



Roles and Responsibilities for Assisted Evacuation (including PEEPs)

1. Assisted Evacuation

The University operates a hybrid model for assisted evacuation, the current processes are outlined in the following table, roles and responsibilities are detailed in the following section.

Campus	Response Team composition	Response Team availability
Central Area	2 x Security 1 x Servitor	Mon - Fri 0800 to 1700 hrs
	2 x Security 1 x Estates member of staff from Main Library	Mon - Fri 1700 to 0800 hrs
	2 x Security 1 x Estates member of staff from Main Library (Some servitor support available)	Sat - Sun 0001 to 0001 hrs
Kings Buildings	2 x Security 1 x Servitor	Mon - Fri 0800 to 2300 hrs
	2 x Security 1 x Estates member of staff from Main Library	Mon - Fri 2300 to 0800 hrs
Easter Bush	1 x Security 2 x Servitors	Mon - Fri 0800 to 1800 hrs
	1x Security / 1 x member of library staff 2 x Servitors	Mon - Fri 1800 – 0800 hrs
Edinburgh BioQuarter	Arrangements currently under review.	
Western General	University buildings - arrangements currently under review. NHS shared buildings - NHS procedures should be followed in the event of an evacuation.	
University Managed Accommodation	Local arrangements in place.	24 hours a day, 7 days a week



1.1. Estates

Estates have responsibility for managing the process of assisted evacuation where their staff (Security and Servitorial) are involved.

The Director of Estates Department has a responsibility to:

- 1.1.1. Ensure that all physical aspects of assisted evacuation are maintained, such as Temporary Waiting Spaces, means of communication, evacuation lifts, evacuation chairs and signage.
- 1.1.2. Work towards providing the highest level of access and egress for University buildings. They will work in consultation with other services to ensure suitable changes are put in place to accommodate specific needs and reasonable adjustments, where possible.
- 1.1.3. Continue to work towards improving access and egress via the planned accessibility improvement programme, resulting in a year on year improvement of accessibility and egressibility of the University estate.

1.2. Estates Operations – Security and Servitorial Services

Where the responsibility for Response Teams is allocated to Estates Security and Servitorial staff (for example, in Central Area, Kings Buildings and Easter Bush), the Head of Support Services will:

- 1.2.1. Ensure adequate numbers of Estates Security and Servitorial staff are available to ensure the successful operation of Response Teams.
- 1.2.2. Ensure adequate SoPs are in place for the Response Teams to follow and these are reviewed as required.
- 1.2.3. Ensure that the Teams have received sufficient training in the process as well as using any specified equipment and are competent to carry out the role.
- 1.2.4. Carry out regular testing (timeframe to be decided between FSU and Estates Operations) of the assisted evacuation process, which will be audited by the Fire Safety Unit, to ensure they are operating satisfactorily. Testing should be recorded and should include the following:
 - Process for notification of fire alarms and dispatch of Response Team
 - Testing of specific recovery equipment, such as evacuation chair, including the full use of such equipment in a recovery situation
 - Post testing evaluation to ensure process still fit for purpose or to discuss any issues highlighted with remedial actions implemented



- 1.2.5. As part of the assisted evacuation process, Estates Security also have specific responsibilities with regards to the implementation of Personal Emergency Evacuation Plans (PEEPs), which is covered in the section below.

1.3. University Managed Accommodation

University managed accommodation assisted evacuation is managed by Accommodation Catering and Events (ACE) utilising ACE staff and their own specific processes, dependent upon the accommodation type and layout. ACE must:

- 1.3.1. Ensure adequate numbers of ACE staff are available to ensure the successful operation of Response Teams.
- 1.3.2. Ensure adequate SoPs are in place for the Response Teams to follow and these are reviewed as required.
- 1.3.3. Ensure that the Teams have received sufficient training in the process as well as using any specified equipment and are competent to carry out the role.
- 1.3.4. Carry out regular testing of the assisted evacuation process, in conjunction with the Fire Safety Unit, to ensure they are operating satisfactorily. Testing should be recorded and should include the following:
- Process for notification of fire alarms and dispatch of Response Team
 - Notification to other ACE staff of Response Team attendance, if part of SoP
 - Testing of specific recovery equipment, such as evacuation chair, including the full use of such equipment in a response situation
 - Post testing evaluation to ensure process still fit for purpose or to discuss any issues highlighted with remedial actions implemented
- 1.3.5. As part of the assisted evacuation process, ACE also have specific responsibilities with regards to the implementation of Personal Emergency Evacuation Plans (PEEPs), which is covered in the section below.

