

PERSONAL EMERGENCY EVACUATION PLAN (PEEP) - GUIDANCE NOTE

INTRODUCTION

The Regulatory Reform (Fire Safety) Order 2005 requires employers in the event of an emergency to provide suitable evacuation procedures for people with disabilities. This includes the considerations for provision of refuge points, communications, fire warning systems and training for staff as far as reasonably practicable.

WHAT IS A PERSONAL EMERGENCY EVACUATION PLAN (PEEP)?

A PEEP is a bespoke 'escape plan' for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period of time in the event of any emergency.

RESPONSIBILITIES

HEAD OF DEPARTMENT

To encourage staff and students with disabilities to make themselves known by completing an independent assessment, which will determine the level of assistance required. To ensure the PEEP's are understood by those who need to provide assistance e.g. Departmental Fire Warden Coordinators.

HEAD OF DISABILITY SERVICES

To encourage disabled students to complete an independent assessment and assist the Fire Safety Advisor in the delivery and administration of the PEEP.

EQUALITY, DIVERSITY AND INCLUSION MANAGER

To encourage staff with disabilities to complete an independent assessment and assist the Fire Safety Advisor in the delivery and administration of the PEEP.

UNIVERSITY FIRE SAFETY ADVISOR

To deliver and administrate a PEEP to those persons who have been identified as requiring a Personal Emergency Evacuation Plan.

HEAD OF SECURITY

To ensure details from the PEEP are implemented, as far as reasonably practicable.

IMPLEMENTATION

WHO REQUIRES A PEEP?

The University encourages staff and students with disabilities to make themselves known by completing an independent assessment form, which will determine the level of assistance required. This is to enable their safe evacuation during an emergency procedure. This independent assessment should be strongly encouraged at enrolment for students and on day 1 for staff. This is especially important where an individual is living in accommodation on campus e.g. halls of residence.

PEEPs may be required for students and staff with:	
Mobility impairments	Cognitive impairments
Sight impairments	Other circumstances
Hearing impairments	

A temporary PEEP may be required for:	
Short term injuries (i.e. broken leg)	Those in the later stages of pregnancy where there are underlying medical problems
Temporary medical conditions	

The Independence Assessment Tool is for students or staff to identify the appropriate emergency response guidance in relation to their level of independence. The process for a PEEP is available in Annex A.

COMPLETION OF THE INDEPENDENCE ASSESSMENT TOOL

The Independence Assessment Tool is located on the Fire Safety intranet pages and will identify the appropriate emergency response guidance in relation to the person's level of independence. Once an assessment has been submitted a member of Disability Services or Equality, Diversity and Inclusion team will be in touch to discuss the recommended outcome and if a full PEEP is required.

