

# ITALIA CONTI

## Fire Safety Policy

Approved by: Senior Leadership Team	5 <sup>th</sup> October 2022.
Reviewed by: Health & Safety Lead	13 <sup>th</sup> September 2023.
Checked by: Head of Quality Assurance & Policy Steering Group	22 <sup>nd</sup> September 2023.
Next review due:	31 <sup>st</sup> August 2024.

**Monitoring Arrangements:** This policy will be reviewed by the Health & Safety Lead and Quality Assurance Team and approved by the Senior Leadership Team annually.

1. General Statement of Policy.....	4
2. Policy Aims .....	4
3. Responsibilities .....	4
3.1 Signing in/signing out:.....	4
3.2 Safe workplace .....	4
3.3 Location(s) .....	4
3.4 CEO and Governors.....	5
3.5 Chief Operating Officer .....	5
3.6 Practice Drills .....	5
4. Fire Risk Assessment .....	6
5. Fire Instructions .....	6
5.1 Fire Alarm System .....	6
5.2 Siren Note.....	7
6. Procedures in The Event of a Fire.....	7
6.1 Fire Alarm Procedures .....	7
6.2 Fire Marshals .....	7
6.3 Tutors / staff.....	8
6.4 Teaching Staff (off-site activities): .....	8
6.5 Students.....	8
6.6 Italia Conti's Reception staff are responsible for:.....	9
6.7 Visitors.....	9
6.8 Italia Conti's Welfare Team(s) are responsible for:.....	9
6.9 Lockdown Alarm .....	9
7. Assembly Points .....	10
7.1 Sounding the Alarm.....	10
7.2 Italia Conti Trips/Excursions/ Off-site rehearsals.....	10
7.3 Outside of Normal Italia Conti Hours .....	10
8. Calling the Emergency Services.....	11
8.1 Standard Information for the Fire Brigade .....	11
9. Evacuation .....	11
9.1 Evacuation during normal teaching hours .....	11
9.2 Fire Safety Maintenance .....	11
10. Fire Alarm system .....	11
10.1 Daily Checks.....	11

10.2 Weekly Checks .....	12
10.3 Bi-Annual Checks .....	12
10.4 Fire Evacuation Drills .....	12
11. Fire Extinguishers .....	12
11.1 Daily Checks .....	12
11.2 Monthly Checks .....	12
11.3 Annual Checks .....	12
12. Emergency Lighting .....	13
12.1 Monthly checks .....	13
13. Fire Doors and Emergency Exits .....	13
13.1 Fire Doors (Annual Checks) .....	13
13.2 Fire Exits Daily Checks .....	13
13.3 Fire Exits Weekly Checks .....	13
14. Fire Sprinklers .....	13
15. Links with other policies: .....	14
Appendix 1: Location of Fire Call Points .....	15
Appendix 2: Location of Fire Extinguishers .....	15
Appendix 3: Personal Emergency Evacuation Questionnaire & Plan (PEEP) .....	16

## **1. General Statement of Policy**

It is the policy of Italia Conti to take reasonable steps to minimise the risk of fire on its premises, and to comply with legal requirements and safety measures to protect its students, staff, support and maintenance personnel, and visitors in the unlikely event of a fire. (Regulatory Reform Order 2005).

## **2. Policy Aims**

- To ensure that the risk of injury or death or damage to property to staff, students, contractors, and visitors to the premises are minimised as far as is possible.
- To have arrangements in place (systems and procedures) to minimise the risk of fire starting and spreading.
- To reduce the potential for fire to disrupt the Italia Conti's activities, damage premises or harm the environment.
- To ensure Italia Conti complies with relevant fire legislation and standards.

## **3. Responsibilities**

### **3.1 Signing in/signing out:**

All staff, students and visitors must correctly sign in and out whenever they come and go from the building throughout the day. This allows Italia Conti to fulfil its duty of care and ensures that an accurate rollcall to be taken in the event of a fire.

### **3.2 Safe workplace**

Italia Conti recognises and accepts its responsibility for providing a safe workplace and working environments for all its employees and students and any others affected by its activities, e.g. contractors, visitors, neighbours, and members of the general public.

### **3.3 Location(s)**

It should be noted that Italia Conti operates programmes/ courses across various education sectors and sites, (with the exception of the Italia Conti Associate Schools which have their own policy).

