



## Guidance on Personal Emergency Evacuation Plans

### 1. What is a PEEP?

A PEEP is a Personal Emergency Evacuation Plan. 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.

### 2. Who needs a PEEP?

Any member of the University community (staff, students, visitors<sup>1</sup>) 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 with certain medical conditions (e.g. asthma) which may affect their ability to use the stairs.
- Those with neurodiverse or mental health conditions, including those with anxiety and phobias, as well as those with comprehension difficulties, who may not fully understand how to respond in an emergency situation without support and guidance.
- Anyone who thinks they may require assistance to evacuate in an emergency situation.

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<sup>1</sup> See section [3 e\) Visitors and Members of the Public](#) for definition of Visitor  
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A temporary PEEP for a short period of time may be required health reasons and injuries, for example, women in the later stages of pregnancy and individuals with broken limbs.

### 3. The PEEP process

A process flow chart for both new students and existing students can be found at:  
[http://www.docs.csg.ed.ac.uk/Safety/fire/guidance/PEEP\\_Flowchart\\_students.pdf](http://www.docs.csg.ed.ac.uk/Safety/fire/guidance/PEEP_Flowchart_students.pdf)

#### a) Prospective and new students

Applicants and new students are encouraged to disclose any disabilities/health conditions, which may necessitate a PEEP, at the earliest opportunity before starting at the University. Ideally, arrangements should be in place prior to a student beginning their studies.

At the point an applicant's entry is confirmed, the Disability and Learning Support Service will contact students\* who have disclosed a disability (via the UCAS application form for undergraduates and EUCLID application form for postgraduate and postgraduate research students) to discuss their requirements. If the Disability and Learning Support Service determine a PEEP is necessary, they will complete the relevant sections of the PEEP form with the student and forward this to the appropriate Co-ordinator of Adjustments in the student's home School. If a student does not wish to engage with the Disability and Learning Support Service, Part 1 of the PEEP form can be completed by a School representative and the individual concerned.

The School Co-ordinator of Adjustments or delegate will complete the timetable information on the PEEP form and email the form to the PEEP Coordinator so that the form can be reviewed by the Fire Safety Unit. Once the Fire Safety Unit have added their recommendations on the form with regards to the evacuation arrangements, the PEEP will be sent to the student and School contact (as stated on the PEEP form) for agreement. In some circumstances, the Fire Safety Unit may need to visit the locations the student will visit and/or meet with the student and School to discuss possible arrangements.

On receipt of confirmation from the student and School Co-ordinator of Adjustments or delegate, that they agree to the PEEP arrangements, the PEEP Coordinator will share the final PEEP with relevant parties (**see section 6 'Storing, sharing and reviewing PEEP'**).

*\*Due to the nature of the courses run by the Centre for Open Learning (COL), students belonging to the Centre for Open Learning should contact the COL Student Support Office directly to discuss PEEP requirements.*

#### b) Existing students

Existing students who require a PEEP due to a long-term condition or a short-term temporary requirement should contact the Disability and Learning Support Service to discuss arrangements.



Steps should be taken to ensure students are aware of their responsibility to self-refer; opportunities to do this include highlighting the procedure in student handbooks and on the Disability and Learning Support Services website, and making Personal Tutors aware of the process.

In cases where a student has not self-referred to the Disability and Learning Support Service, but the School suspect a PEEP may be required, the School should discuss with the student the PEEP process and encourage them to seek further advice from the Disability and Learning Support Service. If a student does not wish to engage with the Disability and Learning Support Service, Part 1 of the PEEP form can be completed by a School representative and the individual concerned.

### **c) Students living in University accommodation**

This process is managed by Accommodation, Catering and Events (ACE), please contact ACE Health and Safety on [acehs@ed.ac.uk](mailto:acehs@ed.ac.uk).

ACE will share with the PEEP Coordinator, their list of students who have an accommodation PEEP, so that it can be cross referenced with the list of those with a non-accommodation PEEP (i.e. a PEEP for their academic studies). The PEEP Coordinator will contact the Schools of students identified as having only an accommodation PEEP to ascertain if a PEEP is also required for non-accommodation buildings.

