

Personal Emergency Evacuation Plan (PEEP)

Background

Aim

The aim of a Personal Emergency Evacuation Plan PEEP is to provide people who cannot get themselves out of a building unaided with the necessary information to be able to manage their escape to a place of safety and to give departments the necessary information so as to ensure that the correct level of assistance is always available.

Responsibilities

It is the responsibility of Area SLO/DSLO to talk to disabled staff or students to identify whether they require any assistance in the event of an emergency. If a member of staff or a student requires assistance the Emergency Egress Questionnaire should be completed (see Annex). This should be completed by the disabled person with appropriate support from the SLO/DSLO/Fire Warden.

Writing the PEEP

From the information gathered in the questionnaire, a Personal Emergency Evacuation Plan (PEEP) should be developed. Advice and support for writing the PEEP is available from the Safety Office.

Given the unique characteristics of buildings and the need for a PEEP to take account of the buildings capabilities, disabled persons who regularly use different buildings may have to have a separate PEEP for each building. If assistance with escape is required, the extent of such assistance should be identified in the PEEP i.e. the number of assistants and the methods to be used. The area need to ensure that there is cover for absences, and assistants may require training.

Evacuation in an Emergency

Assisting wheelchair users down stairs

Where disabled persons are located above the ground floor there are a number of considerations. In all the following cases Estates and the Safety Office will be able to give more advice with identifying Refuges and Evacuation Lifts.

a) Temporary Refuges -

A refuge is a designated temporary safe space where disabled people can wait for assistance. It is an area that is both separated from a fire by fire resisting construction and provides a safe route to final exit e.g. the head of a protected stairway - where there is sufficient space. The provision of a refuge will permit a staged evacuation to be implemented. A refuge area must be clearly signed and should be of sufficient size to accommodate both people using it as a refuge and any people passing through on their way out of the building.

Refuges should only be defined after consultation with the Safety Office as the requirements for fire separation and structure are very specific.

b) Lifts -

Most lifts cannot be used in an emergency. Any lift use for the evacuation of disabled people should be either a "fire-fighting lift" or an "evacuation lift." Estates will be able to tell you if and in what circumstances a lift may be used in the event of a fire.

If you believe that there is a suitable lift then the Safety Office will advise on the correct procedure for using the lift as an evacuation lift and will also advise on the signage and training necessary.

c) Safe Routes -

A PEEP should contain details of the escape route(s) the disabled person will be expected to use. Clear unobstructed gangways and floor layouts should be considered at the planning stage.

It is especially important to ensure that locks, doors and other devices are all able to be operated by the evacuating persons.

It is also necessary to ensure that there are (as much as possible) alternative routes and that the routes are not excessively long. Further advice is available from the Safety Office on a Building by Building basis.

Deaf and Hearing Impaired persons

Generally, most deaf people working alongside hearing colleagues / students will not require special equipment, providing they have been made aware of what to do in the event of a fire. They will be able to see and understand the behaviour of those around them.

However, deaf or hearing impaired persons working alone may need an alternative method of being alerted to an emergency. For example many alarm systems have visual indicators in the form of a flashing light, or vibrating pager systems can be used. If additional equipment is required then please consult with the Safety Office.

Blind and Partially Sighted persons

Both Staff and Students should be offered orientation training and, where applicable. This must include alternative ways out of the building. If a blind person uses a guide dog it is important that the dog is also given ample opportunity to learn these routes.

Training

To be effective, any egress plan depends on the ability of staff to respond efficiently. Staff will therefore receive instructions, practical demonstrations and training appropriate to their responsibilities. This may include some or all of the following elements:

- Fire drills for staff and students.
- Specific training for Fire Wardens
- Specific training in the use of Fire Extinguishers etc.

Further advice is available in the first instance from the Safety Office.

EMERGENCY EGRESS QUESTIONNAIRE FOR DISABLED PERSON

This questionnaire is intended to be completed by disabled persons to assist the development of a Personal Emergency Evacuation Plan. Please provide as much information to enable the University to develop a suitable plan.