Italia Conti operates from: 2 Henry Plaza, Victoria Way, Woking, Surrey, GU21 6BU

What3words: oppose.clouds.phones

When hiring other buildings/sites for classes or rehearsals, although not directly the responsibility of Italia Conti or its Senior Leadership Team (SLT), the policies related to Health & Safety and good practice are integrated alongside any already established policies of those premises to continue Italia Conti's duty of care to all staff, students and visitors.

### **3.4 CEO and Governors**

The Chief Executive Officer (CEO) is ultimately responsible for ensuring that Italia Conti complies with all statutory fire safety requirements. The CEO may share this responsibility with relevant senior managers.

The CEO, as the day-to-day manager, accepts full responsibility for the entire site within the resources provided and in accordance with priorities set by the Italia Conti. In the absence of the CEO, the designated officer should be the Chief Operating Officer (COO) who, as the day-to-day manager, accepts full responsibility for health and safety matters at all Italia Conti premises within the resources provided and in accordance with priorities set by the Senior Leadership Team (SLT).

### **3.5 Chief Operating Officer**

The Chief Operating Officer has overall responsibility for putting this policy into effect and works in conjunction with the relevant Chief Fire Marshal(s), the Health & Safety Lead and the relevant site Duty Manager(s). All managers and employees have a responsibility for assisting in this aim.

### **3.6 Practice Drills**

The Chief Fire Marshal(s) have a responsibility to oversee evacuation and monitor any issues arising from practice drills.

Italia Conti will achieve this policy by:

- arranging for a competent fire safety risk assessor to conduct a risk assessment of the premises and review that assessment every 2 years;
- implementing any recommended fire safety measures arising from the assessment;
- ensuring that there are adequate means of escape from and access to premises for emergency services in the event of a fire;
- ensuring that all exits, and emergency routes are kept clear at all times. These routes will be properly signed, adequately lit, and fitted with the relevant standard of fire doors;
- ensuring that the premises have appropriate fire-fighting equipment, detectors, alarms, emergency lighting and evacuation signage;
- ensuring that clear fire safety arrangements incorporating responsibilities for fire safety matters are in place and circulated to all staff members;
- instigating a mechanism for the reporting of defects concerning fire equipment or electrical equipment and ensuring that, where necessary, equipment is taken out of use and alternative arrangements are made as appropriate arranging for the testing and maintenance of fire safety, electrical and gas installations, and equipment;
- ensuring that building alterations and other contract works are properly managed to minimise the fire risk and avoid damage to structural fire protection, and that these meet the requirements of relevant fire legislation. Standards are considered early in the planning and design stages of the work, and the proposed building or modification work meets those requirements;

- ensuring that managers, employees, and students are provided with appropriate information and instruction regarding the fire prevention measures and the emergency procedures, including any instruction required in order for them to carry out their particular role;
- keeping staff informed of any changes that are made to Italia Conti fire safety procedures and fire safety risk assessment;
- delegating sufficient staff to carry out Fire Marshal procedures;
- ensuring that all visitors to Italia Conti premises are briefed on the evacuation procedure, issued with a visitor identification card, and supervised by a member of staff at all times;
- undertaking ongoing monitoring of the fire safety arrangements including carrying out periodic inspections of the premises to look for fire hazards and to check that fire safety precautions are effectively implemented;
- ensuring that the status and progress of any outstanding actions are monitored, and the fire risk assessment is periodically updated to reflect any status changes. (This is carried out by a third-party contractor every 2 years).<sup>1</sup>
- arranging (in conjunction with the Landlord), agreed times to carry out fire drills (at least one per term).

This policy and the associated fire safety documentation will be reviewed at least annually and sooner if there are changes in the matters to which it relates.

#### **4. Fire Risk Assessment**

A designated third-party Maintenance and Engineering company, via Service Master, will carry out a fire risk assessment every 2 years.

### **5. Fire Instructions**

#### **5.1 Fire Alarm System**

Italia Conti's Fire Alarm system is an 'intelligent' networked fire control system. It is connected to the Landlord's Fire Alarm system which allow any fire alarm to be monitored remotely. Where necessary, the Landlord can activate the Italia Conti Fire Alarm system independently. Due to the shared nature of Fire Alarm alerts, any testing of the system or fire drills need to be agreed in advance with the Landlord. When a call point, or automatic detecting device, is activated then the system will sound the alarm siren continuously in all areas. All plant equipment is automatically shut down, the lifts return to the ground floor and all doors in the building are unlocked.