### **d) Staff**

#### *Identifying staff who may require a PEEP*

Prior to a new employee starting work the line managers are expected to discuss any special arrangements as part of the induction process. Managers are actively encouraged to ask new members of staff to inform the University of any adjustment/s they may require. Any PEEP should be in place before a new member of staff starts or as soon as possible thereafter.

If it is apparent (including observation) to a line manager that a PEEP may be necessary for a member of their staff but the staff member has not raised the issue, the line manager should contact the individual to discuss any requirements they may have. This may also require the input of your HR Adviser if there are any difficulties in continuing these discussions.

Existing members of staff who develop the need for a PEEP should be advised to contact their line manager to initiate a discussion of their requirements. If a member of staff has notified their line manager that they have a disability or health condition that may affect their ability to self-evacuate, it is the responsibility of the line manager to determine whether a PEEP is required.

In addition, in the event of a management referral to Occupational Health Service, where there is advice that an individual may require consideration of a PEEP, their line manager should follow the advice above. Please note it is not the role of the



Occupational Health Service to determine if a PEEP is required.

### *Determining if a PEEP is required*

Line Managers are responsible for determining if a staff PEEP is required. Line managers should give consideration to the employee's surroundings, for example their proximity to evacuation routes and where they are located in a building. In some cases, it may be possible to put in place alternative arrangements to eliminate the need for a PEEP; for example, a member of staff with a temporary injury may be able to change their area of work to a ground floor location. Line managers should discuss alternative options with their School/department (e.g. H&S manager, buildings manager).

If it has been determined that a PEEP is required, line managers are responsible for completing Parts 1 and 2 of the PEEP form in conjunction with the member of staff. The form should then be sent to [peeps@ed.ac.uk](mailto:peeps@ed.ac.uk) so that Part 3 'Evacuation Arrangements' can be completed by the Fire Safety Unit.

In cases where it is determined a PEEP is not required, line managers should consider whether a risk assessment should be undertaken to assess any other potential hazards the employee may be exposed to due to their disability/health condition. You should also keep a record locally if a decision is made that no PEEP is required stating the reason why.

### *Other support available:*

Implementing Reasonable Adjustments

<https://www.ed.ac.uk/equality-diversity/help-advice/training-resources/implementing-reasonable-adjustments>

Risk assessment guidance and templates

<https://www.ed.ac.uk/health-safety/online-resources/risk-assessments>

## **e) Visitors and Members of the Public**

For the purposes of assisted evacuation procedures, those visiting the University are categorised as either "Visitors" or "Members of the Public". The definitions of these categories and the associated arrangements for assisted evacuation, are outlined below.

### **i) Visitors**

A "Visitor" is someone who works for the University but is not registered on the Central HR System (Oracle) and not on the main Central Payroll. Examples of Visitors include, but are not limited to, visiting academics, people with honorary positions and other temporary staff.

The person acting as the visitor's host/University contact is responsible for working with the individual to determine whether a PEEP is required. If a PEEP is required, the



staff PEEP process should be followed.

ii) Members of the Public

Members of the Public includes individuals who are attending the University for events including Open Days, public lectures and other ticketed events or those requiring registration.

Individuals arranging events should consider arrangements for disabled evacuation when booking rooms and when undertaking an event Fire Risk Assessment. The Fire Safety Unit can be contacted directly at [fire@ed.ac.uk](mailto:fire@ed.ac.uk) for further information on event Fire Risk Assessments.

Event organisers are also responsible for ensuring event attendees are provided with information relating to the University's Assisted Evacuation Procedures, for example, by providing them with a copy of the Fire Safety Unit issued "Assisted Evacuation Procedures" leaflet and/or Assisted Evacuation Procedures signage in the building.

The open access nature of many University buildings means that unannounced visits by members of the public are also relatively common. Schools/departments should ensure information on assisted evacuation procedures is readily available to members of the public by providing the Fire Safety Unit issued "Assisted Evacuation Procedures" leaflets at building receptions or other appropriate locations.

**A printable copy of the of the "Assisted Evacuation Procedures" leaflet can be downloaded at:**

[http://www.docs.csq.ed.ac.uk/Safety/fire/guidance/Assisted Evacuation Procedures signage.pdf](http://www.docs.csq.ed.ac.uk/Safety/fire/guidance/Assisted_Evacuation_Procedures_signage.pdf)

**Further information**

For any queries regarding disabled egress suitability of rooms/buildings, email [Fire@ed.ac.uk](mailto:Fire@ed.ac.uk) or call (0131 6)50 8189.