Once developed the Plan will be the intended means of escape in the event of an emergency (including drills). If the practice drills identifies concerns in the implementation of the evacuation, then please contact the Area SLOfor assistance in finding suitable solutions.

1. Why you should fill in the form

As your employer, the University has a legal responsibility to protect you from fire risks and ensure your health and safety at work. The PEEP will be developed based on the information you provide.

2. What will happen when you have completed the form?

You will be provided with any additional information necessary about the emergency egress procedures in the building(s) you attend.

If you need assistance, the "Personal Emergency Evacuation Plan" will specify what type of assistance you need. There may be some buildings where safe evacuation cannot yet be provided without alterations to the building/structure. In these cases you will have to be patient whilst the solutions are considered and developed.

Name _____
Job Title _____
Department _____
Brief Description of Duties _____

LOCATION

1. Where are you based for most of the time?

Please name: the building, the floor and the room number.

2. Do you routinely use more than one location in this building?

YES NO

If you feel it is necessary please provide further details below. (Please list the buildings and floors you used in each building)

AWARENESS OF EMERGENCY EVACUATION PROCEDURES

3. Are you aware of the emergency evacuation procedures which operate in the building(s) you attend?

YES NO

4. Do you require written emergency evacuation procedures?

YES NO

4a Do you require written emergency procedures to be supported by BSL interpretation?

YES NO

4b Do you require the emergency evacuation procedures to be in Braille?

YES NO

4c Do you require the emergency evacuation procedure to be on tape?

YES NO

4d Do you require the emergency evacuation procedures to be in large print?

YES NO

5. Are the signs which mark emergency routes and exits clear enough?

YES NO

EMERGENCY ALARM

6. Can you hear the fire alarm(s) in your place(s) or work?

YES NO DON'T KNOW

7. **Could you raise the alarm if you discovered a fire?**

YES NO DON'T KNOW

ASSISTANCE

8. **Do you need assistance to get out of your place of work in an emergency?**

YES NO DON'T KNOW

If **NO** please go to Question 12

9. **Is anyone designated to assist you to get out in an emergency?**

YES NO DON'T KNOW

If **NO** please go to Question 11. If **YES** give name(s) and location(s)

10. **Is the arrangement with your assistant(s) a formal arrangement?**

(A formal arrangement is an arrangement specified for them by the Head of Department or written into their job description or by some other procedure.)

YES NO DON'T KNOW

10a Are you always in easy contact with those designated to help you?

YES NO DON'T KNOW

11. **In an emergency, could you contact the person(s) in charge of evacuating the building(s) in which you work and tell them where you were located?**

YES NO DON'T KNOW

GETTING OUT

12. **Can you move quickly in the event of an emergency?**

YES NO DON'T KNOW

13. **Do you find stairs difficult to use?**

YES NO DON'T KNOW

14. **Are you a wheelchair user?**

YES NO

Thank you for completing this questionnaire.

The information you have given us will help us to meet any needs for information or assistance you may have.

Please return the completed form to: _____

Safety Liaison Officer

To be completed by the SLO/DSLO. (May require to develop more than one plan for more than one building)

PERSONAL EMERGENCY EVACUATION PLAN FOR

Name _____
Department _____
Building _____
Floor _____
Room Number _____

AWARENESS OF PROCEDURE

The disable person is informed of a fire evacuation by:

- existing alarm system
- pager device
- visual alarm system
- Other (please specify) _____

DESIGNATED ASSISTANCE:

(The following people have been designated to give me assistance to get out of the building in an emergency).

Name _____
Contact details _____

Name _____
Contact details _____

Name _____
Contact details _____

METHODS OF ASSISTANCE:

(eg: Transfer procedures, methods of guidance, etc.)

EQUIPMENT PROVIDED (including means of communication):

EVACUATION PROCEDURE:

(A step by step account beginning from the first alarm)

SAFE ROUTE(S):