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<sup>1</sup> ACE Fire Protection Ltd

## 5.2 Siren Note

If the siren note is loud and continuous in a building then all persons in that building must evacuate it immediately using the nearest safe route and gather at the designated muster point outside Gail's Bakery located in Victoria Place Shopping Centre, 1 Commercial Way, Woking, GU21 6XR. What3words: often.neat.scars

## 6. Procedures in The Event of a Fire

### 6.1 Fire Alarm Procedures

All staff members are required to sign in and sign out whenever they enter or leave the building. Students' presence on site is recorded electronically using an entry system, and a register is taken for each class throughout the course of the day.

### 6.2 Fire Marshals

It is the job of Fire Marshals to check, according to the **Fire Alarm and Emergency Evacuation Procedure**, each area of the building to ensure that the evacuation is complete and that all staff and students have been accounted for. A red lanyard system operates to ensure that there are sufficient Fire Marshals on site at any given time.

Please refer to the **Fire Alarm and Emergency Evacuation Procedure** for the current list of Fire Marshals.

Fire Marshals should ensure that they have notified Reception staff / Duty Manager if they will be off site for a designated cover slot, so that sufficient Fire Marshall cover can be maintained.

The duties of the Fire Marshals include:

- on hearing the fire alarm, ensuring that all students, staff, and visitors in their designated or immediate area are directed to leave the building via the nearest escape route;
- taking care that, in the execution of their duties, they do not put themselves or others at risk;
- following instructions and reporting any faults or shortcomings in fire safety arrangements to the Chief Operating Officer, Chief Fire Marshal, or Fire Brigade official;
- they are easily recognisable during an evacuation by wearing a hi-vis garment;
- checking all accessible rooms in their designated or immediate area(s) and reporting their findings, including notification of any missing people or areas not searched, to the Chief Fire Marshal or Fire Brigade Official waiting at their designated assembly points;
- checking if the refuge point located in their area is being used and, if so, informing the Fire Marshal if a person needs assistance in evacuating the building;
- as required, generate a roll call via the roll call Paxton Connect app.
- attending any training provided by Italia Conti in relation to their function as Fire Marshal;
- ensuring no one re-enters the premises until permission has been given by the Duty Manager to re-enter the site;

- where applicable, feeding back relevant information to staff/co-workers regarding any fire-related matters raised at Health and Safety Committee meetings.

If a member of the Italia Conti community discovers a fire, they should activate an alarm point and exit the building as usual.

### 6.3 Tutors / staff

- When the alarm sounds, tutors will bring their classes to join other staff and students in leaving the building by the nearest available emergency exit in a calm manner, taking note and acting upon instructions given by the Fire Marshals who may be assisting in the evacuation of the building.
- They should proceed to the designated assembly point, making sure they report any issues to a Fire Marshal on arrival at the assembly area.
- Personal possessions should not be collected en-route.
- Staff members should not re-enter the building until they have received permission to do so.
- Staff members should also ensure that they report any learners with permanent/temporary disabilities or injuries and who may require extra support in a fire evacuation to Welfare, who will then complete a PEEP and report this to the Chief Fire Marshal(s) and Reception. Reception will also notify the Duty Manager.

### 6.4 Teaching Staff (off-site activities):

Where students and staff have permission to be off-site during normal timetabled hours, e.g. trips, excursions, off-site rehearsals, the tutor in charge is responsible for passing their names to Reception **before** the students leave the building.

### 6.5 Students

- When the alarm sounds, students are required to move quickly and calmly to the nearest emergency exit and to gather in the muster point area in alphabetical order by surname and ensure that their presence is known to the Tutor or Fire Marshal responsible. These groups must stay together until the 'all clear' is announced and permission is given to return to the building.
- Students should take care not to put themselves or others at risk.
- Personal possessions should not be collected en-route, but students who are working in barefoot and/or dance wear may put on suitable outer garments and footwear on their way out if it is safe to do so.
- Any staff and students with disabilities, which may impact on their ability to evacuate safely and promptly in the event of a fire, should be provided with a Personal Emergency Evacuation Plan (P.E.E.P.). This will be provided by the Italia Conti Welfare team (students) and Lead Fire Marshal (Staff).



