

# Personal emergency evacuation plan policy

## 1. Policy statement

The University of Bristol is committed to promoting access for people who have a disability or long-term medical condition. This includes consideration of the requirements to enable safe and effective evacuation from buildings in an emergency.

The University will comply with relevant legal requirements and will follow the guidance in British Standards, Codes of Practice and the Building Regulations where it is reasonable to do so with the aim of facilitating safe access and egress.

General information concerning facilities and procedures to assist in the emergency evacuation of people with a disability is available on the [Safety and Health Services website](#).

The emergency evacuation requirements for a person with a disability or long-term medical condition will be assessed following an indication from that person on their job application (new staff), UCAS form (new student) or Post Graduate form / Diversity Survey form. If appropriate, a Personal Emergency Evacuation Plan (PEEP) will be developed in conjunction with the individual.

Existing staff or students who develop a condition that would prevent them escaping from a building without assistance should have their manager or supervisor contact Safety and Health Services for advice.

## 2. Responsibility for completion of PEEPs and reasonable adjustments

When it is known that a person has a disability that requires additional assistance it is the responsibility of the line manager, assisted by the Fire Safety Adviser, the Facilities Manager and either Disability Services or Human Resources (HR) as appropriate, to develop a workable evacuation plan in consultation with the person concerned. In practice, this work is likely to be delegated to another person, possibly the School/Service Safety Adviser.

Where adjustments are required, such as the provision of special equipment to allow the disabled person to escape, Estates Office and the Fire Safety Adviser are responsible for providing advice and assistance.

Where adjustments to a building are required, the work will be funded by the Estates Office.

Partial funding for special equipment for use by an individual may be available through the [Access to Work scheme](#) for staff, or the [Disabled Students' Allowance scheme](#) for students.

Equipment provided to help a disabled person leave the building, such as an evacuation chair, must be regularly maintained by trained engineers and records held on site. Staff must be trained to use the equipment and they must practice regularly.

## 3. Arrangements for disabled staff

New members of staff will have completed a job application form that contains a section where, if the person considers themselves disabled, they can describe any special requirements they need as part of their employment. If this part of the form is completed by

the prospective employee, it will trigger HR to initiate investigations into reasonable adjustments required at the place of work.

PEEPs and reasonable adjustments must be in place before the person starts work. Existing members of staff who become disabled or who have a temporary disability should contact Safety and Health Services who can then advise on what suitable measures need to be taken.

#### **4. Arrangements for disabled students**

Applicants to the University who have indicated on their UCAS form that they have a disability will be contacted by Disability Services to discuss any special arrangements the student may require. This will be the trigger to instigate an investigation into any adjustments required in the building or buildings the potential student would use during his or her studies.

Measures should be in place before the student begins studies. Students who sustain an injury leading to disability whilst studying at Bristol should contact Disability Services who will be able to assist.

#### **5. Arrangements for disabled visitors including contractors**

Members of staff who arrange visits to University premises will need to determine whether visitors have a disability that requires assistance in the event of an emergency. They will also need to know that the venue, be it for a meeting, lecture or other reason, has suitable arrangements in place to deal with this.

Where it is known in advance that someone needing a PEEP will attend, it would be better to arrange the event in a building or room where there is no need for special equipment or assistance, such as a level access with no need to use a lift or stairs. Advice and guidance is available from Safety and Health Services.

#### **6. Public events and unannounced visits by disabled persons**

In the event that a disabled person does not forewarn an event organiser of the need for assistance in an emergency evacuation, the organiser will need to ensure suitable emergency evacuation arrangements are already in place for the venue and that there are sufficient trained personnel available to put them into effect if needed.

The organiser will need to liaise with the appropriate Head of School, SSA, Facilities Manager and/or union safety representative to ensure this is in place before the event occurs.

#### **7. Personal liability for volunteer or nominated assistants**

The University owes a duty of care to staff, students and visitors and holds Employers and Public Liability insurance to indemnify the University and authorised people who are trained and acting on its behalf.

#### **8. Means of escape are unavailable or not agreed by the disabled person**

Where a building has access to upper storeys via a passenger lift, unless that lift is designed, constructed and staffed for use during a fire alarm evacuation, or there is another means of assisted escape available and agreed as suitable by the disabled person, access

to the upper floors of the building should be denied as their safety during a fire alarm evacuation cannot be assured.

## 9. Records of PEEPs

Personal Emergency Evacuation Plans should be written and held on file within the school or service. An edited copy needs to be contained in the Building Fire Manual appendices/ fire risk assessment for the building/buildings visited. The person the plan is written for must be given a copy.

The PEEP author and the person it is written for are responsible for keeping the document updated in consultation with the Fire Safety Adviser as necessary. PEEP guidance and a template are available via the Safety and Health Service website.