Personal Emergency Evacuation Plans (PEEP):

Introduction

PEEPs are designed to plan in advance for those who may need assistance or special arrangements during an emergency evacuation of the building they are occupying. They fulfil several purposes:

- They ensure that those who need assistance discuss the most suitable strategies for any emergency evacuation
- They ensure that all members of staff involved with the student or member of staff are aware of what needs to happen in an emergency evacuation situation
- They fulfil the University’s legal obligation to conduct and document risk assessments of means of escape from our buildings for disabled people.

Through completing this process, those who require assistance and those who are tasked with giving it will understand what is required of them.

Which students and staff should complete a PEEP?

Anyone who may need assistance in an emergency evacuation should complete a PEEP. This would include the following:

- Mobility impaired people- including wheelchair users and those who may be unable to access the stairs, steps or narrow corridors
- Sensory impaired people - who may not be able to hear audible or see visual alarm signals
- Those who may have difficulty reading signage
- Those who appear on the High Risk Register – this could include staff/students with medical conditions (e.g. asthma) which may affect their ability to use the stairs.

In addition, there may be other staff/students who have identified themselves as needing assistance during an emergency evacuation. There are also some circumstances where an individual may need a temporary PEEP for a short period of time. For instance, this would include:

- Those with broken limbs or on crutches due to a temporary medical problem
- Women in the later stages of pregnancy

PEEP Formation

The responsibility of forming a PEEP lies with the School or support group. When forming a PEEP the School or support group must consider all buildings that the disabled person will be occupying and liaise accordingly with the managers of these buildings, e.g. the Main Library.
The attached proforma should be completed for all disabled people whether students or staff.

Part 1 should be completed by the School or Support Group department. This provides information on the location of the disabled person when attending the University.

Part 2 should be completed by the disabled person. This provides information necessary to assess the best method of evacuation for the disabled person. (Notes on the different methods of evacuation are included)

After completion of parts 1 & 2 of the PEEP it should be sent to the UFSA where the content will be reviewed. The PEEP will then be reconfirmed or the School or Support Group advised of any alteration or recommendation. The PEEP will then be returned to the School or Support Group. It may be necessary for the UFSA to visit the building to confirm evacuation provisions before completion of Part 3.

**Responsibilities Associated with PEEP**

When completed, copies of the PEEP should be retained by the School or Support Group department, and copies distributed to the Disability Office (students only), University Fire Safety Adviser (UFSA), University Security and the disabled person.

The School/Support Group Department must ensure that the arrangements agreed with the disabled person are actioned during an emergency. This includes informing members of staff who are responsible for teaching a student or supervising staff together with members of a trained recovery team of the procedures agreed. The School/Support Group department is also responsible for the provision of a Recovery Team depending on the method of evacuation provided. Advice and training of the team is available on request from the UFSA.

**Contacts**

- UFSA 651 3051
- Fire Safety Unit Secretary 651 1226
- Emergency No. (Security) 651 3999

**Methods of Evacuation (General guidance for students or staff)**

**Lifts**

Where evacuation lifts for disabled people are provided a recovery team is provided. The disabled person is evacuated from the building using the lift assisted by trained personnel.
Evacuation Chairs

Disabled people proceed to temporary waiting areas where they are required to self-transfer onto evacuation chairs and are evacuated by a trained recovery team using the staircases provided. This method is also the alternative for lift evacuation.

Phased Evacuation

Disabled people evacuate to other areas of a building and await further assistance. This method is dependant on the type of alarm system and compartmentation provided in the building.

Immediate Evacuation

Specific provisions may be necessary for some people with mobility difficulties where they would self-transfer onto an evacuation chair and be immediately evacuated from the building. Generally in use where other methods of evacuation cannot be provided.

Buddy System

On fire alarm activity a person in the building is assigned to escort and assist the disabled person from the building. This would generally be provided for people with visual or hearing impairment.

Further information and in-depth detail should be given to the disabled person and School/Support Group department on the method of evacuation when confirming the PEEP.