activities.
- Leave belongings.
- Do not use the lift.
- Use the main level exit wherever safe.
- Follow the alternative route where required.
- Follow staff and Fire Marshal instructions.
- Keep escape routes moving.
- Go directly to the assembly point.
- Do not leave the assembly area without informing the person responsible for the roll call.

13.3 Evacuation flow

Green, Amber and Red classifications do not create a rigid queue. No person who can safely evacuate should be deliberately held back. Each group begins evacuating immediately.

In practice:

- Green members who are ready to leave move out promptly;
- Amber members evacuate as soon as their required support is available;
- Red members use the accessible main exit immediately wherever it remains safe; and
- where the rear staircase must be used, Red members temporarily use the protected holding area while ambulant people clear the staircase.

The location of the fire, position of the groups and availability of escape routes determine the safest evacuation flow.

13.4 Kitchen and electrical equipment

Cooking or electrical equipment may only be switched off where this can be done:

- immediately;
- without delaying evacuation; and
- without increasing risk.

Nobody must stay behind or return simply to switch equipment off.

13.5 Room checks

Group leaders, Fire Marshals or allocated staff may make a brief visual and verbal check of the below while leaving and only where safe.

- their immediate activity room;
- toilets;
- offices;
- kitchen;
- storage spaces; or
- other nearby areas

Nobody should enter smoke, return to an affected area or delay their own evacuation to complete a sweep.

14. Red Member Evacuation Procedure

14.1 Main entrance available

Where the main entrance remains safe, Red members evacuate through the level accessible route. Their own support worker, carer or allocated Uppertunity staff member accompanies them to the assembly area. No evacuation sledge is required.

14.2 Main entrance unavailable

Where the main entrance cannot safely be used:

1. Red members are supported into the primary protected holding area in Art Room 2.
2. If this area cannot be used, the smaller protected area beside the staircase is used.
3. Fire-resisting doors are closed where safe.
4. Green and Amber occupants continue evacuating so the staircase can be cleared.
5. Evacuation sledges are retrieved from their storage position beside the staircase.
6. Red members are evacuated one at a time.
7. At least two trained people operate each evacuation sledge.
8. The person's individual transfer needs are followed.
9. Uppertunity staff assist the person onto the evacuation sledge only in accordance with their training and the person's agreed evacuation arrangements.
10. Staff must not undertake an unsafe or improvised lift.
11. The person is secured using the sledge restraints.
12. Trained staff evacuate the person down the rear spiral staircase.
13. The evacuation sledge is used to move the person safely up the approximately four external steps to level ground.
14. The mound/slope must not be used by anyone during evacuation.
15. The Circle's foldable wheelchair may then be used to move the person to the external waiting or assembly area.
16. Where transfer is required from the evacuation sledge into the wheelchair, and later from the wheelchair into a seat, this is undertaken by the person's own trained support worker or carer where required.
17. Uppertunity's responsibility is to provide and operate the evacuation sledge safely and support the person's evacuation from the building. Staff must not undertake transfers outside their competence or agreed role.
18. The evacuation process is repeated for any additional Red member.

Where the person's own wheelchair, walker or mobility equipment is sufficiently lightweight and can be moved safely by another person without delaying evacuation or reducing the staffing needed to operate the evacuation sledge, it may be brought out with them.

Heavy, bulky or difficult-to-move equipment must not delay evacuation and may remain inside the building. Where the person's own mobility equipment cannot safely be brought out, the foldable wheelchair stored at the base of the rear stairs in the basement is available for onward movement to the assembly area.

A bench is available near the rear assembly area. Where appropriate, the person's usual trained supporter may assist them to transfer to the bench/seat so that the foldable wheelchair can be returned and reused for another evacuated person.

Any physical transfer must be completed by the person's usual trained supporter/carer or another person identified within their PEEP. Uppertunity staff must not undertake transfers outside their training or agreed role.

14.3 Sequential evacuation and limited return by trained staff

The normal rule is that nobody who has evacuated re-enters the building. There is one specific exception within the planned Red evacuation procedure. Where:

- the rear route is the only safe evacuation route;
- another Red member remains in the protected area;
- trained sledge operators are required to complete their evacuation; and
- insufficient trained staff remain upstairs,

Trained staff who have just completed a sledge evacuation may return via the rear staircase solely to complete the planned evacuation of the remaining Red member or members.

