



Emergency Plan/Evacuation Procedures

Lift Use Policy

Purpose

This policy sets out the conditions for the use of lifts within the accommodation to ensure the safety of all residents and visitors.

Use of the Lift

The lift is provided solely as a convenience to residents and visitors. It should not be relied upon as a primary means of access or escape.

The lift **must not be used during any emergency**, including but not limited to:

- Fire or activation of the fire alarm.
- Smoke within the building.
- Power failure.
- Any other situation where evacuation of the building is required.

In the event of an emergency, all occupants must use the designated stairways and follow the building's emergency evacuation procedures.

Emergency Evacuation

The lift is not designed or intended for emergency evacuation and may become inoperative during an emergency. Under no circumstances should any person attempt to use the lift once an emergency has arisen or an evacuation has been instructed.

Personal Emergency Evacuation Plans (PEEPs)

It is the responsibility of any resident who believes they may be unable to use the designated escape stairs, or who requires additional assistance to evacuate the building safely in an emergency, to notify the landlord **before moving into the accommodation or immediately upon becoming aware of such a need**.

Upon notification, the landlord will work with the resident to assess their requirements and, where appropriate, develop a Personal Emergency Evacuation Plan (PEEP) or consider other reasonable arrangements to assist with emergency evacuation.

Failure to notify the landlord of any mobility, medical or other condition affecting emergency evacuation may prevent appropriate arrangements from being put in place.

Resident Responsibility

By occupying the accommodation, residents acknowledge that:

- The lift is provided for convenience only.
- The lift must never be used during an emergency.
- They are responsible for informing the landlord if they require assistance to evacuate the building safely or believe they may require a PEEP or other reasonable adjustment.

Residents should contact the accommodation office as soon as possible if their circumstances change during their tenancy and they require additional assistance.