**Personal Emergency Evacuation Plan for Students**

This form should be completed for students who require assistance or special arrangements during an emergency evacuation. 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 and the information will not be shared any more widely than is necessary.

To ensure adequate time for evacuation arrangements to be developed, ideally the draft PEEP form should be sent to the PEEP Coordinator at least four weeks prior to the requirement for the PEEP to be in place.

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

Contact:PEEP forms and queries should be emailed to [peeps@ed.ac.uk](mailto:peeps@ed.ac.uk)

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| **Part 1: Personal Information**  To be completed by the Disability and Learning Support Service in consultation with student[[1]](#footnote-1) and emailed to School Coordinator of Adjustments (if a student does not wish to engage with Student Disability Service, this section can be completed between the School and student) | | | | |
| Name of student requiring PEEP |  | | | |
| Pronouns |  | | | |
| UUN/student number |  | | | |
| School | Choose an item. | | | |
| Programme of study |  | | Level of study | Choose an item. |
| PEEP required from |  | | | |
| PEEP required until (can be approximate |  | | | |
| **Reason for PEEP (please select as appropriate)** | | | | |
| Mobility impairment ☐ | | Deaf / hearing loss ☐ | | |
| Visual impairment ☐ | | Neurodiversity ☐ | | |
| Other circumstances e.g. Medical conditions/temporary injury ☐  **Please provide details:** | | | | |

**PART 1 CONTINUES ON NEXT PAGE**

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| **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 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? (available at <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 | | Choose an item. |  |
| **Part 2: Timetable and building information**  To be completed by School[[2]](#footnote-2) and returned to PEEP Coordinator at [peeps@ed.ac.uk](mailto:peeps@ed.ac.uk) | | | |
| Name of School contact completing the form |  | | |
| Please list the locations of all on campus teaching for the current semester, including the building name, room number and floor (if known).  Alternatively, you can return this form with an Excel spreadsheet of the student’s timetable.  *(A report can be generated in BI Suite, which lists information on a student’s classes, tutorials and the location of these. Further information on this can be found at the end of this document.)* |  | | |
| Please identify any of the locations listed that will be accessed out of hours (normal operating hours are 8am – 5pm) |  | | |
| Please add any other comments you feel may be relevant to the development of the PEEP |  | | |

**On completion of this section, please return the form to** [peeps@ed.ac.uk](mailto:peeps@ed.ac.uk)

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| **Part 3: Evacuation Procedures**  To be completed by the Fire Safety Unit and returned to [peeps@ed.ac.uk](mailto: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:** | | |
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| 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 |  | |

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| **Part 4: Approval**  To be completed by student, School and Fire Safety Unit (*\*email confirmation is acceptable but should be sent to* [*peeps@ed.ac.uk*](mailto:peeps@ed.ac.uk) *along with a copy of the PEEP)* |
| General Responsibilities on the PEEP Holder   1. 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. |
| **Student**   * I confirm that I am aware of the emergency evacuation procedures and that I agree to evacuation arrangements stated Part 3 of this plan * I understand that if changes are required, I should request for my PEEP to be reviewed * I have read and understood the above information on the General Responsibilities of the PEEP Holder   **Student signature: Date:** |
| **School: Date:** |
| **Fire Safety Unit: Date:** |

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| **Instructions on using the BI Suite timetable report:** |
| 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-> Class List-> Student Timetable\_by UUN\_as a List  Upon opening the report, you are prompted to enter the UUN of the student. This then retrieves a list of all the teaching activities associated with this student.  Due to system restrictions, the report is not able to include information on which floor the rooms are on, however, Schools are still asked to include this information if at all possible as it will enable a quicker evaluation of evacuation options by the Fire Safety Unit. |

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| **Privacy Notice**  Available to view at https://www.docs.csg.ed.ac.uk/Safety/general/gdpr/PrivacyNoticeCorporateV1.1Final.pdf  Applicants: <https://www.edweb.ed.ac.uk/studying/admissions/privacy-statement>  Current students: <https://www.edweb.ed.ac.uk/records-management/guidance/checklist/privacy-notice/university/students> |

1. Centre for Open Learning students should complete Part 1 and Part 2 of this form in conjunction with the COL Student Support Office [↑](#footnote-ref-1)
2. School refers to the Coordinator of Adjustments or their delegate (please see <https://www.ed.ac.uk/health-safety/fire-safety/assisted-evacuation/roles-and-responsibilities> for further information) [↑](#footnote-ref-2)