They may do so only where:

- the rear staircase and protected route remain clear of fire and smoke;
- conditions have not visibly deteriorated;
- they do not need to enter an area affected by fire;
- they are trained in the procedure; and
- their return is necessary to evacuate a person who remains inside.

They must not re-enter:

- to collect belongings;
- to retrieve ordinary wheelchairs;
- to switch off equipment;
- to search rooms;
- to investigate the fire;
- to fight the fire; or
- for any reason other than completing the planned evacuation of remaining Red members.

If the route becomes affected by fire or smoke, staff must not return through it and the Fire and Rescue Service must immediately be informed that people remain within the protected area. This procedure must also be reflected within the Fire Risk Assessment and staff practical training.

Staffing and support must be arranged so that any Red member remaining in a protected holding area continues to have an allocated responsible adult with them while another person is being evacuated.

The maximum attendance of four Red members does not mean that all four will be held within the fallback holding area at the same time. The evacuation operates as a continuous flow, with one person progressing onto the sledge while the remaining Red members stay protected and supervised until it is their turn to evacuate.

15. Evacuation Sledges

Uppertunity has four evacuation sledges. Three are stored immediately beside the main rear staircase and one is stored in the basement/downstairs area near the lift. The equipment includes Hospital Aids SKI-PAD or equivalent approved emergency evacuation equipment.

All four sledges are included in Uppertunity's weekly fire-safety checks.

The sledges will:

- be stored in clearly identified and immediately accessible locations;
- remain free from obstruction;
- be visually checked at suitable intervals;
- be included within fire-safety inspections;
- be used only by trained and authorised people;
- be used according to manufacturer instructions and practical training; and
- be included in evacuation drills and exercises.

All Uppertunity staff receive practical training in their use. Any defect, damage or concern must be reported immediately. Equipment must not be relied upon until confirmed safe and serviceable.

16. Calling the Fire and Rescue Service

A confirmed or suspected fire must be reported by calling 999. Where possible this may be done by:

1. a Fire Marshal;
2. The Circle management team; or
3. another management person.

However, nobody should delay calling 999 while waiting for a particular person to do so. The caller should provide:

- Uppertunity's name;
- the full address;
- the suspected location of the fire where known;
- the nature of the incident;
- confirmation that evacuation is taking place;
- whether anyone is unaccounted for;
- whether anyone remains within a protected holding area;
- whether disabled people or evacuation sledges are involved; and
- any other known hazards.

Address:

Ground Floor Left
Dudhope Castle
Barrack Road
Dundee
DD3 6HF

17. Assembly Point and Roll Call

The designated assembly point is: Rear car park behind Dudhope Castle.

Everyone must report there and remain until authorised to leave or re-enter. The Fire Marshal takes the Uppertunity attendance folder to the assembly point. Attendance is checked using:

- workshop registers;

- staff information; and
- The Circle's sign-in records.

The roll call must account for:

- members;
- staff;
- volunteers;
- carers;
- external support workers;
- visitors;
- contractors; and
- anyone known to be working in another Uppertunity area.

Group leaders report immediately if anyone is unaccounted for. Where someone is missing:

- their last known location is identified;
- relevant evacuation-support needs are identified;
- The Circle is informed;
- the Fire and Rescue Service is informed; and
- nobody returns to conduct an unplanned search.

18. Liaison with The Circle and the Fire and Rescue Service

Uppertunity occupies part of a shared building managed by The Circle. Uppertunity will cooperate and coordinate with The Circle regarding:

- the building fire alarm;
- alarm testing and maintenance;
- emergency lighting;
- firefighting equipment;
- shared escape routes;
- fire doors;
- contractor controls;
- alarm activations and false alarms;
- building-wide drills;
- fire logbook records;
- changes affecting fire safety; and
- communication with other building occupants.

Uppertunity has also communicated with the Scottish Fire and Rescue Service regarding:

- the premises;
- evacuation routes;
- member needs;
- protected holding arrangements; and
- use of evacuation equipment.

The Fire and Rescue Service does not approve or sign off Uppertunity's fire policy. Responsibility for maintaining suitable fire-safety arrangements remains with Uppertunity and the other relevant duty holders.

