

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](#)

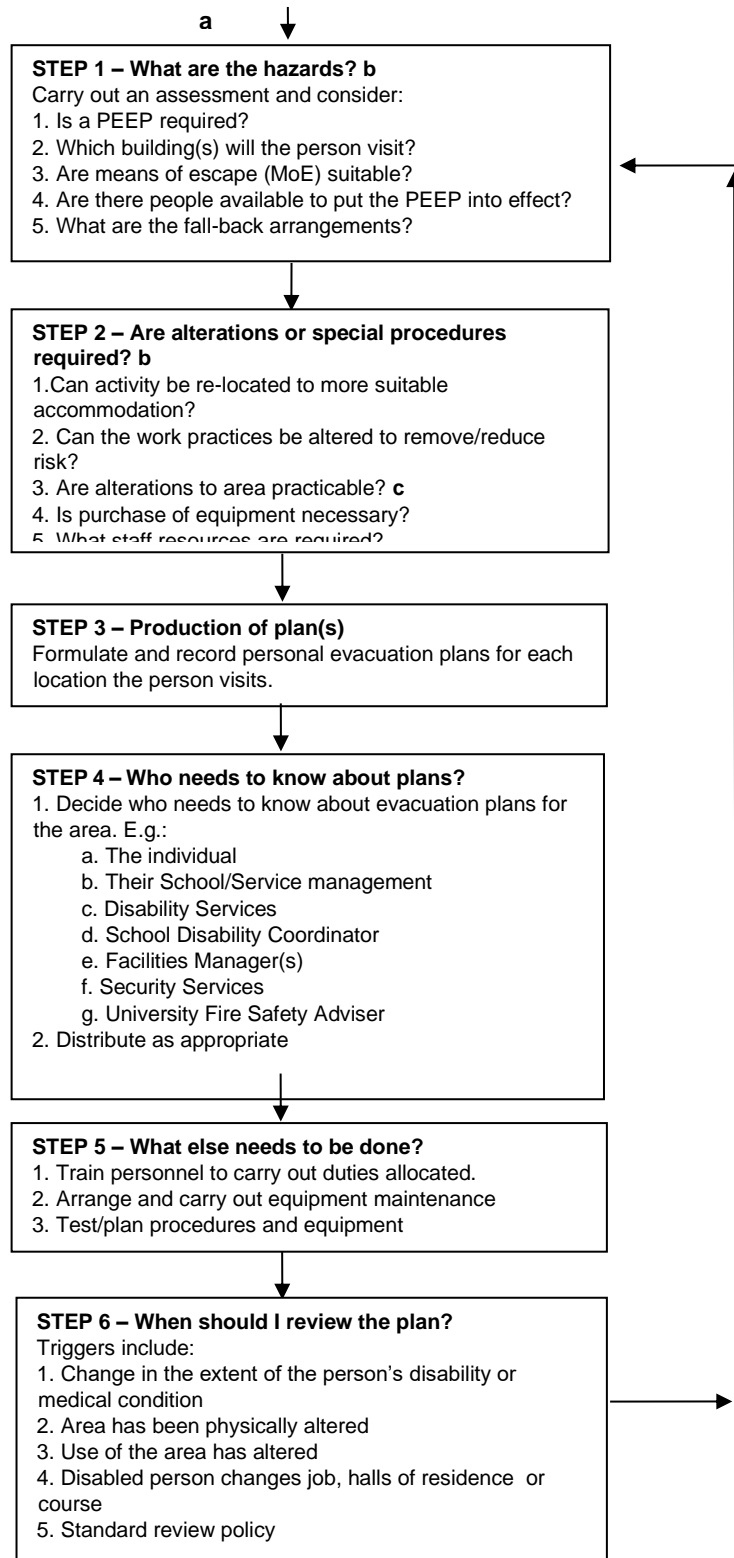
Campus Division [Facilities Managers](#)

1. Flow diagram for writing a PEEP

- 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

- 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: Escape for disabled people](#))

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
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
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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	
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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
Print name:

Date:
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.