1.4. Fire Safety Unit

- 1.4.1. The Fire Safety Unit are responsible for providing training to Response Teams and advising on assisted evacuation processes.



2. Personal Emergency Evacuation Plans

Assisted evacuation strategies encompass PEEPs and the specific roles and responsibilities of the different parties involved in the University's PEEP process are outlined below. Further guidance on the PEEP process can be found at:

<https://www.ed.ac.uk/health-safety/fire-safety/assisted-evacuation>

2.1. Estates Operations – Security

- 2.1.1. Respond to all fire alarms, following the relevant SOP, as if there may be an individual(s) requiring evacuation assistance.
- 2.1.2. Ensure Response Teams are familiar with general PEEP arrangements and ensure adequate provision to enable PEEPs to be implemented effectively.

2.2. Response Teams

- 2.2.1. Support the safe evacuation for all persons by following follow procedures and safely extracting persons(s) from Evacuation and Temporary Waiting Space areas.
- 2.2.2. Relay pertinent information to the Fire and Rescue Services in the event of an emergency evacuation with regards to any individuals located in Temporary Waiting Spaces.

The composition of Response Teams and hours of cover vary across the University:

<https://www.ed.ac.uk/health-safety/fire-safety/assisted-evacuation/response-teams>

2.3. Students who require a PEEP

- 2.3.1. Inform the University¹ of requirement for PEEP at the earliest opportunity and participate in discussions about how their requirements can be met.
- 2.3.2. Advise the Disability and Learning Support Service² of any change in circumstance relating to disability(s)/health condition(s).
- 2.3.3. Advise School Co-ordinator of Adjustment/delegate of:
 - alterations to study location(s)
 - anyone nominated to assist with evacuation leaves, e.g. if using "Buddy" system

¹For the majority of students this will be the Disability and Learning Support Service, however, Centre for OpenLearning (COL) students should contact the COL Student Support Office directly to discuss PEEP requirement

² COL students should contact the COL Student Support Office



- 2.3.4. Familiarise themselves with the agreed evacuation procedures and comply with the requirements of any agreed PEEP.
- 2.3.5. If attending buildings not specifically mentioned on the PEEP, make the organiser of the event or local management aware of any egress requirements as well as making yourself aware of the emergency egress arrangements or where the temporary waiting spaces are located.

2.4. Disability and Learning Support Service

- 2.4.1. Identify students in need of PEEP through individual assessment between student and Disability Advisor.
- 2.4.2. Provide guidance on PEEP process and complete Part 1 of PEEP form with student.
- 2.4.3. Pass PEEP form on to next stage in process in a timely manner.
- 2.4.4. Liaise with PEEP Coordinator and student to review PEEP form if there is a change in student's disability/health condition which may affect PEEP arrangements.
- 2.4.5. Update Schedule of Adjustment to include reference to PEEP and location of where PEEP is stored.
- 2.4.6. Liaise with Accommodation, Catering and Events to ensure all those requiring a PEEP have been identified.

2.5. School

Note that where "School" is referenced, this is taken to mean the School Coordinator of Adjustment or their delegate. The points below refer to the student's home-school i.e. the School who has responsibility for the student's degree programme:

- 2.5.1. Ensure PEEPs are developed, agreed and implemented for students.
- 2.5.2. Ensure that staff resources and training are made available to enable PEEPs to be successfully implemented; Response Teams will be responsible for implementing evacuation procedures.
- 2.5.3. Whilst there may be local procedures for briefing lecturers and tutors on PEEPs for their students, they would not be expected to take an active role in implementing evacuation arrangements, unless they had been identified as a "Buddy" to assist with a student's evacuation.
- 2.5.4. Provide guidance to existing students on PEEP process, for example,



through face to face discussion and in School handbooks/induction materials.