19. Fire Prevention and Housekeeping

Everyone must help prevent fires by:

- keeping escape routes and exits unobstructed;
- keeping combustible materials away from ignition and heat sources;
- avoiding unnecessary accumulation of paper, cardboard and waste;
- recycling and removing waste regularly;
- keeping heaters and radiators clear;
- never placing clothing, paper or other materials on heating equipment;
- using electrical appliances appropriately;
- reporting damaged plugs, cables or equipment;
- not overloading sockets;
- switching off non-essential appliances at the end of the day;
- supervising cooking and heat-producing equipment;
- keeping fire doors closed as required;
- storing hazardous substances safely; and
- reporting unusual heat, burning smells, sparks or smoke immediately.

20. Fire Doors and Compartmentation

Uppertunity has fire-resisting doors forming part of its fire-safety arrangements, including:

- the fire door protecting the kitchen; and
- the fire door between the main art rooms which supports the protected holding-area arrangement.

Fire-resisting doors must not be wedged or pegged open. Where a door is temporarily opened during an activity, it must:

- be closed as soon as reasonably practical;
- be closed when the area is unoccupied; and
- be closed during evacuation where this can be done without delaying escape.

Any damage to the below must be reported promptly:

- fire doors;
- frames;
- closers;
- glazing;
- intumescent or smoke seals; or
- compartment walls

Where there is uncertainty about the fire-resisting status or condition of a door or wall, competent advice will be obtained.

Weekly fire-door checks

Fire doors within Uppertunity's area will be visually checked as part of the weekly health and safety premises check.

The check will consider:

- whether the door closes fully;
- whether the door, frame, glazing, closer and seals appear undamaged;
- whether the door is being wedged or obstructed;
- whether the area around the door is clear; and
- whether any defect could affect the door's fire-resisting function.

Any defect or concern must be recorded and reported promptly to management and, where the door or building element falls within The Circle's responsibility, to The Circle.

21. Wall Displays and Combustible Materials

Displays within corridors and escape routes will be managed to reduce the risk of fire spread. Where required, display materials may be:

- removed;
- reduced in quantity;
- positioned differently;
- laminated using suitable materials; or
- treated with an appropriate fire-retardant product.

Fire-retardant treatment must be applied and maintained according to manufacturer instructions. Large accumulations of the below must not be stored along escape routes:

- paper;
- cardboard;
- fabric; or
- other combustible materials

22. Hazardous Substances and Storage

Flammable liquids, aerosols, paints, solvents, adhesives and similar products will:

- be included within Uppertunity's COSHH arrangements;
- be kept to the minimum practical quantity;
- remain appropriately labelled;
- be stored within suitable designated storage;
- remain closed when not in use;
- be kept away from heat and ignition sources;
- not obstruct escape routes;
- only be accessed by appropriate persons; and
- be checked periodically.

Uppertunity has designated metal COSHH storage for relevant hazardous and flammable substances. Paper records, supplies and other materials will be stored tidily and must not create excessive combustible loading.

23. Electrical and Cooking Safety

Electrical equipment will be:

- visually checked;
- appropriately maintained; and
- PAT tested according to Uppertunity's arrangements and level of risk.

Damaged electrical equipment must be removed from use and reported. Sockets and extension leads must not be overloaded. Personal electrical appliances must not be introduced without management approval.

Cooking appliances must:

- be used only by authorised or appropriately supervised people;
- never be left unattended while operating;
- be kept away from combustible materials;
- be switched off after use; and
- be reported immediately if damaged or faulty.

Fire blankets must remain visible and accessible.

24. Inner-Room Office

One office is an inner room, with its normal escape route passing through the kitchen/access room. Additional precautions include:

- automatic fire/smoke detection providing early warning;
- a fire-resisting kitchen door;
- maintaining a clear route through the access room;
- ensuring people using the office understand the escape arrangements; and
- providing a fire blanket as additional emergency equipment.

The fire blanket is not a substitute for evacuation and must never be relied upon to enable someone to pass through fire or smoke. If the access route is unsafe, the person must follow the safest alternative emergency arrangement.

25. Basement and Other Circle Rooms

Basement escape routes must remain clear. Torches are kept within the basement as an additional backup source of lighting. These supplement and do not replace the building's emergency-lighting system.

