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**Personal Emergency Evacuation Plan (PEEP)**

**Guidance Notes and PEEP document**

**Version 3 September 2023**

# 1. Introduction

The University has a rolling programme in place to improve facilities in buildings to assist with the evacuation of disabled people or people with medical conditions meaning they cannot evacuate without measures in place. Where buildings have been modified, the forming of a Personal Emergency Evacuation Plan (PEEP) should not present any great difficulty. Where buildings have not yet been modified, difficulties may arise in forming a PEEP for a person that needs one. It is therefore very important that Faculty or School Managers provide warning of the arrival of a disabled person or someone needing assistance and that it is relayed to the University Fire Safety Adviser, Campus Division, the Facilities Manager, the Equality and Diversity team and Disability Services as required. Ideally this should be prior to the person’s arrival.

**PEEPs are designed to plan in advance for staff or students who may need assistance or special arrangements during an emergency evacuation of the building they are using so should be completed at the earliest opportunity and ideally started before the person arrives at the university.**

They fulfil several purposes:

1. They ensure that those who need assistance discuss the most suitable strategies for any emergency evacuation,
2. 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.

PEEPS should be written for existing members of staff or students who become temporarily or permanently disabled, or who have a temporary condition requiring special assistance in an emergency, as soon as the person’s condition is known about. The disabled person is responsible for bringing the condition to the attention of their manager, Residential Life or the SSA/Disability Coordinator to allow the university to take timely, appropriate action.

Through completing this process, those who require assistance and those who are tasked with giving it, will understand what is required of them and be confident of the procedure to follow for a safe building evacuation.

**2. Who should require a PEEP?**

**Anyone who may need assistance in an emergency evacuation should have a PEEP in place.** 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 people with medical conditions (e.g. seizures, heart problems) which may affect their ability to evacuate.

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.

# 3. When should a PEEP need to be reviewed

A PEEP should be reviewed annually or if a significant change in the person’s condition occurs.

The person the PEEP is written for should alert Residential Life or their SSA/Disability Coordinator of the change,

e.g. a condition worsens or the temporary conditions no longer exists, so that the SSA/Disability Coordinator can amend or remove the PEEP as appropriate, sending updates to those people below who must also have input to the document. If a revised PEEP is required the updated version must be forwarded to the relevant Facilities Manager(s) for inclusion with the building Fire Risk Assessment.

# 4. PEEP formation

Forming a PEEP is a joint effort involving the School or Service, normally carried out by the Divisional Safety Adviser (Residential Life), SSA or Disability Coordinator on behalf of the School/Service Manager, the disabled person and approved by the Fire Safety Adviser. It is necessary for the Facilities Manager to be involved/consulted for the building or buildings the person will access. The School Manager/SSA/Disability Coordinator can choose to either complete a separate PEEP for each of the buildings the person accesses, or write a single PEEP to cover all of the buildings the person will use. Facilities Managers can provide information on a building’s available means of escape.

## Part 1 - Should be completed by the School or Service.

## Part 2 - Should be completed with the person requiring the PEEP or using information provided by them. This provides information necessary to assess the best method of evacuation for the disabled person.

## Part 3 – This must be approved by the University Fire Safety Adviser and will be completed by the Service/ School .This confirms the evacuations arrangements in place for the disabled person and ensures all parties are informed of their part in the evacuation procedures.

## Part 4 - This section should be completed by the Facilities Manager(s) and confirms:

* The PEEP has been included in the Building Fire Manual/FRA by the Facilities Manager for the building this PEEP has been written for.
* Nominated people in the buildings have been informed of the PEEP and when building use is likely to occur
* I have read and understood the PEEP document and agree that this is workable within the buildings I am responsible for

**Part 5 –** This is confirmation of the PEEP Final Sign Off and agreement that it is suitable, sufficient and viable. The document has been shared with all relevant persons. The controls identified have been understood & agreed by all parties.

# 5. Responsibilities associated with the PEEP

When completed the PEEP must be retained by the School or Service, Safety and Health Services and the relevant Facilities Manager, who will also include PEEP information in the Building Fire Manual Fire Risk Assessment.

