**Personal Emergency Evacuation Plan for Staff**

|  |
| --- |
| This form should be completed for staff who have functional barriers which mean they are unable to self-evacuate in an emergency. It is the Line Manager’s responsibility to ensure a PEEP has been completed if necessary and they should complete Parts 1 and 2 of the form below and then send the form to peeps@ed.ac.uk for review by the Fire Safety Unit.To help ensure safe evacuation arrangements, individuals are asked to provide as much accurate information as possible on requirements. Any details provided will be handled in accordance with GDPR requirements. The information will not be shared any more widely than is absolutely necessary.  |
| **Part 1: Personal Information** To be completed by Line Manager of individual requiring PEEP  |
| Line Manager name |  |
| Staff name |  |
| Pronouns |  |
| Staff number |  |
| School/Department |  |
| PEEP required from | Click or tap to enter a date. |
| PEEP required until (provide approximate time frame if not known) | Click or tap to enter a date. |
| **Reason for PEEP (please select as appropriate)** |
| Mobility impairment [ ]  | Deaf / hearing loss [ ]  |
| Visual impairment [ ]  | Neurodiversity [ ]  |
| Other circumstances [ ] e.g. Medical conditions, injuryPlease provide details: |
| **Explanation of the functional barriers that affect the individual’s capability to self-***evacuate (it is not necessary to reveal any specific medical information):* |
| **Please provide further information in the comments box for each of the questions below. This is necessary to enable a full assessment of requirements and processes.** | Select ‘Yes’/’No’ from drop down menu | **Comments** |
| Do you have a full time carer/personal assistant? | Choose an item. |  |
| Can you see visual alarm signals? | Choose an item. |  |
| Can you hear audible alarm signals? | Choose an item. |  |
| Can you use stairs safely/unaided in an emergency? | Choose an item. |  |
| Can you follow exit signage without assistance? | Choose an item. |  |
| Do you use a wheelchair and/or any other device to aid your mobility? (if other, please give detail in ‘comments’ box) | Choose an item. |  |
| If you use a wheelchair is it a manual or an electric chair?  | Choose an item. |  |
| Will you use your wheelchair at all times while you are at University? | Choose an item. |  |
| If you use a wheelchair, are you able to self-transfer into an evacuation chair?  | Choose an item. |  |
| Standard evacuation chairs have a maximum capacity of 180kg; to help assist with determining the most suitable evacuation method, please indicate if this capacity limit is appropriate for you. | Choose an item. |  |
| Are you content to use the University evacuation procedures for disabled people? (Please see ‘[General guidance for staff and students on methods of evacuation’](https://www.ed.ac.uk/health-safety/fire-safety/assisted-evacuation/general-guidance-on-evacuation-methods)) | Choose an item. |  |
| Any additional comments on reasons for being unable to evacuate without assistance that are not covered above |  |

|  |
| --- |
| **Part 2: Building information** To be completed by Line Manager of individual requiring PEEP  |
| Please list building(s), room(s) and floor(s) where you are normally based at work | Building | Room | Floor | Day(s) | Time |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Please list frequently used University areas outside of normal work location e.g. catering areas, if known |  |
| Any other relevant comments |  |

**On completion of this section, please return the form to** peeps@ed.ac.uk

|  |
| --- |
| **Part 3: Evacuation Procedures** To be completed by the Fire Safety Unit and returned to peeps@ed.ac.uk  |
| **Select evacuation method(s) to be used and note which building the method(s) should be used in if method varies by building:** |
| **Evacuation method** | **Building(s) to be used in** |
| Evacuation Lifts |  |
| Evacuation Chairs |  |
| Phased Evacuation |  |
| Immediate Evacuation |  |
| Buddy System (e.g. Carer/ Personal Assistant) |  |
| **Step by step description of evacuation method(s) to be used:** |
|  |
| Are Response Teams provided and trained in each area? |  |
| Is there a procedure in place for out of normal working hours in each building? If yes, please describe |  |

|  |
| --- |
| **Part 4: Approval** To be completed by individual requiring PEEP, Line Manager and Fire Safety Unit (*\*email confirmation is acceptable but should be sent to* *peeps@ed.ac.uk* *along with a copy of the PEEP)* |
| General Responsibilities on the PEEP Holder1. It is the responsibility of the individual to make themselves fully aware of the building layout relevant, together with exit routes, Temporary Waiting Spaces (TWS) and the location of the external Fire Assembly Point. Furthermore, they should be made fully aware of the fire procedures within the building/s concerned as laid out within the building Fire Action Plan. This should occur prior to using the building/s for the first time. Schools/departments should assist the individual with this familiarisation where required.
2. If attending buildings not specifically mentioned on the PEEP for example, for an event, the individual should make the organiser of the event or local management aware of any egress requirements.
3. In circumstances where the Evacuation Lift is out of commission (e.g. due to fault, servicing etc) and the PEEP holder is reliant upon this as a primary means of evacuation, they should utilise the building Temporary Waiting Spaces (TWSs) and Emergency Voice Communications (EVC) at those locations (where EVC is available). The individual concerned is responsible for ensuring that they are fully aware of the location of the nearest TWS relative to their location within the building and the procedures for communicating their position using the EVC or other means (word of mouth to Fire Steward/Coordinator, mobile telephone etc).

It is crucial that Central Security and the Fire Steward/Coordinator are informed immediately of a person at a TWS as this may require the mobilisation of the Evacuation Response Team where assisted evacuation is required by use of the Evacuation Chair or Evacuation Lift. Full evacuation from the TWS will be considered at the time and the need for such action will be determined by the type, location and extent of incident within the building.**Staff member requiring PEEP*** I confirm that I am aware of the emergency evacuation procedures and that I agree to evacuation arrangements stated Part 3 of this plan (for explanations of the different evacuation methods please visit <https://www.ed.ac.uk/health-safety/fire-safety/assisted-evacuation/general-guidance-on-evacuation-methods> )
* I understand that if changes are required, I should request for my PEEP to be reviewed

**Signature: Date:** |
| **Line Manager:** |  | **Date:** Click or tap to enter a date. |
| **Fire Safety Unit:** |  | **Date:** Click or tap to enter a date. |

**Privacy Notice**

Available to view at https://www.docs.csg.ed.ac.uk/Safety/general/gdpr/PrivacyNoticeCorporateV1.1Final.pdf

Further guidance on the PEEP process can be found at: <https://www.ed.ac.uk/health-safety/fire-safety/assisted-evacuation>