People using the basement must know:

- the relevant exit route;
- how to raise the alarm;
- where firefighting equipment is located; and
- that activities stop immediately when an evacuation is required.

Where Uppertunity uses the downstairs/basement room, staff must familiarise themselves with the local evacuation route before the activity begins.

Basement / downstairs evacuation route

- The first small stepped section can be managed using the available ramp.
- Green and Amber occupants who can safely manage the remaining steps evacuate using the designated stepped route, with the appropriate level of support.
- A Red member who cannot safely use the remaining steps must be evacuated using the evacuation sledge stored within the downstairs area.
- Two trained people will use the evacuation sledge for the second stepped section and for the final stepped section to reach level ground, in accordance with their practical training.
- The mound/slope must not be used by anyone during evacuation.
- The route then joins the same rear external evacuation area used by the main rear exit.
- The lift must not be used during a fire evacuation.
- Where the person's own lightweight wheelchair, walker or other mobility equipment can be safely moved without delaying evacuation or reducing the support required for the evacuation, it may accompany them.
- Heavy, bulky or unsuitable mobility equipment must not delay evacuation and may remain inside the building.
- The foldable wheelchair may be used where required for onward movement to the assembly area.
- The downstairs evacuation sledge, evacuation route and relevant emergency equipment are included in Uppertunity's weekly fire-safety checks.
- The person's individual evacuation needs and PEEP must be considered before they use the downstairs area.

26. Smoking and Vaping

Smoking and vaping are prohibited within Uppertunity and all internal areas of Dudhope Castle. Anyone wishing to smoke or vape must use the external arrangements designated by The Circle. Smoking materials must be disposed of safely and must not be discarded close to the building or combustible waste.

27. Contractors, Maintenance and Hot Work

Contractors working within Uppertunity's premises must report to Uppertunity management or The Circle before starting work. They must be informed of:

- the fire-alarm procedure;
- escape routes;
- assembly point;
- relevant hazards; and
- the requirement to stop work and evacuate immediately if the alarm sounds.

This information is also displayed on appropriate fire-safety notices. Contractors must not:

- obstruct exits or escape routes;
- wedge fire doors open;
- compromise fire-resisting walls or doors;
- disable alarms or emergency lighting without authorisation;
- allow combustible waste to accumulate; or
- undertake unauthorised hot work.

Hot work

Hot work includes:

- welding;
- flame cutting;
- soldering;
- brazing;
- grinding; or
- other work producing significant heat, flame or sparks.

Hot work may only take place where:

- Uppertunity management and The Circle have approved it;
- appropriate risk assessments and method statements are available;
- the responsible party has issued any required hot-work permit;
- combustible materials have been removed or protected;
- suitable firefighting equipment is available;
- the activity is appropriately supervised; and
- post-work fire checks are completed.

Where The Circle appoints and controls the contractor, Uppertunity will confirm that appropriate contractor and permit arrangements are in place. If the fire alarm sounds, contractors must stop work and evacuate. The person hosting or supervising the contractor must ensure they are accounted for.

28. Fire Alarm Testing

The building fire alarm is managed by The Circle. The alarm is routinely tested every Tuesday morning. Staff and regular attendees will be made aware of the routine test. Evacuation is not normally required during a clearly identified test unless:

- the alarm continues beyond the expected test;
- staff are instructed to evacuate;
- smoke, fire or another danger is identified; or
- there is uncertainty about whether the alarm is a test.

Weekly testing is recorded by The Circle. Manual call points are tested in rotation where applicable within The Circle's arrangements.

29. False Alarms

A false alarm is an unexpected fire-alarm activation where no fire is subsequently identified. Possible causes include:

- steam;
- cooking fumes;
- dust;
- accidental activation;
- equipment faults; or
- another non-fire event.

A false alarm is different from a planned routine alarm test. The Circle maintains the building alarm and relevant records. Uppertunity will:

- report activations affecting its area;
- provide relevant information;
- cooperate with investigations;
- obtain or retain records where appropriate; and
- review activities where they may have contributed.

Repeated false alarms must be investigated and appropriate action taken.

30. Emergency Lighting, Alarms and Firefighting Equipment

The Circle is responsible for relevant building-wide systems and associated records. Uppertunity will cooperate with The Circle to ensure that:

- fire alarms are tested and maintained;
- emergency lighting is inspected and tested;
- firefighting equipment is appropriately serviced;
- fire-safety signage remains visible;
- final exits remain operational; and
- defects are reported and addressed.