The School or Service must ensure that the arrangements agreed with the individual are implemented during an emergency. This includes informing members of staff who are responsible for teaching a student or supervising staff, training staff in the safe operation of equipment used to assist escape e.g. evacuation chair or evacuation lift. Training can be provided by the Fire Safety Adviser.

The PEEP will be approved by the Fire Safety Adviser. Facilities Managers will add PEEP information to the Building Fire Manual/FRA for their buildings.

**6. Further Information:**

Safety & Health Services [Fire information](https://www.bristol.ac.uk/safety/staff/fire-safety/)

Campus Division [Facilities Managers](https://uob.sharepoint.com/sites/campus-division/SitePages/facilities-managers.aspx?_gl=1*87rcqh*_ga*MTEwNTE5OTA4NC4xNjM4Nzg4Njc5*_ga_6R8SPL3HLT*MTY5MTU4ODM1OC4zMS4xLjE2OTE1ODgzODUuMzMuMC4w)

## Flow diagram for writing a PEEP

**STEP 1 – What are the hazards? b**

Carry out an assessment and consider:

1. Is a PEEP required?

2. Which building(s) will the person visit?

3. Are means of escape (MoE) suitable?

4. Are there people available to put the PEEP into effect?

5. What are the fall-back arrangements?

**STEP 2 – Are alterations or special procedures required? b**

1.Can activity be re-located to more suitable accommodation?

2. Can the work practices be altered to remove/reduce risk?

3. Are alterations to area practicable? **c**

4. Is purchase of equipment necessary?

5. What staff resources are required?

**STEP 3 – Production of plan(s)**

Formulate and record personal evacuation plans for each location the person visits.

**STEP 4 – Who needs to know about plans?**

1. Decide who needs to know about evacuation plans for the area. E.g.:

a. The individual

b. Their School/Service management

c. Disability Services

d. School Disability Coordinator

e. Facilities Manager(s)

f. Security Services

g. University Fire Safety Adviser

2. Distribute as appropriate

**STEP 5 – What else needs to be done?**

1. Train personnel to carry out duties allocated.

2. Arrange and carry out equipment maintenance

3. Test/plan procedures and equipment

**STEP 6 – When should I review the plan?**

Triggers include:

1. Change in the extent of the person’s disability or medical condition

2. Area has been physically altered

3. Use of the area has altered

4. Disabled person changes job, halls of residence or course

5. Standard review policy

**a**

* HR alerts School/Service
* Disability Service alerts

School Disability co-ordinator

* Event booking form highlights disability
* Individual applies to use service or recreational facility.
* Existing staff member or student notifies School/Service of new disability

**a**

**b**

Input may be required from:

* Disabled person
* Disability Service
* Head of School or Service
* School Disability Coordinator
* Area or service manager
* Event co-ordinator
* Other officers as required (e.g. University Fire Safety Adviser)
* Facilities Management

**c**

Members of staff may be eligible for Access to Work grant towards cost of equipment or alterations

