SITE survey. APP

SITE SURVEY REPORT

Personal Emergency Evacuation Plan

Prepared for	Riverside Court offices, Nottingham (fictional)
Date	21 Sep 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

Their escape route	From the desk along the first floor corridor to the east stair, which is a protected stair with a refuge.
Does the plan use a refuge?	Yes
Which refuge, and how do they call for help from it?	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.

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

Helpers 1: G. Shah

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

Helpers 2: F. Morris

Name	F. Morris
Where they work or how to reach them	Payroll, desk 1.21
Trained in the equipment and the plan?	Yes
Date trained	4 Nov 2025
Who helps when the named helpers are away?	First floor fire warden on the day, who is also trained on the evacuation chair
What happens, step by step	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.
Where they go once outside	Car park by the river path, at the accessible marked bay
What is different at night, at weekends or when working alone?	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
Days from this plan to its review	182

> 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	
Manager or responsible person	A. Clarke
Manager or responsible person signature	