Uppertunity will maintain access to relevant records where appropriate. Concerns about the below must be reported to management and The Circle:

- emergency lighting;
- alarms;
- extinguishers;
- fire blankets;
- signage; or
- exits

Firefighting equipment is secondary to evacuation. Nobody is expected to fight a fire. A very small fire may only be tackled where the person:

- has appropriate instruction;
- has a clear escape route;
- can do so without delaying evacuation; and
- does not place themselves or another person at risk.

31. Fire-Safety Training

All Uppertunity staff receive:

- online fire-safety training during induction;
- annual fire-safety refresher training;
- instruction on this Emergency Evacuation Plan;
- Green, Amber and Red evacuation training;
- practical evacuation-sledge training;
- instruction in the agreed assistance and transfer procedures;
- guidance on supporting people with additional needs;
- information about the main and alternative escape routes;
- information about protected holding areas;
- practical participation in drills; and
- training relevant to their specific role.

Fire Marshals receive appropriate role-specific training, including:

- evacuation coordination;
- roll calls;
- communication;
- missing-person reporting;
- liaison with emergency services; and
- supported evacuation arrangements.

Training must be:

- appropriate;
- understandable;
- relevant to Uppertunity's activities; and
- recorded.

32. Fire Drills and Practical Exercises

Building-wide evacuation drills are coordinated by The Circle. Uppertunity will participate in these and will also conduct additional practical exercises where needed to test its own arrangements.

Fire drills and practical evacuation exercises will take place at least every six months and additionally where required. Exercises should test different circumstances, including:

- use of the main level exit;
- simulated unavailability of the main entrance;
- use of the rear spiral staircase;
- support for Amber members;
- use of the primary Art Room 2 holding area;
- use of the smaller fallback holding area;
- retrieval of evacuation sledges;
- operation of evacuation sledges;
- evacuation of more than one Red member;
- the sequential sledge procedure;

- the limited trained-staff return procedure;
- use of the external stepped route;
- communication between group leaders and the Fire Marshal;
- roll-call arrangements; and
- evacuation during simultaneous workshops.

Practical evacuation-sledge exercises must be carefully planned. No member will be placed at unnecessary risk simply for the purpose of a drill. For practical evacuation-sledge exercises, staff members will act as evacuees rather than members. Drill records should include:

- date and time;
- scenario tested;
- groups and areas involved;
- number of people participating;
- evacuation time where appropriate;
- issues identified;
- feedback;
- actions required;
- person responsible for action; and
- completion date.

Member classifications and emergency procedures will be reviewed where drills identify concerns.

33. Inspections, Testing and Maintenance

Uppertunity and The Circle will maintain appropriate arrangements for checking and servicing fire-safety provisions. These include, where applicable:

- weekly alarm testing;
- periodic fire-alarm servicing;
- monthly emergency-lighting function checks;
- annual emergency-lighting inspection and discharge testing;
- annual servicing of fire extinguishers;
- routine checks of fire exits and escape routes;
- routine checks of fire doors;
- checks of fire-safety signage;
- checks of protected holding areas;
- checks of evacuation sledges and their storage locations;
- electrical inspection and testing;
- control and removal of combustible waste; and
- review of hazardous-substance storage.

Where The Circle performs the inspection, testing or servicing, Uppertunity will obtain confirmation or access to relevant records where reasonably required.

Weekly Uppertunity fire-safety checks include fire doors, escape routes and exits, protected holding areas, all evacuation sledges including the basement sledge, the foldable wheelchair and other locally managed evacuation equipment.

34. Fire-Safety Records

Uppertunity will maintain, or have access to, suitable records of:

- the current Fire Risk Assessment;
- this Fire Safety Policy and Emergency Evacuation Plan;

- actions arising from the Fire Risk Assessment;
- alarm tests;
- fire-alarm servicing;
- emergency-lighting checks and servicing;
- extinguisher servicing;
- fire-door checks;
- evacuation drills;
- staff fire-safety training;
- Fire Marshal training;
- evacuation-sledge training;
- evacuation-sledge inspections;
- fire incidents;
- false alarms;
- fire-safety inspections;
- reported defects and corrective actions;
- contractor work affecting fire safety;
- hot-work permits where applicable; and
- relevant communication with The Circle and the Fire and Rescue Service.

