

# **SLC Conference 2026**

## **Emergency Evacuation Procedure**

Venue: Hilton Leeds City Hotel

Dates: Friday 5 – Sunday 7 June 2026 (2 nights)

Although we hope that there isn't a need to evacuate the hotel during our stay, it is crucial that we have a robust evacuation procedure that ensures the safety of everyone during the conference.

Working in partnership with the hotel team, Thomas Pocklington Trust (TPT) staff will be critical in ensuring we've an effective emergency evacuation procedure. This will involve every member of staff being involved in the procedure in one capacity or another.

On arrival, TPT staff will familiarise themselves with the building, their allocated floor, where the fire exit and muster point is and ensure that the volunteers they are responsible for are also made aware of where the fire exit is and what will happen in the event of an evacuation.

NOTE: The lifts are not to be used during an emergency evacuation. Any persons unable to evacuate via the stairs will have an individual Personal Emergency Evacuation Procedure (PEEP) and will be allocated a member of staff to support them. Typically people with a PEEP will wait at one of the internal muster points where they can be supported to evacuate the building by trained staff or the emergency services.

## **Room Allocation**

Where possible, Sight Loss Council (SLC) volunteers from the same region will be allocated rooms on the same floor.

Volunteers allocated rooms on different floors from their Engagement Manager (due to requiring an accessible room) will be made aware of the sighted member of staff allocated to their floor.

Where it isn't possible to allocate volunteers from the same region on the same floor, volunteers will be made aware of the sighted member of staff allocated to their floor (Engagement Manager and Coordinator may

be allocated different floors to support with Volunteers having a member of staff known to them).

TPT staff will be allocated rooms to ensure that:

- a) Engagement Managers/Coordinators (and their Sighted Support Workers) are on the same floor as their volunteers
- b) We have at least 2 sighted members of staff on each floor
- c) They can support volunteers from their floor out of the building safely

## **In the event of a nighttime evacuation**

Each floor will have TPT staff/Sighted Support Workers and an allocated member of hotel staff to help during an evacuation.

TPT staff/Sighted Support Workers will be allocated a role for the evacuation, either the lead, middle or rear.

- The lead staff member will go in front of the group, taking the most appropriate exit from the building. They will ensure there are no obstacles blocking the exit.
- The middle staff member/s ensure the group stay together.
- The rear staff member makes sure the group keeps moving and no one is left behind.
- The allocated member of hotel staff for each floor will be last, sweeping the floor/building ensuring that everyone is out safely.

Volunteers that have a sighted support should stay within the group during the exit. However, it is their sighted support that is responsible for ensuring that they exit the building safely.

## **In the event of a daytime evacuation**

Depending on time of the day and where staff/volunteers are located, it is difficult to give an accurate description of what procedure to follow.

In all events, all staff/sighted support workers are to support volunteers with exiting the building via the nearest and safest evacuation point. Other guests and sighted guide volunteers are to follow instructions and exit the building along with everyone else.

Volunteers unable to exit the building via the stairs must follow their own PEEP and wait in the allocated muster point until further support is available to assist.

Hotel staff will take the lead on giving instructions and ensuring that everyone has exited the building safely including completing a sweep of the building.

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