

Evacuation Procedure Checklist for People with Cognitive Disabilities

When writing a PEEP for someone with a cognitive disability, the following information should be obtained and recorded:

Before the evacuation:

- What type of alarm system is used?
- Are escape routes clearly marked?
- Is there sufficient orientation information?
- Are fire instructions provided in various accessible formats?
- Do the escape stairs feature step edge markings?
- Are there handrails on the escape stairs?
- Is it likely there will be a need for two-speed traffic on the stairs? If so, is the staircase wide enough to accommodate this?
- Are risers closed?

You should then ask the named individual the following questions:

- Do you ever work alone in the building?
- Do you ever work out of hours?
- Do you know what the alarm system sounds like?
- When the alarm is sounded, do you know where to go?
- Do you work as part of a team or in a group office environment?
- Are you likely to move around the building?
- Can you read and understand the escape instructions? If not, what format do you need them in?