**2. Options for assisted escape (Taken from the** [**RRO Supplementary Guide**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886446/9446_Means_of_Escape_v2_.pdf)**: Escape for disabled people)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of escape** | **Electric wheelchairuser** | **Wheelchairuser** | **Mobilityimpaired person** | **Asthma and other**  **breathing/health issues** | **Visually impaired person** | **Hearing impaired person** | **Dyslexic/orientation disorders** | **Learning difficulty/autism** | **Mental health problems** | **Dexterity problems** |
| **Use of lift** | Y | Y | Y | Y |  |  |  |  |  | Y |
| **Meet**  **assistance at refuge** |  | Y | Y |  | Y |  |  |  | Y |  |
| **Meet**  **assistance at workstation** | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| **Make way downstairs slowly** | Y | Y | Y | Y | Y |  |  |  |  |  |
| **Move down**  **stairs slowly after main flow** | Y | Y | Y | Y |  |  |  | Y |  |  |
| **Use of evac chair or similar** | Y | Y | Y | Y |  |  |  |  |  |  |
| **Carry-down**  **2 people** | Y | Y | Y | Y |  |  |  |  |  |  |
| **Carry-down**  **3 people** | Y | Y | Y | Y |  |  |  |  |  |  |
| **Carry-down**  **4 people** | Y | Y | Y | Y |  |  |  |  |  |  |
| **Travel down in own chair with support** |  | Y |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of escape** | **Electric wheelchair user** | **Wheelchair user** | **Mobility impaired person** | **Asthma and other**  **breathing/health issues** | **Visually impaired person** | **Hearing impaired person** | **Dyslexic/orientation disorders** | **Learning difficulty/autism** | **Mental health problems** | **Dexterity problems** |
| **Cannot transfer readily** | Y | Y |  |  |  |  |  |  |  |  |
| **Can get down stairs using handrails** | Y | Y | Y | Y | Y |  |  | Y |  |  |
| **Needs assistance to walk down**  **stairs, 1 person** | Y | Y | Y | Y | Y |  |  | Y | Y | Y |
| **Needs assistance to walk down**  **stairs, 2 people** | Y | Y | Y | Y | Y |  |  | Y |  |  |
| **Need orientation information** |  |  |  |  | Y | Y | Y | Y | Y |  |
| **Needs tactile map of building** |  |  |  |  | Y |  |  |  |  |  |
| **Need colour contrasting on stairways** |  |  |  |  | Y |  | Y | Y | Y |  |
| **Needs step edge**  **markings** |  |  | Y |  | Y | Y | Y |  | Y |  |
| **Needs showing escape routes** |  |  |  | Y | Y | Y | Y | Y |  |  |
| **Type of escape** | **Electric wheelchair user** | **Wheelchair user** | **Mobility impaired person** | **Asthma and other**  **breathing/health issues** | **Visually impaired person** | **Hearing impaired person** | **Dyslexic/orientation disorders** | **Learning difficulty/autism** | **Mental health problems** | **Dexterity problems** |
| **Needs assistance for person and dog** |  |  |  | Y | Y |  |  |  |  |  |
| **Needs doors opening** |  |  |  |  |  |  |  |  |  | Y |
| **Large print information** |  |  |  |  | Y |  | Y | Y |  |  |
| **Identification of escape route by EAs/SSA etc** |  |  |  |  | Y | Y | Y | Y | Y |  |
| **Provision of flashing beacons** |  |  |  |  |  | Y |  |  |  |  |
| **Buddy system** |  |  |  |  | Y | Y | Y |  |  |  |
| **Provision of vibrating pager** | Y | Y | Y |  |  | Y |  |  |  |  |
| **Provision of alternative alarm** | Y | Y | Y |  | Y | Y |  |  |  |  |
| **Additional checks by fire wardens** |  |  |  |  |  | Y | Y | Y | Y |  |
| **Horizontal evacuation** | Y | Y |  |  |  |  |  |  |  |  |
| **Need for recorded information** |  |  |  |  | Y |  | Y | Y | Y |  |

NOTES

1. The matrix includes most disability types and recommends options for their escape. When working in partnership with a disabled person to establish their escape plan, the matrix should be used as a guide to what options might be offered in the plan.
2. Available options will differ from building to building
3. Options are only valid if staff are trained and available to put them into practice and, where needed, equipment is installed, maintained and available for use.

# PEEP Part 1: General Information

to be completed by the School or Service (**Boxes will expand to contain typing)**

## Formation of Personal Emergency Evacuation Plan for disabled people

|  |  |
| --- | --- |
|  | (Please complete) |
| Name of person requiring PEEP |  |
| Course/Job Title |  |
| Nature of disability or condition |  |
| School/Service completing PEEP |  |
| Name of person completing the PEEP |  |

***Electronic Signatures acceptable***

|  |  |
| --- | --- |
| Building(s) being used-  Ensure Libraries and study centres have been involved, where appropriate in forming this PEEP. Please contact library-support@bristol.ac.uk for advice. | Location/room and floor levels |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

***Insert more rows if more buildings used***

|  |
| --- |
| Areas used for studying out of normal working hours- Libraries and study centres should be involved if relevant to this PEEP. Please contact library-support@bristol.ac.uk for advice |
|  |

Once sections 1-3 are completed, share the PEEP with edit rights to the relevant Facilities Manager and the UoB Fire Safety Adviser for verification.

