

SITE SURVEY REPORT

# Personal Emergency Evacuation Plan

|              |                                                 |
|--------------|-------------------------------------------------|
| Prepared for | Riverside Court offices, Nottingham (fictional) |
| Date         | 21 Sept 2026                                    |
| Site         | Riverside Court offices, Nottingham             |
| Prepared by  | A. Clarke                                       |

## FORM

**Personal Emergency Evacuation Plan****1. The person and the building**

|                                                                                          |                                                                                             |
|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| Project                                                                                  | Riverside Court offices, Nottingham: personal emergency evacuation plan (completed example) |
| Building                                                                                 | Riverside Court                                                                             |
| Address                                                                                  | Riverside Court, 5 Wharf Road, Nottingham                                                   |
| Name of the person                                                                       | T. Brennan                                                                                  |
| They are                                                                                 | Employee                                                                                    |
| Where they usually are                                                                   | First floor, finance team, desk 1.18                                                        |
| Days and times they are in the building                                                  | Monday to Thursday, 08:30 to 17:00                                                          |
| Date of this plan                                                                        | 21 Sep 2026                                                                                 |
| Completed by                                                                             | A. Clarke, office manager, with T. Brennan                                                  |
| Does the person agree to this plan and to it being shared with the people who will help? | Yes                                                                                         |

**2. What makes leaving difficult**

|                                                      |                                                                                            |
|------------------------------------------------------|--------------------------------------------------------------------------------------------|
| Can they hear the fire alarm?                        | Yes                                                                                        |
| Can they see the route and read the signs?           | Yes                                                                                        |
| Would they know what the alarm means and what to do? | Yes                                                                                        |
| Moving through the building                          | Uses a wheelchair                                                                          |
| Stairs                                               | Cannot use them                                                                            |
| Is this temporary?                                   | No                                                                                         |
| Anything else that matters                           | Uses a manual wheelchair and can transfer to the evacuation chair with one person helping. |

**3. The plan**

|                                     |                                                  |
|-------------------------------------|--------------------------------------------------|
| How will they know there is a fire? | Standard alarm, Told in person by a named helper |
|-------------------------------------|--------------------------------------------------|

|                                                             |                                                                                                           |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Their escape route</b>                                   | From the desk along the first floor corridor to the east stair, which is a protected stair with a refuge. |
| <b>Does the plan use a refuge?</b>                          | Yes                                                                                                       |
| <b>Which refuge, and how do they call for help from it?</b> | East stair, first floor landing. Uses the refuge call point to speak to reception.                        |

A refuge is a place to wait for a short time while help comes. The plan must say who comes and how the person is brought out: getting people out is the job of the people managing the building, not the fire and rescue service.

|                                                         |                                                                                                           |
|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Equipment</b>                                        | Evacuation chair                                                                                          |
| <b>Where is the equipment kept?</b>                     | On the wall bracket at the east stair, first floor landing                                                |
| <b>When was the equipment last checked or serviced?</b> | Serviced by the chair supplier on 12 March 2026. Fire warden checks it monthly, last on 1 September 2026. |
| <b>Does the person need helpers?</b>                    | Yes                                                                                                       |

#### Helpers 1: G. Shah

|                                               |                         |
|-----------------------------------------------|-------------------------|
| <b>Name</b>                                   | G. Shah                 |
| <b>Where they work or how to reach them</b>   | Finance team, desk 1.14 |
| <b>Trained in the equipment and the plan?</b> | Yes                     |
| <b>Date trained</b>                           | 10 Mar 2026             |

#### Helpers 2: F. Morris

|                                                                       |                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name</b>                                                           | F. Morris                                                                                                                                                                                                                                                                                                                                                     |
| <b>Where they work or how to reach them</b>                           | Payroll, desk 1.21                                                                                                                                                                                                                                                                                                                                            |
| <b>Trained in the equipment and the plan?</b>                         | Yes                                                                                                                                                                                                                                                                                                                                                           |
| <b>Date trained</b>                                                   | 4 Nov 2025                                                                                                                                                                                                                                                                                                                                                    |
| <b>Who helps when the named helpers are away?</b>                     | First floor fire warden on the day, who is also trained on the evacuation chair                                                                                                                                                                                                                                                                               |
| <b>What happens, step by step</b>                                     | 1. Helpers go to T. Brennan when the alarm sounds. 2. Move to the east stair refuge. 3. Call reception on the refuge call point. 4. Transfer to the evacuation chair and go down the stair with both helpers. 5. Leave by the east door and stay in the evacuation chair to the assembly point. The wheelchair is fetched once the building is declared safe. |
| <b>Where they go once outside</b>                                     | Car park by the river path, at the accessible marked bay                                                                                                                                                                                                                                                                                                      |
| <b>What is different at night, at weekends or when working alone?</b> | T. Brennan does not work outside normal hours or alone. If that changes, the plan is reviewed first.                                                                                                                                                                                                                                                          |

Who has a copy of this plan?

T. Brennan, both helpers, the first floor fire warden and reception (kept with the refuge call point handset).

#### 4. Practice, review and signatures

Has the plan been practised?

Yes

Date

23 Sep 2026

What was learnt?

Transfer took about 2 minutes. Helpers asked for a refresher on the chair brakes, booked with the chair supplier for 8 October 2026.

Review date

21 Mar 2027

Review it sooner if the person's needs, where they work or live, the building or the helpers change.

Name of the person, or who signs for them T. Brennan

Their signature

T. Brennan

Manager or responsible person

A. Clarke

Manager or responsible person signature

A. Clarke