Records may be held by Uppertunity, The Circle or through an agreed shared system provided they remain accessible when required.

35. Reporting Fire-Safety Concerns

Staff, volunteers, members and supporters should report fire-safety concerns promptly. Examples include:

- blocked exits;
- blocked holding areas;
- damaged fire doors;
- damaged door closers or seals;
- missing or obscured signs;
- defective alarm equipment;
- emergency-lighting concerns;
- damaged or inaccessible extinguishers;
- damaged evacuation sledges;
- obstructed sledge storage;
- excessive combustible storage;
- unsafe electrical equipment;
- unsafe contractor activity;
- concerns about a member's Green, Amber or Red classification; or
- any evacuation difficulty identified during a drill.

Urgent risks must be addressed immediately. An activity or area must not continue to be used where safe evacuation cannot be maintained.

36. Business Continuity Following a Fire

Following a fire, significant fire incident or evacuation that prevents normal use of Uppertunity's premises, management will coordinate recovery arrangements.

These may include:

- confirming with The Circle and other relevant parties whether and when areas can safely be reoccupied;
- identifying suitable temporary or alternative premises where services cannot resume immediately;

- communicating changes, cancellations or temporary arrangements promptly to members, carers, support workers, staff and volunteers;
- maintaining secure access to essential member contact and support information through approved systems;
- ensuring nobody re-enters an unsafe building simply to retrieve paper records, equipment or belongings;
- reviewing any impact on staffing, accessibility and individual evacuation arrangements at temporary premises;
- reviewing the fire incident and updating risk assessments, procedures or training where required; and
- resuming activities only when appropriate safety arrangements are confirmed.

37. Policy Review

This policy will be reviewed:

- at least annually;
- following a fire;
- following a significant alarm activation;
- after a drill identifying concerns;
- after alterations to premises or escape routes;
- after changes to fire doors or compartmentation;
- when new evacuation equipment is introduced;
- after significant changes in occupancy or activities;
- following changes to members' evacuation needs;
- where an individual PEEP identifies wider procedural issues;
- following updated professional advice;
- following relevant changes in legislation or guidance; or
- whenever the Fire Risk Assessment is reviewed.

The Manager is responsible for initiating the review.

APPENDIX A – QUICK EMERGENCY EVACUATION GUIDE**If you discover a fire**

1. Raise the alarm.
2. Call 999.
3. Leave by the safest available exit.
4. Close doors where safe.
5. Tell a manager or Fire Marshal.
6. Go directly to the rear car park assembly point.

People come first. Never put yourself at unnecessary risk.

When the alarm sounds

- Stop activities immediately.
- Leave belongings.
- Use the level main exit wherever safe.
- Use the rear route only where necessary.
- Do not use the lift.
- Follow staff instructions.
- Go directly to the assembly point.
- Do not re-enter unless specifically involved in the planned trained-staff Red evacuation procedure.

Group leader

- Check your register.
- Know who is Green, Amber and Red.
- Confirm Amber support.
- Follow the Red procedure where required.
- Keep evacuation moving.
- Briefly check your immediate area while leaving where safe.
- Tell the Fire Marshal immediately if anyone is missing.

Fire Marshal

- Take the attendance folder.
- Coordinate the roll call.
- Check all groups.
- Liaise with The Circle.
- Ensure 999 has been called.
- Inform the Fire and Rescue Service of anyone missing or remaining in a protected area.
- Prevent unauthorised re-entry.

APPENDIX B – GREEN, AMBER AND RED QUICK GUIDE**GREEN – General guidance**

Can use both exits and does not require one-to-one evacuation support.

- Direct to the safest available exit.
- Give ordinary verbal guidance where needed.
- Confirm at the assembly point.

AMBER – Orange – Additional support

Can physically use the rear stairs but requires additional support.

This may include:

- prompting;
- reassurance;
- communication support;
- supervision;
- physical guidance; or
- someone remaining with them.

Their own supporter assists where present. Otherwise, suitable Uppertunity support is allocated.

RED – Cannot use rear stairs

Cannot safely use the rear staircase.