## 6.6 Italia Conti's Reception staff are responsible for:

- in conjunction with the Caretaker and / or Duty Manager, checking the Fire Alarm Panel for the location of any fire, noting that if the panel states 'Zone 11 - Landlord' the evacuation should proceed as normal
- Contacting the Victoria Place Centre Security
- Where appropriate, ensuring that the daily sign in/ sign out sheets are available in the event that a fire evacuation register needs to be taken.
- As appropriate, in the event of a fire alarm, taking all registers to the fire evacuation point.
- Ensuring that any visitors are safely accounted for by checking the *Visitors' Book*

## 6.7 Visitors

If a member of staff has a visitor, they should ensure that they are able to leave the building safely by either escorting them or indicating the nearest fire exit. Administrators will check against the *Visitors' Book* to ensure all visitors are accounted for.

## 6.8 Italia Conti's Welfare Team(s) are responsible for:

- informing the Chief Fire Marshal and Duty Manager of a permanent or temporary disability affecting any member of staff or students that may affect their ability to evacuate a building in the event of an emergency.
- compiling Personal Emergency Evacuation Plans (PEEPs) for students or staff with permanent/temporary disabilities, after consultation with the Chief Fire Marshals and Health & Safety Lead.

## 6.9 Lockdown Alarm

- There is also a lockdown alert via the Italia Conti Tannoy system. In the event of a lockdown, staff and students should please remain where they are and **should not** leave the room unless they are instructed to do so. In this eventuality, students should obey all instructions from staff, who should follow the 'Run, Hide, Tell' guidance.

## 7. Assembly Points

For Italia Conti, 2 Henry Plaza, Victoria Way, Woking, Surrey, GU21 6BU:

All staff and students should gather at the muster point outside Gail's Bakery located outside:

**Victoria Place Shopping Centre,**

**1 Commercial Way, Woking, GU21 6XR**

**What3words: often.neat.scars**

All students should be gathered in alphabetical order by surname (along with relevant tutor) to facilitate marking of registers by Fire Marshals. Copies of current register sheets are kept in Reception for this purpose. Under no circumstances should the lift be used for evacuation of the building.

### 7.1 Sounding the Alarm

The person aware of the fire should alert any persons in the vicinity to clear the area and sound the alarm by breaking the glass in the fire-call point. Where possible, that person should then notify a member of the Fire Marshal team via Reception of the location of the fire and evacuate as instructed.

### 7.2 Italia Conti Trips/Excursions/ Off-site rehearsals

The tutor concerned is responsible for passing the names of students and staff that have permission to be out of Italia Conti during normal timetabled hours to Reception **before** the students leave the building.

If the activity concerns a rehearsal/performance in another theatre, staff should confirm that this venue's health and safety induction (including a briefing on fire safety and procedures) has been carried out.

### 7.3 Outside of Normal Italia Conti Hours

Anyone working on any of Italia Conti's premises after normal working hours or during holidays must sign in/out with Reception on entering and leaving the building (visitors to comply with instructions prescribed in the *Health & Safety Policy*).

During performances, the Production Manager, Stage Manager, Technical Operator and Front of House Duty Manager are the responsible persons. A 'Checklist for Performances' (**Appendix 5**) sheet is to be completed before each performance.

## 8. Calling the Emergency Services

Nobody (staff or students) should take it upon themselves to unilaterally phone the Fire Brigade unless instructed to do so by the Chief Fire Marshal or the Duty Manager (see **Appendix 3**).

### 8.1 Standard Information for the Fire Brigade

When you dial 999 you will be directed by a BT operator to the Fire Service. They will take you through a set of questions including location and the circumstances of the incident. You should ensure that you provide a contact number for Fire Service, (which will probably have to be a mobile number) and the following details:

#### Contact details:

Italia Conti,  
2 Henry Plaza, Victoria Way, Woking, Surrey, GU21 6BU  
Telephone number: 01483 322220

**What Three Words:** oppose.clouds.phones

## 9. Evacuation

### 9.1 Evacuation during normal teaching hours

Staff have been allocated to check certain areas have been successfully evacuated when they leave the building. The list of staff and the locations they are responsible for are listed in our *Fire Alarm and Emergency Evacuation Procedures*.