- 2.5.5. Complete Part 2 of PEEP form (Timetable information*) and return to PEEP Coordinator in a timely manner (**A report can be generated in BI Suite which lists information on a student's classes, tutorials and the location of these. The report can be accessed in BI at: **Public Folders> SASG: Student Systems> Officially Dev & Maintained -> Student-> ClassList-> Student Timetable_by UUN_as a List***)
- 2.5.6. Coordinate room changes, as required, with the Timetabling Unit.
- 2.5.7. Liaise with H&S PEEP Coordinator, Disability and Learning Support Service and student to review PEEP within agreed timescale.

2.6. Staff members (employees) requiring PEEP

- 2.6.1. Inform line manager at the earliest opportunity of issues which may impact their functional ability to evacuate without assistance during an emergency.
- 2.6.2. Whilst individuals are not required to disclose specific medical information, in order to ensure the appropriate arrangements are put in place they are expected to assist with provision of information to fully explain what they need to facilitate a full assessment of their individual requirements.
- 2.6.3. Once a PEEP has been issued, it is the staff member's responsibility to notify their line manager if they believe the PEEP should be reviewed e.g. due to change in condition/circumstances.
- 2.6.4. If occasionally based or travelling between sites or for attendance at a particular event, the staff member should inform the person responsible for the area of their PEEP in advance of their need for support in the event of an emergency evacuation (including travel and accommodation).

2.7. Line Managers

- 2.7.1. Discuss with individual concerned their functional capacity to self-evacuate, determine whether a PEEP is required.
- 2.7.2. Developing the PEEP in conjunction with the individual concerned and the University Health and Safety Department; complete Parts 1 and 2 of the PEEP form in conjunction with the member of staff and send to peeps@ed.ac.uk
- 2.7.3. Ensure that, where a "Buddy" is required to assist the member of staff in the event of an evacuation, that suitable persons have been identified and



trained in the process. More information on “Buddy system” arrangements can be found at: <https://www.ed.ac.uk/health-safety/fire-safety/assisted-evacuation/general-guidance-on-evacuation-methods>

- 2.7.4. PEEP review: line managers should prompt a discussion with the individual if they have observed changes the staff member’s functionality to see if any changes to the PEEP are required. It is also the responsibility of the line manager to ensure any changes to the building that may affect agreed the PEEP are discussed and that the PEEP Co-ordinator (peeps@ed.ac.uk) is notified so that a review of the PEEP can be undertaken if appropriate.

2.8. Fire Safety Unit

- 2.8.1. Advise on evacuation procedures; this may require participation in meetings with School/Department, staff, student and/or Disability and Learning Support Service to discuss arrangements for complex cases.
- 2.8.2. Agree with the student/staff member the evacuation procedures (Part 3) detailed in the PEEP form and return to PEEP Coordinator in a timely manner.
- 2.8.3. Deliver evacuation training of Response Teams, if required.

2.9. Health and Safety Department - PEEP Coordinator

- 2.9.1. Act as a first point of contact for PEEP enquiries.
- 2.9.2. Coordinate PEEP creation, including management of dedicated PEEP email account.
- 2.9.3. Distribute location of finalised PEEP to student and relevant departments including Disability and Learning Support Service and Schools to ensure effective evacuation.
- 2.9.4. Monitor and review PEEP’s as necessary, liaising with Schools, Disability and Learning Support Service and Estates as appropriate.
- 2.9.5. Store ‘golden copy’ PEEP securely ensuring GDPR compliance.

2.10. Event Organisers

- 2.10.1. Ensure adequate information and guidance is given to visitors to allow temporary arrangements to be made.
- 2.10.2. Further guidance for event organisers can be found at: http://www.docs.csg.ed.ac.uk/Safety/fire/guidance/PEEP_Guidance.PDF and <https://www.ed.ac.uk/health-safety/fire-safety/guidance/events-use>



2.11. Accommodation, Catering and Events

- 2.11.1. Liaise with Disability and Learning Support Service to ensure those requiring a PEEP have been identified.
- 2.11.2. Follow current process for PEEPs within University accommodation.
- 2.11.3. Send list of completed PEEPs to PEEPs Coordinator as soon as possible.

2.12. Timetabling Unit

- 2.12.1. Work with Schools to accommodate room changes in a timely manner.

Document Control					
Approved:	Starts:	Equality Impact Assessment:	Amendments:	Next Review:	Contact:
08.12.21	08.12.21	<u>Health Safety- Student Personal Emergency Evacuation Plans</u>		08.12.22	peeps@ed.ac.uk