- Use the level main entrance wherever safe.
- If unavailable, move to the protected holding area.
- Art Room 2 is the primary holding area.
- The smaller area beside the staircase is the fallback.
- Use an evacuation sledge with two trained people.
- Follow the member's PEEP and the agreed Red evacuation procedure.

APPENDIX C – PEEP Assessment for Red Members**UPPERTUNITY FIRE EVACUATION PROCEDURES****Personal Emergency Evacuation Plan (PEEP) - for members unable to safely use the rear stairs**

Member name: _____
 Date completed: _____
 Completed with member / carer / support worker: _____
 Uppertunity staff member: _____
 Next review date: _____

Why we complete this plan

Uppertunity uses a Green, Amber and Red system to identify the level of support members may need during a fire evacuation.

- **Green** – can use the stairs independently or with general guidance.
- **Amber** – can use the stairs but may require additional support, reassurance, supervision or physical guidance.
- **Red** – cannot safely use the rear stairs and requires an assisted evacuation procedure.

This PEEP is completed for members identified as Red so that a safe evacuation method is agreed before they attend Uppertunity.

Uppertunity's standard Red evacuation procedure

Our main fire exit is level and accessible and will always be used wherever it is safe. If the main exit cannot be used because of fire, smoke or another hazard, the alternative route is through the rear exit and spiral staircase.

Where this route is required:

1. The member will be supported to the protected holding area while evacuation continues (Art Room 2).
2. The member will be transferred onto a specialist evacuation sledge.
3. Two trained people will use the evacuation sledge to support the person down the rear staircase. All Uppertunity staff receive practical evacuation-sledge training.
4. The evacuation sledge will also be used for the external stepped section of the route.
5. A foldable wheelchair is available at the base of the rear stairs to support onward movement to the assembly area.
6. Where the member's own lightweight wheelchair, walker or other mobility equipment can be safely brought out without delaying evacuation, it may accompany them.
7. Where the member requires physical assistance to transfer, their usual trained carer or support worker will carry out the transfer in accordance with their normal moving-and-handling arrangements. Uppertunity staff trained in evacuation-sledge use will operate the sledge and support the evacuation in line with this PEEP.

Important notice

Uppertunity has a responsibility to ensure that everyone attending can be safely evacuated without relying on the Fire and Rescue Service to remove them from the building.

Where a safe and practicable evacuation method cannot be agreed, the member will not be able to attend until a safe arrangement is in place.

Uppertunity will discuss this with the member and/or their carer or support provider and consider whether an appropriate evacuation method, equipment or alternative arrangement can be identified.

Individual evacuation assessment**1. Can the member safely use the level main exit?**☐ Yes☐ No**Details if required:****2. Can the member safely use the rear stairs independently or with support?**☐ No – Red procedure required☐ Yes – review whether Amber classification is more appropriate**Details:****3. Can the member be safely transferred from their wheelchair or mobility equipment onto an evacuation sledge?**☐ Yes☐ No**Details:****4. What transfer method should be used?**

Please describe the person's normal safe transfer method, including who is trained and responsible for providing this support:

5. Are there any physical, medical or moving-and-handling considerations that could affect evacuation?

For example skeletal or musculoskeletal needs; pain or restricted movement; postural support; tubes, lines or medical bags; specialist seating; or other attached equipment.

☐ No☐ Yes**Details:****6. Can the member safely remain on and be evacuated using the evacuation sledge?**☐ Yes☐ No**Details:**

7. Can the member safely use their own mobility equipment after evacuation, or be transferred from the evacuation sledge into the foldable wheelchair where required?

- ☐ Yes
☐ No
☐ Not required

Details:

8. Who will provide any required physical transfer support?

- ☐ Usual carer / support worker
☐ Member can transfer independently
☐ Other agreed trained person

Details:

9. Is any additional evacuation equipment or specific arrangement required?

- ☐ No – standard Red procedure is suitable
☐ Yes

Details:

Agreed Emergency Evacuation Plan

1. Main exit available
2. When using rear exit
3. If using the basement/downstairs area
4. Important transfer / moving-and-handling instructions
5. Other important information staff need during an emergency
6. Confirmation

The evacuation arrangements have been discussed with the member and/or their carer/support worker and the relevant transfer and support information has been provided.

Member/carers: _____

Signature: _____ Date: _____

Uppertunity staff member: _____

Signature: _____ Date: _____