**The current list of the Chief Fire Marshals, Fire Marshal, Caretaker and Health and Safety Officer is to be found in the Fire and Emergency Evacuation Procedure.**

### 9.2 Fire Safety Maintenance

All fault-tests and maintenance are to be recorded in the '*Fire Safety Logbook*' which is located in Reception.

## 10. Fire Alarm system

### 10.1 Daily Checks

The caretaker will check the Fire Control Panel when opening up the building each day. The panel indicators must be normal, with any faults to be recorded in the *Fire Safety Logbook* as well as informing the Chief Operations Officer and Health & Safety and Building Manager, and ensuring that any previous faults have been rectified.

## **10.2 Weekly Checks**

A single detector or call point will be activated to ensure correct panel indications, with a different detector/call point used each week.

All sounders isolated during the test should be tested when reactivated.

All faults to be recorded in the *Fire Safety Logbook* as well as informing the Chief Operations Officer.

These checks are scheduled to take place every Thursday at 08:15 am.

## **10.3 Bi-Annual Checks**

This is arranged and carried out by an external company (currently: Capstone). All faults and recommendations are logged and brought to the attention of the Chief Operating Officer who reviews Italia Conti's Health and Safety arrangements.

## **10.4 Fire Evacuation Drills**

It is the responsibility of the Chief Fire Marshal(s)/ Chief Operating Officer to ensure that a termly Fire Evacuation Drill is carried out. This should simulate a real situation and so only staff directly involved in supervising the drill should be informed of the date and time of this drill. (Exceptions can be made if there is a need to inform other specific staff for health and safety reasons).<sup>2</sup> A Fire Evacuation Drill Report is to be completed in the relevant site's *Fire Safety Logbook* and any necessary corrective action taken as soon as possible. The exact timing of any drill must be agreed in advance with the Landlord.

# **11. Fire Extinguishers**

## **11.1 Daily Checks**

The Caretaker and / or the Chief Fire Marshals are reminded to take necessary action in ensuring that Fire Extinguishers are not moved from the labelled location and to be mindful of what types of Fire Extinguishers are placed in each location.

## **11.2 Monthly Checks**

Monthly checks are carried out by our appointed contractor to ensure that Fire Extinguishers are in their correct positions, that they have not been tampered with or discharged and that checking the pressure gauges for loss of pressure. All faults to be recorded in the *Fire Safety Logbook* as well as informing the admin office/Reception.

## **11.3 Annual Checks**

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<sup>2</sup> For example, if the health of a student or member of staff will be adversely affected if they hear a fire alarm.

The Caretaker, in conjunction with the Chief Operating Officer and the Health and Safety Lead, is responsible for ensuring that all extinguishers have been serviced by a competent engineer to the relevant British Standards and again logged appropriately in the *Fire Safety Logbook*, with faults being resolved as soon as possible.

## **12. Emergency Lighting**

### **12.1 Monthly checks**

A designated third-party Maintenance and Engineering company, via Service Master, will check the emergency lights each month, with a 3 hour drain down taking place once a year.

## **13. Fire Doors and Emergency Exits**

### **13.1 Fire Doors (Annual Checks)**

The designated third-party Maintenance and Engineering company, via Service Master, is responsible for checking all fire doors annually.

Fire Marshals should monitor fire doors during the rest of the time and notify any faults via the *Fire Safety Logbook* & inform the Chief Operating Officer.

### **13.2 Fire Exits Daily Checks**

When opening the building the person responsible for unlocking is to check for any Fire Exit blockages or dangers, with any repetitive or immediately unsolvable hazards to be recorded in the *Fire Safety Logbook* as well as informing the Admin Office. The Chief Operating Officer is responsible for ensuring that any previous faults have been rectified.

### **13.3 Fire Exits Weekly Checks**

As part of the Alarm Testing, the Caretaker, in conjunction with the Chief Operating Officer, is responsible for thoroughly checking that Fire Exits are accessible and safe for use. Any repetitive or immediately unsolvable hazards should be recorded in the *Fire Safety Logbook* as well as informing the Admin Office. The Chief Operating Officer is responsible for ensuring that any previous faults have been rectified.

## **14. Fire Sprinklers**

The building is equipped with sprinklers. Responsibility for these is shared between Italia Conti and Victoria Place Management.