**School/ Service Person Completing PEEP:**

**Signature:**

**Date:**

**Print name:**

**Position: Contact no.:**

# PEEP Part 2: Personal Information

## to be completed with the person requiring the PEEP or using information provided by them (Boxes will expand to contain typing)

|  |  |  |
| --- | --- | --- |
|  | (please delete as  appropriate) | |
| Do you have a full-time personal assistant? | YES | NO |
| Can you hear audible alarm signals? | YES | NO |
| Can you use stairs safely in an emergency? | YES | NO |
| Can you use the stairs without assistance? | YES | NO |
| Can you follow exit signage without assistance? | YES | NO |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you use a wheelchair and/or any other device to aid your mobility? If yes, please describe below: | YES | | NO | |
|  |  | | | |
| Type of wheelchair used: | Manual | Electric | | N/A |

|  |  |  |
| --- | --- | --- |
| Will you be able to evacuate immediately, or will you temporarily use a refuge point, if available until main flow of escapees has passed? | Immediate Evacuation |  |
| Refuge Points |  |

|  |  |  |
| --- | --- | --- |
| Are there any other measures that could be introduced that would further aid your evacuation in an emergency? | YES | NO |
| If yes to above, please state: |  |  |

**Person Requiring PEEP Signature: Date:**

**Print name: Contact No.**

# PEEP Part 3: Personal Emergency Evacuation Plan

to be approved by the University Fire Safety Adviser

# Personal Emergency Evacuation Plan completed by the Service/ School

|  |  |
| --- | --- |
| **Name of person requiring PEEP** |  |

**Reason for PEEP:**

## Agreed Means of Escape

**People who will assist with the evacuation if required:** Trained members of staff shall check refuge points if safe to do so. Staff are trained in the use of evacuation equipment; we prioritise fire and attend in a safe and controlled manner. Staff must not however put themselves at risk. In the event of a fire we endeavour to encourage all students to take a good citizen approach, dial 999, contact Security, tell staff and encourage others to evacuate. In some cases students may also support fellow flatmates.

**Conclusions/Recommendations:**

**NOTE: Students could access any area on campus on any floor level. If they are unable to self-evacuate they should make their way to a refuge point, if available and call for assistance if they are unable to use the stairs. Students are responsible for ensuring they are aware of these refuge point locations in the buildings they access and follow any instructions issued.**

**Security and out of hours response are at the heart of any emergency/serious incident at the University co-ordinating and normally responding to the incident itself this includes fire and other emergencies. When a fire alarm occurs and the control room receives a notification they will send available officers to site to assist building users as soon as is reasonably practicable.**

**Fire Safety Adviser Comments:**

**Fire Safety Adviser: Signature: Date:**

**Print name: Contact No.**

**PEEP Part 4: to be completed by the Facilities Manager:**

|  |  |
| --- | --- |
| The PEEP has been included in the Building Fire Manual/FRA by the Facilities Manager for the building this PEEP has been written for. | Yes / No  Date: |
| Nominated people in the buildings have been informed of the PEEP and when building use is likely to occur | Yes / No  Date: |
| I have read and understood the PEEP document and agree that this is workable within the buildings I am responsible for | Yes / No  Date: |

**Facilities Manager : Signature Date:**

**Print name: Contact No.**

**PEEP Part 5 PEEP Final Sign Off**

**The document has been shared with all relevant persons. The controls identified have been understood & agreed by all parties.**

**Person Requiring PEEP Signature: Date:**

**Print name: Contact No.**

**Head of School/Service: Signature: Date:**

**Print name: Contact No.**