PERSONAL EMERGENCY EVACUATION PLAN MEETING

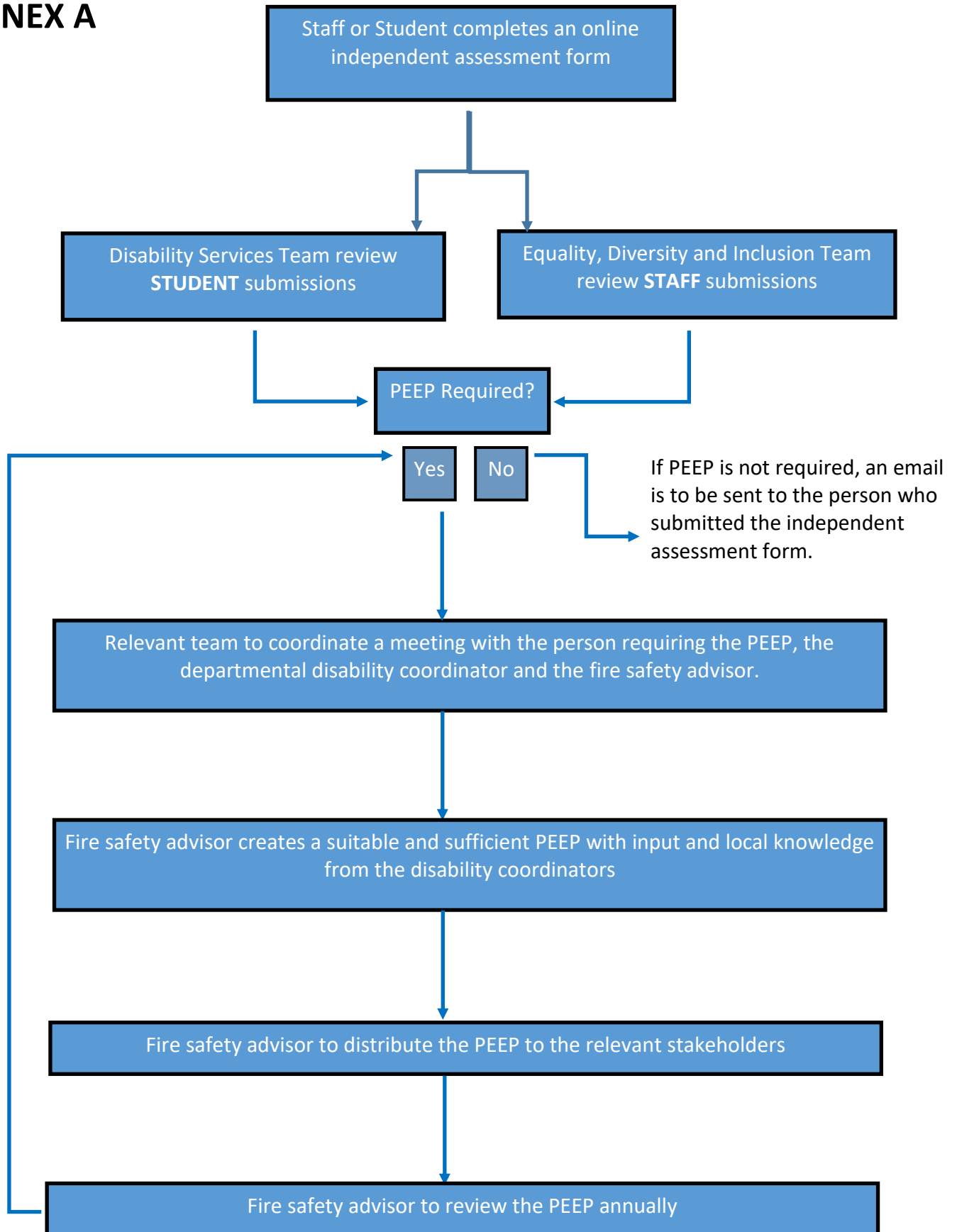
If it has been decided that the person requires a PEEP then a meeting will be convened to discuss options which may be available to the person in their primary place of study or workplace. A plan of action will be discussed and agreed. This meeting is informal and an opportunity for the individual to liaise with their departmental team and the Fire Safety Advisor on any concerns they may have regarding fire safety.

POST ADMINISTRATION

After the PEEP meeting the Fire Safety Advisor will complete the PEEP (Annex B). This will be signed by the fire safety advisor and the person who the PEEP is for. With permission from the person, the form will sent to key stakeholders, identified in Annex B, who have a responsibility to assist or support the individual. Each Year the PEEP will be reviewed by the Fire Safety Advisor.

Any further information or support can be obtained from the University's [Fire Safety Advisor](#)

ANNEX A



ANNEX B

PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

(A summary of discussions, management procedures and practical assistance resulting from an Assessment for Emergency Evacuation Planning of People with Restricted Mobility or Sensory Disabilities)

Name of Person Being Assessed:	
Member of Staff or Student?	
Department:	
Contact Details:	
Department Contact:	

Requirement (e.g. *I can walk on the flat but cannot manage stairs at all. I would need to be carried down the stairs*):

Specific Equipment Identified & to be Available (e.g. *equipment required such as Evac Chair / Deaf Pager / Flashing Beacons etc*):

Assistance (e.g. *help with doors / stairs / Evac Chair etc - who & how many persons required to assist*):

Summary:

Signed off by Fire Safety Advisor: _____ Dated: _____

Signed off by Individual: _____ Dated: _____

Record of Personal Evacuation Plan (to be issued for information & action by):			
For Students		For Staff	
The Assessed Individual:	Y / N	The Assessed Individual :	Y / N
Local Fire Wardens	Y / N	Departmental Safety Officer:	Y / N
Security	Y / N	Line Manager:	Y / N
Head of Academic Department:	Y / N	Personal Helpers / Assistants, if included in the PEEP	Y / N
Personal Helpers / Assistants, if included in the PEEP:	Y / N	Security	Y / N
Head of Disability Services/Disability Co-ordinator:	Y / N	Local Fire Warden	Y / N

Version	Date	Author	Checked By	Reason for Revision
1	Jan 19	Simon Watson	Graham Hakes	Initial