## **15. Links with other policies:**

This *Fire Safety Policy* links to the following policies:

- *Emergency Actions Plan Policy*
- *Fire Alarm and Emergency Evacuation Procedure*
- *Health and Safety Policy*
- *Production & Performance Policy*
- *Risk Assessment Policy*

## Appendix 1: Location of Fire Call Points

The Fire Alarm system is a modern, intelligent network fire control system. It connects to manual fire call points, smoke detectors, plant interfaces and electronic sounders throughout the building. In its day-to-day operation the system looks after itself.

Additionally, the fire alarm may be **manually** activated at the following **locations**:

Floor:	Area:	Location:
Ground Floor	Reception	Entrance doors
	Side entrance	Entrance doors
	Back corridor	Internal doors
First Floor	Back corridor (near fire exit)	Internal door
	Rear stairs (near caretaker's office)	Internal door
	Plant room	Internal door

## Appendix 2: Location of Fire Extinguishers

Area	Location	Type
Lower Ground Floor	Reception 2	1 x foam; 1 x CO <sub>2</sub>
	Lockers/corridor 1	1 x foam; 1 x CO <sub>2</sub>
	Lift Lobby	1 x foam; 1 x CO <sub>2</sub>
	Main Reception	1 x foam; 1 x CO <sub>2</sub>
	Theatre	1 x foam; 1 x CO <sub>2</sub>
Upper Ground Floor	Top of stairs	1 x foam; 1 x CO <sub>2</sub>
	Teaching staff fire exit	1 x foam; 1 x CO <sub>2</sub>
	Outside Welfare Room	1 x foam; 1 x CO <sub>2</sub>
	Plant Room	1 x foam; 1 x CO <sub>2</sub>
	Outside studio control room	1 x foam; 1 x CO <sub>2</sub>
	Acting studios 11 and 12	1 x foam; 1 x CO <sub>2</sub>
	Exit to upper ground loading bay	1 x foam; 1 x CO <sub>2</sub>
	Fire exit corridor 2	1 x foam; 1 x CO <sub>2</sub>
	Outside Studio 4	1 x foam; 1 x CO <sub>2</sub>
	Outside Admin tea point	1 x foam; 1 x CO <sub>2</sub>
	Outside studio 7	1 x foam; 1 x CO <sub>2</sub>

### **Appendix 3: Personal Emergency Evacuation Questionnaire & Plan (PEEP)**

The PEEP on the following page should be completed by the Welfare Team (students) or Lead Fire Marshal / Deputy Fire Marshal (staff).

A copy of each PEEP should be stored in the Fire Safety Folder at Reception, and also uploaded to the individual student ProMonitor file.

A copy of a staff member's PEEP should be sent to HR and stored in the individual staff member's file.





## **PERSONAL EMERGENCY EVACUATION PLANS (PEEP)**

A Personal Emergency Evacuation Plan, or PEEP, is a bespoke “escape plan” for individuals who may have difficulties evacuating a building to a Total Place of Safety independently, without support or assistance from others.

## **EMERGENCY EVACUATION QUESTIONNAIRE - STUDENT FORM**

### **Why should you fill in the PEEP form?**

Knowing how to respond to emergency alarms in any building can be a matter of life or death. This is true when you are at Italia Conti, but also when you use any other building, e.g., for shopping, entertainment or business. In emergency situations, you will be able to make informed decisions if you understand something about the way buildings are equipped with fire protection systems.

**Whilst you are a student here at Italia Conti, we have a legal responsibility to protect you from fire risks and to ensure your health and safety. In order to do this, we need to know what assistance you would require during an emergency.**

You should complete this form with your PEEP Coordinator or Deputy whose contact details are below:

### **Coordinator**

**Name:** Will Flanagan

**Email:** [will@italia-conti.co.uk](mailto:will@italia-conti.co.uk)

### **Deputy**

**Name:** David Willoughby

**Email:** [david.willoughby@italiaconti.co.uk](mailto:david.willoughby@italiaconti.co.uk)

### What will happen when you have completed the form?

Italia Conti will be able to provide you with any information you need about the emergency evacuation procedures in the building(s) in which you study.

If you need assistance to leave buildings in an emergency, we will be able to work out a 'Personal Emergency Evacuation Plan' for you.

To do this we will discuss the best ways of getting you to a place of safety quickly and comfortably. We will involve you, your carer (if applicable) and the person(s) in charge of the building(s) in which you study.