**f) Individuals who have not declared a disability**

There is no legal requirement for a person to disclose information about a disability to the University. If a disability is apparent, but has not been formally disclosed, the line manager (for staff), School (for students) or event organiser should discuss with the individual their evacuation needs and follow the appropriate PEEP process outlined in the relevant sections above.



#### **g) Individuals who have disclosed a disability but are not engaging with PEEP process**

The University has a responsibility to provide a PEEP to individuals using University buildings, who have disclose a relevant disability, to ensure they are aware of the evacuation procedures in event of a fire alarm. If an individual has disclosed a disability every effort should be made by their School/department to encourage them to engage with the process. In instances where the individual refuses a PEEP, advice should be sort from the Health and Safety Department at [peeps@ed.ac.uk](mailto:peeps@ed.ac.uk)

#### **4. Arrangements for visiting buildings not listed in PEEP**

In the cases of planned events, an individual visiting a building not listed in their PEEP, should, where possible, make the organiser of the event aware of their emergency egress requirements prior to attending the event. If no advance notice has been given, the individual should make local management (for example, the building manager) aware of any egress requirements on arrival, as well as making themselves aware of the emergency egress arrangements or and where the temporary waiting spaces are located.

#### **5. Roles and Responsibilities associated with PEEP**

The PEEP process involves input from various individuals across the University in order to ensure suitable and effective arrangements can be put in place. The roles and responsibilities of those involved in developing and implementing a PEEP can be accessed at:

[http://www.docs.csg.ed.ac.uk/Safety/fire/guidance/PEEP\\_RolesAndResponsibilities.pdf](http://www.docs.csg.ed.ac.uk/Safety/fire/guidance/PEEP_RolesAndResponsibilities.pdf)

#### **6. Storing, sharing and reviewing PEEP**

The final PEEP will be stored securely by the Health & Safety department and shared as appropriate.



PEEPs must be kept up to date and should be reviewed in the following circumstances:

Individual requiring PEEP	Person / dept. responsible	Circumstance and action required
Student	PEEP Coordinator	Each semester  <i>Regular review will be instigated by the PEEP Coordinator at the start of new semester. PEEP Coordinator will contact School to review the PEEP.</i>
Staff	PEEP Coordinator	Annually from start date of PEEP  <i>Regular review will be instigated by the PEEP Coordinator</i>
Students/staff	School Co-ordinator of Adjustments or delegate (students only)/ Line Manager (staff only)//individual requiring PEEP	Change of buildings being used  <i>School/individual requiring PEEP should make contact with PEEP Coordinator</i>
Students/staff	School Co-ordinator of Adjustments or delegate (students only)/ Line Manager (staff only)/individual requiring PEEP	Refurbishment of buildings  <i>School/individual requiring PEEP should make contact with PEEP Coordinator</i>
Students/staff	School Co-ordinator of Adjustments or delegate (students only)/ Line Manager (staff only)/individual requiring PEEP	Significant change in disability/health condition  <i>Students: If change will affect PEEP, individual to make contact with PEEP Coordinator at <a href="mailto:peeps@ed.ac.uk">peeps@ed.ac.uk</a> (and may wish to contact Disability and Learning Support Service if changes will affect their studies)</i>  <i>Staff: Individual to contact line manager to discuss if potential impact on PEEP, if yes, line manager should inform PEEP Coordinator at <a href="mailto:peeps@ed.ac.uk">peeps@ed.ac.uk</a>)</i>
Students/staff	School Co-ordinator of Adjustments or delegate (students only)/ Line Manager (staff only)	Evacuation drills show that there are problems with the PEEP  <i>School/line manager to contact PEEPs coordinator</i>



If, following a review, information on the PEEP needs to be amended, a new PEEP form should be completed and the superseded copy should be archived. PEEPs will be stored and destroyed in line with the Health & Safety retention schedule.

## 7. General guidance for staff and students on evacuation methods

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

## 8. Contacts

H&S PEEP Coordinator: [peeps@ed.ac.uk](mailto:peeps@ed.ac.uk)

Fire Safety Unit: [Fire@ed.ac.uk](mailto:Fire@ed.ac.uk) / 0131 651 1226