<b>DETAILS</b>	
<b>Full Name</b>	
<b>Date of Birth (DOB)</b>	
<b>Mobile Number</b>	
<b>Contact Telephone Number</b>	
<b>E-mail Address</b>	
<b>Course of Study</b>	
<b>Please indicate the disability(s) that may affect your ability to leave a building quickly and independently</b>	
<b>Please indicate how your condition/s impact your ability to leave a building quickly and independently</b>	
<b>Date:</b>	

<b>Form completed by:</b>	1.  2.
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Where are you based for most of the time whilst at Italia Conti?					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Building (Henry Plaza, Buzz Theatre, Rhoda McGaw Theatre etc)					
Studio No					
Time					
Attach timetable					
If you attend at evenings or at weekends, please give details:					
AWARENESS OF EMERGENCY EVACUATION PROCEDURES					
				<b>YES</b>	<b>NO</b>
Are you aware of the emergency evacuation procedures which operate in the building(s) in which you study?					
Do you require written emergency evacuation procedures?					

DO YOU REQUIRE WRITTEN EMERGENCY EVACUATION PROCEDURES TO BE:		
Supported by British Sign Language Interpretation		
In Braille		
On disk		
In large print		
If so, please specify what type and size of font you prefer?		

SIGNAGE		YES	NO
Are the signs which mark the emergency exits and the routes to the exits visible to you?			
If not, in which specific buildings?			
EMERGENCY ALARM			
	YES	NO	DON'T KNOW
Can you hear the fire alarm(s) provided in the buildings in which you study?			
If there are specific problem areas in a building, please GIVE DETAILS			
	YES	NO	
Could you raise the alarm if you discovered a fire? (for example by breaking a red break glass call point)			
ASSISTANCE			
Do you need assistance to get out of any buildings in an emergency?			

Is anyone designated to assist you to get out in an emergency?		
If so, please give their name		
Telephone Number		
Are they with you at all times?		
In an emergency, could you contact the person(s) in charge of evacuating the building(s) in which you study and tell them where you were located? (for example by use of a mobile phone) Have you checked the mobile phone signal works in the building?		
<b>GETTING OUT</b>		
Can you move quickly in the event of an emergency?		
Are you a wheelchair user?		
Do you find stairs difficult to use?		
Are there any doors that you are unable to open alone or without difficulty?		
<b>OTHER</b>		
If there is anything else we need to know that would be relevant in an emergency, please give further details.		
I confirm that I have received advice and guidance on my Personal Evacuation Plan and I will comply with the PEEP.		
Name ..... Signature .....		



***Thank you for completing this questionnaire. The information you have given will help Italia Conti to meet any needs for information or assistance you may have.***

*Last updated in January 2023*



**PERSONAL EMERGENCY EVACUATION PLAN (PEEP)**

*To be completed by the Chief Fire Marshal / Deputy Fire Marshal.*

*If the individual works/studies in more than one building, then it may be necessary to prepare a separate PEEP for each building*

PERSONAL EMERGENCY EVACUATION PLAN				
Name				
DOB				
Course/Department				
Phone No.				
Building				
Studio No				
Reason for PEEP				
AWARENESS OF PROCEDURE				
<p>..... is informed of a fire evacuation by: (please tick the relevant box)</p>				
existing alarm system:	<input type="checkbox"/>		visual alarm system:	<input type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/>
	<input type="checkbox"/>		Other (please specify):	
	<input type="checkbox"/>			

<b>DESIGNATED ASSISTANCE</b>	
The following have been designated to give ..... assistance to get out of the building in an emergency	
<b>Name</b>	
<b>Contact Details (Building, Studio No and Ext)</b>	
<b>Name</b>	
<b>Contact Details (Building, Studio No and Ext)</b>	
<b>METHODS OF ASSISTANCE</b> (e.g. Transfer procedures, methods of guidance etc)	
<b>EQUIPMENT PROVIDED (including means of communication)</b>	
<b>PERSONALISED EVACUATION PROCEDURE (A step by step account beginning with the first alarm)</b>	
1	
2	
3	
4	

MONITOR AND REVIEW			
Signed by Fire Marshal		Date	
Signed by Individual		Date	



***The information on this form will help Italia Conti to meet any needs for information or assistance the individual may have.***

*Last updated in January 2023*

**END**